



April 17, 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 March 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 - \$177,970.00
BKJ, Inc. Architecture - \$0.00
Clemons, Rutherford & Associates, Inc. - \$10,101.09
DAG Architects, Inc. - \$42,186.51
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$1,000.00

Past Actions by the Board

The Board last authorized architect invoices at the March 20, 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: Trey Kimbrel 444 Appleyard Drive Tallahassee, Florida 32304	Page <u> 1 </u> of <u> 1 </u> Pages Federal I.D. No: 59-3616761
	Purchase Order No: PO-014722 Project Name: Lifetime Sports Facility Improvements DATE: 3/22/2023
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Field Measurements / Base File	\$7,420.00	100%	\$0.00	\$7,420.00	\$0.00
Designs Documents	\$39,612.00	100%	\$0.00	\$39,612.00	\$0.00
100% Construction Documents	\$59,418.00	100%	\$0.00	\$0.00	\$59,418.00
Bid / Permitting	\$6,602.00	0%	\$6,602.00	\$0.00	\$0.00
Construction Administration	\$26,408.00	0%	\$26,408.00	\$0.00	\$0.00
Additional Engineering Services	\$7,550.00	39%	\$4,550.00	\$0.00	\$3,000.00
Printing	\$934.00	53%	\$434.00	\$0.00	\$500.00
GRAND TOTALS	\$147,944.00		\$37,994.00	\$47,032.00	\$62,918.00
Invoice Total					\$62,918.00
* Amount payable directly to:			()		
* Amount payable directly to:			()		*

CERTIFIED TRUE AND CORRECT BY:

Rodney L. Lewis, Principal

(Signature of 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-014722
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

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	147,944.00	0.00	147,944.00

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

 Purchasing & General Services Director

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-014722
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
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

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.



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-014462-2 Project Name: Softball / Baseball Facility Improvements- Bldgs. #20, #23, #34 DATE: 3/22/2023

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	Design Documents	\$49,020.00	100%	\$0.00	\$49,020.00	\$0.00
	100% Construction Documents	\$73,530.00	100%	\$0.00	\$0.00	\$73,530.00
	Bid / Permitting	\$8,170.00	0%	\$8,170.00	\$0.00	\$0.00
	Construction Administration	\$32,680.00	0%	\$32,680.00	\$0.00	\$0.00
Line 2	Field Measurements	\$3,840.00	100%	\$0.00	\$3,840.00	\$0.00
Line 3	Additional Civil Engineering	\$77,478.00	73%	\$35,076.00	\$14,020.00	\$28,382.00
Line 4	Printing	\$760.00	73%	\$200.00	\$60.00	\$500.00
Line 5	Additional Srvcs #1 - Owner Req'd Changes	\$25,800.00	49%	\$13,160.00	\$0.00	\$12,640.00
Line 6	Additional Srvcs #2 - Geotechnical Services	\$32,402.71	100%	\$0.00	\$32,402.71	\$0.00
GRAND TOTALS		\$303,680.71		\$89,286.00	\$99,342.71	\$115,052.00
Invoice Total						\$115,052.00

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



Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
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 #20, 23 & 34 – A/E Fees Contact: Don.Herr@tcc.fl.edu , 850-201-6168
Change Order No. 2 - Add Services#2 Geotechnical Services; Creating new line in the amount of \$32,402.71. NEW PO TOTAL: \$303,680.71
Change Order No. 1 - Add Services#1 Construction Documents; Creating new line in the amount of \$25,800.00. NEW PO TOTAL: \$271,278.00
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	303,680.71	0.00	303,680.71

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-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00
6		Additional Services #2 to complete geotechnical services for the project site as well as reimbursement for City of Tallahassee permitting fees paid by the A/E team on behalf of TCC.				32,402.71

Messages

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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"

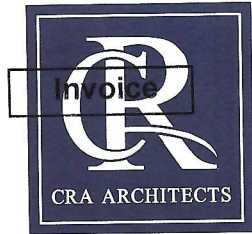
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America
Federal ID: 59-1141270
Tax Exemption ID: 85-80-125307-72C8

Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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

March 13, 2023

Project No: 22021.00
 Invoice No: 15858

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 January 1, 2023 to February 28, 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	0.00	0.00
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	0.00	0.00
CONSTRUCTION ADMINISTRATION	2,465.00	0.00	0.00
Total Fee	33,758.50		25,318.88

Previous Fee Billing 15,217.79
 Current Fee Billing 10,101.09

Total Fee 10,101.09

Total this Phase \$10,101.09

Phase 110 CENTRAL UTILITY PLANT

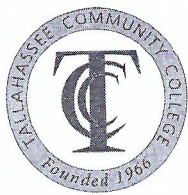
Total this Phase 0.00

Total this Invoice \$10,101.09

22021.00

Change Order

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 Number	PO-015247 - 1
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-0365 CUP Bldg#28 Automation Controls Addition - A/E Fees Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu 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

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 - 1
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**				21,433.50
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

Messages
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 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
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 21094_0323
 Date 03/27/2023
 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	7.94	3,500.00	5,512.50	2,012.50
Task 3 - Existing Conditions	54,500.00	23.07	8,175.00	12,575.00	4,400.00
Task 4 - Planning Elements	163,200.00	44.90	65,280.00	73,280.00	8,000.00
Task 5 - Decision Themes	31,600.00	0.00	0.00	0.00	0.00
Task 6 - Master Plan & Graphics	39,900.00	88.72	23,437.50	35,400.00	11,962.50
Task 7 - Conclusion	1,933.00	0.00	0.00	0.00	0.00
Total	362,033.00	35.02	100,392.50	126,767.50	26,375.00

Invoice total **26,375.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21094_0323	03/27/2023	26,375.00	26,375.00				
	Total	26,375.00	26,375.00	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.



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

Invoice number 21114_0323
 Date 03/27/2023
 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	0.00	0.00	0.00	0.00
Task 3 - Existing Conditions	41,890.00	1.94	812.50	812.50	0.00
Task 4 - Planning Elements	86,328.00	6.72	5,800.00	5,800.00	0.00
Task 5 - Decision Themes	16,985.00	6.18	1,050.00	1,050.00	0.00
Task 6 - Master Plan & Graphics	30,825.00	39.40	3,325.00	12,145.00	8,820.00
Task 7 - Conclusion	1,815.00	0.00	0.00	0.00	0.00
Total	238,798.00	9.06	12,812.50	21,632.50	8,820.00

Invoice total **8,820.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_0323	03/27/2023	8,820.00	8,820.00				
	Total	8,820.00	8,820.00	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.



Destin
 Atlanta
 Pensacola
 Melbourne
 Tallahassee
 Panama City

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

Invoice number 23007_0323
 Date 03/27/2023

Project 23007 TCC MAIN CAMPUS AP BLDG
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	10,487.25	100.00	0.00	0.00
Design Development	13,983.00	0.00	50.00	6,991.49	6,991.51
Construction Documents	24,470.25	0.00	0.00	24,470.25	0.00
Bidding & Negotiations	3,495.75	0.00	0.00	3,495.75	0.00
Construction Administration	17,478.75	0.00	0.00	17,478.75	0.00
Total	69,915.00	10,487.25	25.00	52,436.24	6,991.51

Invoice total 6,991.51

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_0323	03/27/2023	6,991.51	6,991.51				
	Total	6,991.51	6,991.51	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 • ATLANTA

Fitzgerald Collaborative Group, LLC

850 S Gadsden, Suite 140
Tallahassee, FL 32301
850.350.3500

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

Invoice number 210224_0323
Date 04/03/2023

Project 210224 TCC - GHAZVINI SOLAR PANELS
PATIO

Purchase Order # 014731

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Schematic Design	8,865.00	100.00	8,865.00	8,865.00	0.00
Schematic Design-Kever McKee	1,125.00	100.00	1,125.00	1,125.00	0.00
Schematic Design - H2 Engineers	2,200.00	100.00	2,200.00	2,200.00	0.00
Design Documents	3,722.00	100.00	3,722.00	3,722.00	0.00
Design Documents- Kever McKee	1,313.00	100.00	1,313.00	1,313.00	0.00
Design Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
90% Construction Documents	10,350.00	100.00	10,350.00	10,350.00	0.00
90% Construction Documents-Kever McKee	750.00	100.00	750.00	750.00	0.00
90% Construction Documents-H2 Engineer	2,200.00	100.00	2,200.00	2,200.00	0.00
Permit Documents	3,363.00	100.00	3,363.00	3,363.00	0.00
Permit Documents-Kever McKee	562.00	0.00	0.00	0.00	0.00
Permit Documents-H2 Engineering	2,200.00	100.00	2,200.00	2,200.00	0.00
Bidding	4,440.00	100.00	4,440.00	4,440.00	0.00
Construction Administration	9,260.00	50.70	3,694.50	4,694.50	1,000.00
Construction Administration-Kever McKee	750.00	0.00	0.00	0.00	0.00
Construction Administration-H2 Engineering	2,200.00	23.00	506.00	506.00	0.00
Subtotal	55,500.00	86.36	46,928.50	47,928.50	1,000.00
Additional Required Services					
Measured Drawings	2,400.00	100.00	2,400.00	2,400.00	0.00
Programming	7,500.00	100.00	7,500.00	7,500.00	0.00
Independent Green Technologies (IGT Solar)	5,400.00	60.00	3,240.00	3,240.00	0.00
Structural Investigation, Analysis and Report-FCG	500.00	100.00	500.00	500.00	0.00
Structural Investigation, Analysis and Report-Kever McKee	2,850.00	100.00	2,850.00	2,850.00	0.00
Subtotal	18,650.00	88.42	16,490.00	16,490.00	0.00
Total	74,150.00	86.88	63,418.50	64,418.50	1,000.00



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 210224 TCC - GHAZVINI SOLAR PANELS PATIO

Invoice number 210224_0323
Date 04/03/2023

Invoice total 1,000.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
210224_0323	04/03/2023	1,000.00	1,000.00				
	Total	1,000.00	1,000.00	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-grouppllc.com.