



September 18, 2023

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 August 2023.

Overview and Background

The College is now 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 - \$218,592.00
BKJ, Inc. Architecture - \$36,991.50
Clemons, Rutherford & Associates, Inc. - \$1,687.93
DAG Architects, Inc. - \$18,576.50
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$30,584.75

Past Actions by the Board

The Board last authorized architect invoices at the August 21, 2023 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.



| | |
|--|---|
| TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304 | Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 |
| FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301 | Purchase Order N PO-014772-1 Project Name: TCC Lifetime Sports Facility Improvements DATE: 8/31/2023 |

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

| TCC Service Line Items | DESCRIPTION | TOTAL FEE | PERCENT COMPLETE | AMOUNT REMAINING | LESS PREVIOUSLY BILLED | AMOUNT DUE THIS INVOICE |
|-------------------------------|--------------------------------|---------------------|------------------|--------------------|------------------------|-------------------------|
| #1 | Field Measurements | \$7,420.00 | 100% | \$0.00 | \$7,420.00 | \$0.00 |
| | Engineering - survey | \$7,550.00 | 39% | \$4,550.00 | \$3,000.00 | \$0.00 |
| | Printing | \$934.00 | 53% | \$434.00 | \$500.00 | \$0.00 |
| | Line #1 only - Sub Total | \$15,904.00 | | | | |
| #2 | Design Development | \$39,612.00 | 100% | \$0.00 | \$39,612.00 | \$0.00 |
| | 100% Construction Documents | \$59,418.00 | 100% | \$0.00 | \$59,418.00 | \$0.00 |
| | Bid/Permitting | \$6,602.00 | 100% | \$0.00 | \$0.00 | \$6,602.00 |
| | Construction Administration | \$26,408.00 | 0% | \$26,408.00 | \$0.00 | \$0.00 |
| | Line #2 only - Sub Total | \$132,040.00 | | | | |
| #3 | Revised Construction Documents | \$22,710.00 | 100% | \$0.00 | \$0.00 | \$22,710.00 |
| | Bidding | \$1,770.00 | 0% | \$1,770.00 | \$0.00 | \$0.00 |
| | Line #3 only - Sub Total | \$24,480.00 | | | | |
| | GRAND TOTALS | \$172,424.00 | | \$33,162.00 | \$109,950.00 | \$29,312.00 |
| Invoice Total | | | | | | \$29,312.00 |
| * Amount payable directly to: | | | | (|) | |
| * Amount payable directly to: | | | | (|) | * |

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



Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-014722 - 1 |
| Purchase Order Date | 11/10/2021 |
| Payment Terms | Net 30 |
| Requestor | Carl Ross |
| 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: |
|--|
| Main Campus Site Improvements Building #15 – Design & Documentation Contact: Don.Herr@tcc.fl.edu , 850-201-6168 Invoice: Jenny.Shuler@tcc.fl.edu Change Order No. 1 (CO1) - Adding new Line 3 for Additional Services, Locker Room Improvements, in the amount of \$24,480.00 per attached proposal. NEW PO TOTAL: \$172,424.00 **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 | 172,424.00 | 0.00 | 172,424.00 |

| Service Lines | | | | | | |
|---------------|-----------|--|------------|----------|----------|------------|
| Line Number | Item Name | Description | Start Date | End Date | Due Date | Amount |
| 1 | | Total printing fees for field measurements, engineering, design development submittal, 100% CD submittal and 100 CD Specs. | | | | 15,905.00 |
| 2 | | Professional services for Design and Documentation for improvements to building#15. Specifics per attached proposal dated November 01, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 132,039.00 |

Director of Procurement and Auxiliary Services
 Dustin Frost

Tallahassee Community College
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Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-014722 - 1 |
| Purchase Order Date | 11/10/2021 |
| Payment Terms | Net 30 |
| Requestor | Carl Ross |
| Phone Number | (850) 201-6200 |
| | |

| Service Lines | | | | | | |
|---------------|-----------|---|------------|----------|----------|-----------|
| Line Number | Item Name | Description | Start Date | End Date | Due Date | Amount |
| 3 | | Additional services to redesign the locker rooms based on available project funds. ALW previously received authorization to complete the design and documentation of both men's and women's locker rooms, referee's lounge, ticketing, concessions, lobby, public restrooms, and exterior canopy. This proposal removes approximately 5,700 square feet from the project area and includes services to redesign approximately 2,700 square feet of the men's and women's locker rooms. A new complete set of construction documents will be issued for bidding and permitting. Scope of work and services/ deliverables shall be in accordance with basic services. Specifics per attached Proposal dated May 23, 2023. | | | | 24,480.00 |

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



| | |
|--|--|
| TO: Tallahassee Community College Attn: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304 | Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 |
| FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301 | Purchase Order No: PO-06124 Project Name: CFI Exterior Envelope & Staircase DATE: 8/31/2023 |

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

| TCC PO# Service Lines | DESCRIPTION | TOTAL FEE | PERCENT COMPLETE | AMOUNT REMAINING | LESS PREVIOUSLY BILLED | AMOUNT DUE THIS INVOICE |
|-----------------------------|-----------------------------|--------------|---------------------|---------------------|------------------------------|----------------------------|
| Line 1 | Schematic Design | \$29,120.00 | 100% | \$0.00 | \$29,120.00 | \$0.00 |
| | Design Documents | \$87,360.00 | 100% | \$0.00 | \$0.00 | \$87,360.00 |
| | Construction Documents | \$101,920.00 | 100% | \$0.00 | \$0.00 | \$101,920.00 |
| | Biod / Permitting | \$14,560.00 | 0% | \$14,560.00 | \$0.00 | \$0.00 |
| | Construction Administration | \$58,240.00 | 0% | \$58,240.00 | \$0.00 | \$0.00 |
| Line 2 | Printing | \$760.00 | 0% | \$760.00 | \$0.00 | \$0.00 |
| | | | | | | |
| GRAND TOTALS | | \$291,960.00 | | \$73,560.00 | \$29,120.00 | \$189,280.00 |
| Invoice Total | | | | | | \$189,280.00 |

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-016124 |
| 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; Envelope 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 | 291,960.00 | 0.00 | 291,960.00 |

Director of Procurement and Auxiliary Services

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-016124 |
| 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 Exterior Envelope Improvements. Scope Includes: Design, documentation, permitting and construction administration of new exterior envelope improvements to the entire exterior (with exception of the stair towers) of the building located at TCC's Site 4 Campus, 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. Re-establishment of the building envelope and air/water barrier. 3. New door and window systems 4. New shading devices 5. New exterior masonry along base of building 6. New exterior finish systems 7. 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** | | | | 291,200.00 |
| 2 | | Additional Services - Printing | | | | 760.00 |

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

Tallahassee Community College
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United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Purchase Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-016124 |
| Purchase Order Date | 08/18/2022 |
| Payment Terms | Net 30 |
| Requestor | Jenny Shuler |
| Phone Number | (850) 201-6200 |
| | |

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.

INVOICE NO. 3



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-016394

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

Project Name:
Administration Building Lobby/Professional Services
 Date: 8/18/2023

| THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS: | | | | | |
|--|-------------|------------------|-------------|------------------------|-------------------------|
| SERVICE | TOTAL FEE | PERCENT COMPLETE | AMOUNT DUE | LESS PREVIOUSLY BILLED | AMOUNT DUE THIS INVOICE |
| ADDITIONAL SERVICES | | | | | |
| Existing Conditions | \$1,455.00 | 100% | \$1,455.00 | \$1,455.00 | \$0.00 |
| BASIC SERVICES | | | | | |
| Preliminary Schematic Design | \$5,465.00 | 100% | \$5,465.00 | \$5,465.00 | \$0.00 |
| Lobby Improvements | | | | | |
| Design Development | \$6,615.00 | 100% | \$6,615.00 | \$6,615.00 | \$0.00 |
| 100% Construction Documents | \$8,605.00 | 100% | \$8,605.00 | \$8,605.00 | \$0.00 |
| Permitting/Bid | \$2,570.00 | 100% | \$2,570.00 | \$0.00 | \$2,570.00 |
| Construction Administration | \$9,345.00 | 0% | \$0.00 | \$0.00 | \$0.00 |
| ADA Restroom Improvements | | | | | |
| Design Development | \$7,753.50 | 100% | \$7,753.50 | \$7,753.50 | \$0.00 |
| 100% Construction Documents | \$7,638.50 | 100% | \$7,638.50 | \$7,638.50 | \$0.00 |
| Permitting/Bid | \$1,857.00 | 100% | \$1,857.00 | \$0.00 | \$1,857.00 |
| Construction Administration | \$2,906.00 | 0% | \$0.00 | \$0.00 | \$0.00 |
| Additional Services (MEP) | \$2,300.00 | 0% | \$0.00 | \$0.00 | \$0.00 |
| Additional Services No. 1- Budget | \$3,315.00 | 100% | \$3,315.00 | \$3,315.00 | \$0.00 |
| OTHER PROJECT COST | | | | | |
| Reimbursable Expenses (attached) | \$250.00 | 92.39% | \$230.97 | \$224.97 | \$6.00 |
| GRAND TOTALS | | | | | |
| | \$60,075.00 | | \$45,504.97 | \$41,071.97 | \$4,433.00 |
| Total due Architect/Engineer | | | | | \$4,433.00 |

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-016394 |
| Purchase Order Date | 10/06/2022 |
| 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-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu |

| |
|--|
| 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 | 6,920.00 | 0.00 | 6,920.00 |

Director of Procurement and Auxiliary Services

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-016394 |
| Purchase Order Date | 10/06/2022 |
| 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 | | Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022. | | | | 6,920.00 |

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.

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



Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-016394 - 1 |
| Purchase Order Date | 10/06/2022 |
| 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-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00 **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 | 56,760.00 | 0.00 | 56,760.00 |

Director of Procurement and Auxiliary Services

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

Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-016394 - 1 |
| Purchase Order Date | 10/06/2022 |
| 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 | | Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022. | | | | 6,920.00 |
| 2 | | Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 49,840.00 |

Messages

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 444 Appleyard Drive
 Tallahassee, FL 32304
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 Tax Exemption ID: 85-80-125307-72C8



Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-016394 - 2 |
| Purchase Order Date | 10/06/2022 |
| 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: |
|--|
| <p>PJ-0297 Administration Bldg Lobby/Professional Services - 3D Renderings & Schematic Design Prep Contacts: jim.murdaugh@tcc.fl.edu & Candice.grause@tcc.fl.edu Invoices: Jenny.Shuler@tcc.fl.edu</p> <p>Change Order No. 2 - Adding new Line 3 in the amount of \$3,315.00 for Add Services#1 as outlined in Proposal dated 03/08/23. NEW PO TOTAL: \$60,075.00</p> <p>Change Order No. 1 - Adding new Line 2 in the amount of \$49,840.00 for full A/E fees as outlined in Proposal dated December 5, 2022. NEW PO TOTAL: \$56,760.00</p> <p>**REF: TCC RFQ 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting**</p> <p>**REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**</p> |

| 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 | 60,075.00 | 0.00 | 60,075.00 |

Director of Procurement and Auxiliary Services
 Dustin Frost

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 Tallahassee, FL 32304
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 Federal ID: 59-1141270
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Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-016394 - 2 |
| Purchase Order Date | 10/06/2022 |
| 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 | | Proposal for the preparation of the schematic design drawings and 3D renderings of the proposed improvements to the lobby in the Administration building#27 at the Tallahassee Community College Main Campus Site 1, located at 444 Appleyard Drive, Tallahassee, FL 32304. Scope and specifications per attached proposal dated September 29, 2022. | | | | 6,920.00 |
| 2 | | Proposal for the full Architectural/Engineering (A/E) services from design development through construction administration services for the proposed improvements to the lobby in the Administration building#27. Specifics per attached proposal dated December 5, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 49,840.00 |
| 3 | | Additional Services #1 to develop an opinion of probable cost for the design development phase drawings. Specifics per attached proposal dated 03/08/23. | | | | 3,315.00 |

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

INVOICE NO. 2



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-017874

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

Project Name:
EN Building | ADA Restroom and Mechanical
Improvements
Date: 8/18/23

| THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS: | | | | | |
|--|--------------------|------------------|--------------------|------------------------|-------------------------|
| SERVICE | TOTAL FEE | PERCENT COMPLETE | AMOUNT DUE | LESS PREVIOUSLY BILLED | AMOUNT DUE THIS INVOICE |
| ADDITIONAL SERVICES | | | | | |
| Phase 1- Existing Conditions Drawings | \$5,827.50 | 100% | \$5,827.50 | \$5,827.50 | \$0.00 |
| BASIC SERVICES | | | | | |
| Phase 2- Schematic Design | \$9,330.00 | 100% | \$9,330.00 | \$4,665.00 | \$4,665.00 |
| Phase 3- Design Development | \$16,895.00 | 100% | \$16,895.00 | \$0.00 | \$16,895.00 |
| Phase 4- Construction Documents | \$21,985.00 | 50% | \$10,992.50 | \$0.00 | \$10,992.50 |
| Phase 5- Permitting/Bid | \$3,158.00 | 0% | \$0.00 | \$0.00 | \$0.00 |
| Phase 6- Construction Administration | \$15,057.00 | 0% | \$0.00 | \$0.00 | \$0.00 |
| OTHER PROJECT COST | | | | | |
| Reimbursable Expenses | \$200.00 | 3.00% | \$6.00 | \$0.00 | \$6.00 |
| GRAND TOTALS | \$72,452.50 | | \$43,051.00 | \$10,492.50 | \$32,558.50 |
| Total due Architect/Engineer | | | | | \$32,558.50 |

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:


(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-017874 |
| Purchase Order Date | 06/13/2023 |
| 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-0399 CIF 22/23 ADA Improvements - EN Bldg#01 - A/E Fees Contact: Don.Herr@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 | 72,452.50 | 0.00 | 72,452.50 |

| Service Lines | | | | | | |
|---------------|-----------|--|------------|----------|----------|-----------|
| Line Number | Item Name | Description | Start Date | End Date | Due Date | Amount |
| 1 | | Proposal for the requested architectural and engineering services for the proposed ADA restroom and mechanical improvements to the 1st floor of the EN building located on the TCC Site 1 campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated June 6, 2023. Phases Include: Existing Condition Drawings, Schematic Design, Design Development, Construction Documents, Permitting/Bid, Construction Administration. **REF: TCC RFQ 2022-11 | | | | 72,452.50 |

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

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

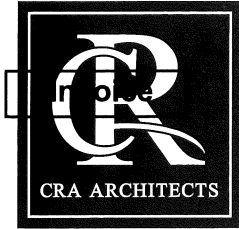
Purchase Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-017874 |
| Purchase Order Date | 06/13/2023 |
| Payment Terms | Net 30 |
| Requestor | Jenny Shuler |
| Phone Number | (850) 201-6200 |
| | |

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.



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308
 p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792
 p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

August 14, 2023

Project No: 22021.00

Invoice No: 16027

TALLAHASSEE COMMUNITY COLLEGE
 ATTN: ACCOUNTS PAYABLE
 444 APPELyard DRIVE
 TALLAHASSEE, FL 32304-2895

Project 22021.00 TCC CUP AUTOMATED CONTROLS ADDITION
 PURCHASE ORDER# PO-015247-1

Professional Services from March 1, 2023 to July 31, 2023

Phase 100 CENTRAL UTILITY PLANT BASIC SERVICES

Fee

| Billing Phase | Fee | Percent Complete | Earned |
|-----------------------------|------------------|------------------|------------------|
| CENTRAL UTILITY PLANT | 0.00 | 0.00 | 0.00 |
| SCHEMATIC DESIGN | 3,215.03 | 100.00 | 3,215.03 |
| DESIGN DEVELOPMENT | 4,286.70 | 100.00 | 4,286.70 |
| CONSTRUCTION DOCUMENTS | 8,573.40 | 100.00 | 8,573.40 |
| BIDDING | 1,071.68 | 100.00 | 1,071.68 |
| CONSTRUCTION ADMINISTRATION | 4,286.69 | 0.00 | 0.00 |
| TOILET ROOM ADDITION | 0.00 | 0.00 | 0.00 |
| SCHEMATIC DESIGN | 1,848.75 | 100.00 | 1,848.75 |
| DESIGN DEVELOPMENT | 2,465.00 | 100.00 | 2,465.00 |
| CONSTRUCTION DOCUMENTS | 4,930.00 | 100.00 | 4,930.00 |
| BIDDING | 616.25 | 100.00 | 616.25 |
| CONSTRUCTION ADMINISTRATION | 2,465.00 | 0.00 | 0.00 |
| Total Fee | 33,758.50 | | 27,006.81 |

Previous Fee Billing 25,318.88
 Current Fee Billing 1,687.93

Total Fee 1,687.93

Total this Phase \$1,687.93

Phase 110 CENTRAL UTILITY PLANT

Total this Phase 0.00

Total this Invoice \$1,687.93

Billings to Date

| | Current | Prior | Total |
|---------------|-----------------|------------------|------------------|
| Fee | 1,687.93 | 25,318.88 | 27,006.81 |
| Consultant | 0.00 | 2,970.00 | 2,970.00 |
| Totals | 1,687.93 | 28,288.88 | 29,976.81 |

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



Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-015247 - 3 |
| Purchase Order Date | 04/06/2022 |
| Payment Terms | Net 30 |
| Requestor | Jenny Shuler |
| Phone Number | (850) 201-6200 |

| |
|---|
| Supplier: |
| Clemons, Rutherford & Associates, Inc. 2027 Thomasville Rd. Tallahassee, FL 32308 United States of America |

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

| |
|---|
| Comments: |
| PJ-0428 Renovate Central Utility Plant & Infrastructure - Main Campus - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu |
| INTERNAL ONLY CHANGE ORDER NO. 3 Updating accounting worktag on lines to include new FUND. NO CHANGE TO PO TOTAL OR DESCRIPTION |
| INTERNAL ONLY CHANGE ORDER #2 Updating budget/worktag information for lines. Adding New Line 3 to replace existing line 1 remaining balance in the amount of \$3,245.71. Updated line 2 to reflect correct budget/worktag. NO CHANGE TO PO TOTAL OR DESCRIPTION |
| CHANGE ORDER #1 Adding New Line 2 in the amount of \$12,325.00 for Toilet Rooms Addition to CUP Bldg#28. NEW PO TOTAL: \$33,758.50 |

| |
|--|
| 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 | 33,758.50 | 0.00 | 33,758.50 |

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

Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-015247 - 3 |
| Purchase Order Date | 04/06/2022 |
| 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 | | Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 18,187.79 |
| 2 | | A/E fees for the Toilet Rooms addition to the existing Central Utility Plant building#28. Specifics per attached proposal dated July 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 12,325.00 |
| 3 | | Architectural/Engineering fees for a Building addition to the existing Central Utility Plant (Bldg #28) to house the Automation Controls for the Main Campus (Site 1). -Addition will be approximately 28' x 28', +/- 784sf -Space will also function as a hands-on learning space for the building automation controls certification program Specifics per attached proposal dated March 28, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting** | | | | 3,245.71 |

Messages

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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.

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

Change Order

| | |
|-----------------------|----------------|
| Purchase Order Number | PO-015247 - 3 |
| Purchase Order Date | 04/06/2022 |
| Payment Terms | Net 30 |
| Requestor | Jenny Shuler |
| Phone Number | (850) 201-6200 |
| | |

Please send all Invoices to Accounts Payable - "AcciPay@tcc.fl.edu"
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Destin
Atlanta
Pensacola
Melbourne
Tallahassee
Panama City

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

Invoice number 21094_0823
Date 08/28/2023
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 | 77.70 | 126,039.44 | 127,810.94 | 1,771.50 |
| Task 5 - Decision Themes | 31,600.00 | 20.89 | 6,600.00 | 6,600.00 | 0.00 |
| Task 6 - Master Plan & Graphics | 39,900.00 | 96.15 | 38,363.75 | 38,363.75 | 0.00 |
| Task 7 - Conclusion | 1,933.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 363,333.00 | 56.04 | 201,828.19 | 203,599.69 | 1,771.50 |

Invoice total **1,771.50**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-----------------|-----------------|-------------|-------------|-------------|-------------|
| 21094_0823 | 08/28/2023 | 1,771.50 | 1,771.50 | | | | |
| | Total | 1,771.50 | 1,771.50 | 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.



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

Invoice number 21114_0823
 Date 08/28/2023
 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 | 14.00 | 0.00 | 8,280.00 | 8,280.00 |
| Task 3 - Existing Conditions | 41,890.00 | 12.44 | 5,212.50 | 5,212.50 | 0.00 |
| Task 4 - Planning Elements | 86,328.00 | 28.86 | 24,916.08 | 24,916.08 | 0.00 |
| Task 5 - Decision Themes | 16,985.00 | 79.04 | 4,900.00 | 13,425.00 | 8,525.00 |
| Task 6 - Master Plan & Graphics | 30,825.00 | 48.69 | 15,007.50 | 15,007.50 | 0.00 |
| Task 7 - Conclusion | 1,815.00 | 30.30 | 550.00 | 550.00 | 0.00 |
| Total | 238,798.00 | 28.99 | 52,411.08 | 69,216.08 | 16,805.00 |

Invoice total **16,805.00**

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|------------------|------------------|-------------|-------------|-------------|-------------|
| 21114_0823 | 08/28/2023 | 16,805.00 | 16,805.00 | | | | |
| | Total | 16,805.00 | 16,805.00 | 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.



Fitzgerald Collaborative Group, LLC

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

Invoice number 230202_0823
Date 08/31/2023

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 | 0.00 | 2,000.00 | 2,000.00 |
| Permit Documents | 6,025.00 | 95.00 | 4,820.00 | 5,723.75 | 903.75 |
| Permit Documents - Kever | 4,500.00 | 95.00 | 0.00 | 4,275.00 | 4,275.00 |
| Bidding and Negotiation/GMP Coordination | 6,650.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 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 | 61.06 | 26,650.00 | 33,828.75 | 7,178.75 |
| Additional Required Services | | | | | |
| Schematic Designn -Independent Green Technologies | 7,802.00 | 100.00 | 0.00 | 7,802.00 | 7,802.00 |
| Design Docuemnts - Independent Green Technologies | 7,802.00 | 100.00 | 0.00 | 7,802.00 | 7,802.00 |
| Permit Documtns - Independent Green Technologies | 7,802.00 | 100.00 | 0.00 | 7,802.00 | 7,802.00 |
| 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 | 12,000.00 | 35,406.00 | 23,406.00 |
| Total | 90,811.00 | 76.24 | 38,650.00 | 69,234.75 | 30,584.75 |

Invoice total 30,584.75

Aging Summary

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|----------------|--------------|-------------|-----------|---------|---------|---------|----------|
| 230202_0823 | 08/31/2023 | 30,584.75 | 30,584.75 | | | | |
| | Total | 30,584.75 | 30,584.75 | 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_0823

Date 08/31/2023

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.