

April 20, 2026

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of March 2026.

Overview and Background

The College is under contract with six architectural firms: Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., EMI Architects and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the six firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$5,456.88
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the March 23, 2026 meeting.



Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoice(s) as presented.


INVOICE NO. 20390.9.5

TO: 	Accts Payable Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-016125
	FROM: 	Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TSC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Schematic Design	\$10,912.00	100%	\$0.00	\$10,912.00	\$0.00
	Design Documents	\$32,736.00	100%	\$0.00	\$32,736.00	\$0.00
	Construction Documents	\$38,192.00	100%	\$0.00	\$38,192.00	\$0.00
	Bid / Permitting	\$5,456.00	100%	\$0.00	\$5,456.00	\$0.00
	Construction Administration	\$21,824.00	75%	\$5,456.00	\$10,911.12	\$5,456.88
Line 2	Printing	\$535.00	100%	\$0.00	\$535.00	\$0.00
GRAND TOTALS		\$109,655.00		\$5,456.00	\$98,742.12	\$5,456.88
Invoice Total						\$5,456.88

CERTIFIED TRUE AND CORRECT BY:



 (Signature of Principal)

Rodney L. Lewis, Principal

 (Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-016125
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
PJ-0401 CFI Exterior Envelope and Staircase - State DM; Stair Tower Architect Fees Contact: Don.Herr@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	109,655.00	0.00	109,655.00

Director of Procurement and Auxiliary Services

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
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Purchase Order

Purchase Order Number	PO-016125
Purchase Order Date	08/18/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Professional services for TCC Center for Innovation Stair Tower Improvements. Scope Includes: Design, documentation, permitting and construction administration of repair and exterior improvements to the stair towers of the building located at 300 W. Pensacola Street. The improvements will be based on preliminary design concepts previously developed by ALW and will include the following: 1. Selective demolition of exterior components. 2. Repair for structural components. 3. New door / gate systems 4. New exterior screen and finish systems 5. New signage Specifications per attached proposal dated July 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				109,120.00
2		Additional Services - Printing				535.00

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.