



November 27, 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 October 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 - \$0.00
BKJ, Inc. Architecture - \$21,712.15
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$14,283.25
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the October 16, 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.

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-016394

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


Project Name:
Administration Building Lobby/Professional Services
 Date: 11/2/2023

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	\$2,570.00	\$0.00
Construction Administration	\$9,345.00	15%	\$1,401.75	\$0.00	\$1,401.75
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	\$1,857.00	\$0.00
Construction Administration	\$2,906.00	15%	\$435.90	\$0.00	\$435.90
Additional Services (MEP)	\$2,300.00	78%	\$1,800.00	\$0.00	\$1,800.00
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	\$230.97	\$0.00
GRAND TOTALS	\$60,075.00		\$49,142.62	\$45,504.97	\$3,637.65
Total due Architect/Engineer					\$3,637.65

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



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:
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. 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 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 2022-11 Recommendation for Architectural Services; Approved at 1/17/23 BOT Meeting** **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	60,075.00	0.00	60,075.00

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-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. 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-017874

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

Project Name:
EN Building | ADA Restroom and Mechanical Improvements
 Date: 10/6/23

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	\$9,330.00	\$0.00
Phase 3- Design Development	\$16,895.00	100%	\$16,895.00	\$16,895.00	\$0.00
Phase 4- Construction Documents	\$21,985.00	100%	\$21,985.00	\$10,992.50	\$10,992.50
Phase 5- Permitting/Bid	\$3,158.00	100%	\$3,158.00	\$0.00	\$3,158.00
Phase 6- Construction Administration	\$15,057.00	0%	\$0.00	\$0.00	\$0.00
OTHER PROJECT COST					
Reimbursable Expenses	\$200.00	100.00%	\$200.00	\$6.00	\$194.00
GRAND TOTALS	\$72,452.50		\$57,395.50	\$43,051.00	\$14,344.50
Total due Architect/Engineer					\$14,344.50

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:

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-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.

East Store Invoice

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

TCC English Building

Date 8/28/2023

Invoice # 113359

Ordered By Dan Capoot

Terms Card on File

Invoiced By JKN

Account # B015

Total \$30.10

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 8/28/2023

Invoice # 113359

Ordered By: Dan Capoot

Terms Card on File

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

Account # B015

Customer Billing Information:

TCC English Building

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
24 x 36 B&W Copy	16	1.75	28.00T

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	\$28.00
Sales Tax (7.5%)	\$2.10
Total	\$30.10

East Store Invoice

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

Run Credit Card for Each Job
Tcc English Bldg

Date 8/28/2023

Invoice # 113353

Ordered By Dan

Terms Card on File

Invoiced By DWG

Account # B015

Total \$168.00

PAID
09/14/2023

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 8/28/2023

Invoice # 113353

Ordered By: Dan

Terms Card on File

Bill To

BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

Account # B015

Customer Billing Information:

Run Credit Card for Each Job
Tcc English Bldg

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
8.5 x 11 B&W Copy	1,052	0.14	147.28T
GBC Bind with Covers	2	4.50	9.00T

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 \$156.28

Sales Tax (7.5%) \$11.72

Total \$168.00

INVOICE NO. 1



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

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-018832

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

Project Name:
AC Building #8 Third Floor Renovations/Upgrades
- Preliminary Schematic
Date: 11-2-2023

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	\$3,730.00	100%	\$3,730.00	\$0.00	\$3,730.00
BASIC SERVICES					
Preliminary Schematic Design	\$5,430.00	0%	\$0.00	\$0.00	\$0.00
GRAND TOTALS	\$9,160.00		\$3,730.00	\$0.00	\$3,730.00
Total due Architect/Engineer					\$3,730.00

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-018832
Purchase Order Date	10/12/2023
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 - Preliminary Schematic Design Contact: Don.Herr@tcc.fl.edu Invoice: 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	9,160.00	0.00	9,160.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the preparation of the preliminary schematic design drawings of the proposed improvements to the 3rd floor of the AC Building at Tallahassee Community College located at 444 Appleyard Drive in Tallahassee, FL. PROJECT DATA AND SCOPE OF SERVICES: The scope of work for the subject project includes the preparation of the existing conditions drawings and preliminary schematic design floor plans for the proposed improvements. BKJ will prepare up to 3 concepts of the proposed improvements. Specifics per attached proposal dated October 11, 2023.				9,160.00

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-018832
Purchase Order Date	10/12/2023
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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.



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

Invoice number 23007_1023
 Date 10/31/2023
 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	13,983.00	100.00	0.00	0.00
Construction Documents	24,470.25	24,470.25	100.00	0.00	0.00
Bidding & Negotiations	3,495.75	0.00	100.00	0.00	3,495.75
Construction Administration	17,478.75	0.00	6.18	16,398.75	1,080.00
Total	69,915.00	48,940.50	76.54	16,398.75	4,575.75

Invoice total 4,575.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_1023	10/31/2023	4,575.75	4,575.75				
	Total	4,575.75	4,575.75	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_1023
 Date 10/31/2023
 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	19.12	8,280.00	11,305.00	3,025.00
Task 3 - Existing Conditions	41,890.00	21.11	8,842.50	8,842.50	0.00
Task 4 - Planning Elements	86,328.00	36.41	29,290.00	31,435.00	2,145.00
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	60.28	15,007.50	18,582.50	3,575.00
Task 7 - Conclusion	1,815.00	83.33	550.00	1,512.50	962.50
Total	238,798.00	37.89	80,780.00	90,487.50	9,707.50

Invoice total **9,707.50**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
21114_1023	10/31/2023	9,707.50	9,707.50				
	Total	9,707.50	9,707.50	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.