

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Constant Computing


Control No.: Resolution No. 2017-20 Invoice No.: 101751

Invoice Date: October 31, 2018 Payment Amount: \$3,636.25

Project Supervisor/Responsible Official: DARLENE HATCHER

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	DH
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	DH
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	DH
<input type="checkbox"/> If final payment, have all deliverables been received?	N/A
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	DH
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	5

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date: 11-5-2018

Payment approved by the Board of Commissioners by:

Motion No. 2017-20

or the Consent Agenda, at its meeting on 9-28-17. (If applicable)

Constant Computing
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 Fort Lauderdale, FL 33304
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 www.constantcomputing.com

INVOICE

BILL TO

Riviera Beach Community
 Redevelopment Agency
 2001 Broadway
 Suite 300
 Riviera Beach, FL 33404

INVOICE # 101751
DATE 10/31/2018
DUE DATE 11/15/2018
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/31/2018	Business Rate Monitoring & Patch Management - Advanced network monitoring & inventory, patch management of physical and virtual servers, patch management of workstations - 3 sites, 11 Servers, 22 Workstations	1	1,480.00	1,480.00
10/31/2018	Business Rate User Support – Troubleshoot/resolve user issues, troubleshoot/resolve application issues, install software, manage printers, instruct on usage, troubleshoot/resolve PC/hardware issues, troubleshoot/resolve PC backup issues, consultation on user requests, manage user workstations.	5.75	115.00	661.25
10/31/2018	Business Rate Servers & Network – Troubleshoot/resolve server issues, troubleshoot/resolve server application issues, troubleshoot/resolve backup issues, configure services, manage server & network appliances, maintenance, evaluate & resolve errors/performance/health issues, configure server applications & network appliances.	10.25	115.00	1,178.75
10/31/2018	Business Rate Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.		115.00	0.00
10/31/2018	Business Rate Projects & Setup – Work on projects, setup	2.75	115.00	316.25

DATE	ACTIVITY	QTY	RATE	AMOUNT
	applications & hardware, install workstations, change/add servers/network appliances, migrations, manage data, modify backup/disaster recovery solutions.			

BALANCE DUE

\$3,636.25