



April 15, 2024

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 2024.

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 - \$0.00
BKJ, Inc. Architecture - \$26,459.66
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$15,590.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$17,570.10

Past Actions by the Board

The Board last authorized architect invoices at the March 18, 2024 meeting.

Funding/ Financial Implications

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

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 2
 PROJECT INVOICE NO. 4



TO: Tallahassee Community College
 ATTN: Accounts Payable
 444 Appleyard Drive
 Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-019124

FROM: BKJ Inc. Architecture
 1621 Physicians Drive
 Tallahassee, Florida 32308

Project Name:
 AC Building #8 Third Floor Improvements

Date: 3/6/24

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Design Development	\$20,965.00	100%	\$20,965.00	\$20,965.00	\$0.00
Construction Documents	\$26,400.00	100%	\$26,400.00	\$0.00	\$26,400.00
Permit/Bid	\$3,150.00	0%	\$0.00	\$0.00	\$0.00
Construction Administration	\$10,350.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICE					
MEP Existing Conditions	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00
Reimbursable Expenses	\$250.00	24%	\$59.66	\$0.00	\$59.66
GRAND TOTALS	\$63,955.00		\$50,264.66	\$23,805.00	\$26,459.66
Total due Architect/Engineer					\$26,459.66

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:

Bonnie Davenport
 (Signature of Principal)

Bonnie Davenport AIA, President
 (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-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0485 AC Bldg#08 Third Floor Renovations/Upgrades - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11; Approved at the January 17, 2023 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	63,955.00	0.00	63,955.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 3rd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated November 17, 2023.				63,955.00

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: PER FLORIDA STATUTE 448.095, 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.

Director of Procurement and Auxiliary Services
 Dustin Frost

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-019124
Purchase Order Date	11/20/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

East Store Invoice

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

23.148
TCC AC Bldg 3rd Floor Improvements

Date 1/22/2024

Invoice # 114833

Ordered By Michael

Terms Card on File

Invoiced By CAE

Account # B015

Total \$59.66

SIGN HERE:

There will be a \$35 for all returned checks.
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.



East Store
850-671-2714
eaststore@semblueinc.com
2915-1 East Park Ave.
Tallahassee, FL 32301
www.semblueinc.com

Date 1/22/2024

Invoice # 114833

Ordered By: Michael

Terms Card on File

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

Account # B015

Customer Billing Information:

23.148
TCC AC Bldg 3rd Floor Improvements

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	30	1.85	55.50T

Please Remit Payment To:

Seminole Blueprint, Inc
2915-1 East Park Avenue
Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal	\$55.50
Sales Tax (7.5%)	\$4.16
Total	\$59.66



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21094_0224
 Date 02/29/2024
 Project 21094 WEI MASTER PLAN UPDATE

Professional Architectural Services

PHASE 1 - Site 6 (WEI)
 PO-014617

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,500.00	0.00	0.00	0.00	0.00
Task 2 - Executive Summary	69,400.00	16.17	11,225.00	11,225.00	0.00
Task 3 - Existing Conditions	54,500.00	35.96	19,600.00	19,600.00	0.00
Task 4 - Planning Elements	164,500.00	82.46	132,444.00	135,642.75	3,198.75
Task 5 - Decision Themes	31,600.00	22.70	6,600.00	7,173.75	573.75
Task 6 - Master Plan & Graphics	39,900.00	99.90	38,767.50	39,860.00	1,092.50
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	363,333.00	58.76	208,636.50	213,501.50	4,865.00

Invoice total **4,865.00**

Agging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_1223	12/31/2023	403.75			403.75		
21094_0224	02/29/2024	4,865.00	4,865.00				
	Total	5,268.75	4,865.00	0.00	403.75	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21114_0224
 Date 02/29/2024
 Project 21114 FPSI MASTERPLANNING

Professional Architectural Services

PO-014772

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Task 1 - Overview	1,825.00	100.00	1,825.00	1,825.00	0.00
Task 2 - Executive Summary	59,130.00	19.12	11,305.00	11,305.00	0.00
Task 3 - Existing Conditions	41,890.00	21.11	8,842.50	8,842.50	0.00
Task 4 - Planning Elements	86,328.00	47.24	31,435.00	40,785.00	9,350.00
Task 5 - Decision Themes	16,985.00	100.00	16,985.00	16,985.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	64.74	18,582.50	19,957.50	1,375.00
Task 7 - Conclusion	1,815.00	83.33	1,512.50	1,512.50	0.00
Total	238,798.00	42.38	90,487.50	101,212.50	10,725.00

Invoice total **10,725.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0224	02/29/2024	10,725.00	10,725.00				
	Total	10,725.00	10,725.00	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



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Fitzgerald Collaborative Group, LLC

Tallahassee Community College
 Jenny Shuler
 444 Appleyard Drive
 Tallahassee, FL 32304-2895

Invoice number 230202_0324
 Date 03/27/2024

Project 230202 TCC - SOLAR PANEL CANOPIES
 FOR MAIN CAMPUS

Purchase Order # PO-017463

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	12,200.00	100.00	12,200.00	12,200.00	0.00
Design Development	9,630.00	100.00	9,630.00	9,630.00	0.00
Design Development - Kever	2,000.00	100.00	2,000.00	2,000.00	0.00
Permit Documents	6,025.00	100.00	6,025.00	6,025.00	0.00
Permit Documents - Kever	4,500.00	100.00	4,500.00	4,500.00	0.00
Bidding and Negotiation/GMP Coordination	6,650.00	100.00	0.00	6,650.00	6,650.00
Construction Administration	12,900.00	0.00	0.00	0.00	0.00
Construction Administration - Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	55,405.00	74.01	34,355.00	41,005.00	6,650.00
Additional Required Services					
Schematic Designn -Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Design Docuemnts - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Permit Documtns - Independent Green Technologies	7,802.00	100.00	7,802.00	7,802.00	0.00
Programming Confirmation	7,500.00	100.00	7,500.00	7,500.00	0.00
Measured Drawings	4,500.00	100.00	4,500.00	4,500.00	0.00
Subtotal	35,406.00	100.00	35,406.00	35,406.00	0.00
Total	90,811.00	84.14	69,761.00	76,411.00	6,650.00

Invoice total 6,650.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0324	03/27/2024	6,650.00	6,650.00				
	Total	6,650.00	6,650.00	0.00	0.00	0.00	0.00



TALLAHASSEE • ATLANTA

Tallahassee Community College

Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0324

Date 03/27/2024

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.



TALLAHASSEE • ATLANTA

Fitzgerald Collaborative Group, LLC

Tallahassee Community College
 Jenny Shuler
 444 Appleyard Drive
 Tallahassee, FL 32304-2895

Invoice number 240201_0324
 Date 03/28/2024

Project 240201 TCC SOLAR CANOPY CUP BLDG #28

For Professional Architectural Services

P.O. No. PO-019707

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Measured Drawings	4,500.00	100.00	0.00	4,500.00	4,500.00
Schematic Design	6,758.00	95.00	0.00	6,420.10	6,420.10
Schematic Design-Kever	1,500.00	0.00	0.00	0.00	0.00
Schematic Design-IGT Solar	1,100.00	0.00	0.00	0.00	0.00
Design Development	12,450.00	0.00	0.00	0.00	0.00
Design Development-Kever	2,000.00	0.00	0.00	0.00	0.00
Design Development-IGT Solar	1,800.00	0.00	0.00	0.00	0.00
Permit Documents	3,758.00	0.00	0.00	0.00	0.00
Permit Documents-Kever	4,500.00	0.00	0.00	0.00	0.00
Permit Documents-IGT Solar	2,400.00	0.00	0.00	0.00	0.00
Bidding	2,065.00	0.00	0.00	0.00	0.00
Construction Administration	6,758.00	0.00	0.00	0.00	0.00
Construction Administration-Kever	1,500.00	0.00	0.00	0.00	0.00
Subtotal	51,089.00	21.37	0.00	10,920.10	10,920.10
Total	51,089.00	21.37	0.00	10,920.10	10,920.10

Invoice total 10,920.10

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
240201_0324	03/28/2024	10,920.10	10,920.10				
	Total	10,920.10	10,920.10	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-groupllc.com.