

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Constant Computing


Control No.: Resolution No. 2017-20 Invoice No.: 101782

Invoice Date: November 30, 2018 Payment Amount: \$2917.50

Project Supervisor/Responsible Official: DARLENE HATCHER

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	DH
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	DH
<input 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 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.	G

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

  
 \_\_\_\_\_ Date: 12/5/2018  
 Approving Authority

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)

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
PAYMENT REQUISITION FORM**

TODAYS DATE: 12/5/2018  
 VENDOR NAME: CONSTANT COMPUTING  
 VENDOR #: 12152  
 INVOICE #: 101782  
 INVOICE DATE: 11/30/2018  
 PO #: \_\_\_\_\_

	BCP
X	C & S
	CDE
X	CRA
	MEC
X	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA		\$ 1,206.25
81150103-646210	IT SUPPORT MARINA VILLAGE		\$ 758.75
811501107-534000	IT SUPPORT CLEAN & SAFE		\$ 652.50
<b>INVOICE TOTAL</b>			<b>\$2,617.50</b>

COMMENTS: \_\_\_\_\_ APPROVED BY: D Hatcher 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

**SECTION A - CERTIFICATION**

PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.  
 I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B - OTHER**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: \_\_\_\_\_  
 DATE MAILED: \_\_\_\_\_

**Constant Computing**  
1007 N Federal Hwy #2  
Fort Lauderdale, FL 33304  
(954)683-9711  
invoices@constantcomputing.com  
www.constantcomputing.com

# INVOICE

**BILL TO**

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

**INVOICE #** 101782  
**DATE** 11/30/2018  
**DUE DATE** 12/15/2018  
**TERMS** Net 15

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DATE	ACTIVITY	QTY	RATE	AMOUNT
11/30/2018	<b>Business Rate</b> 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
11/30/2018	<b>Business Rate</b> 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.	3.50	115.00	402.50
11/30/2018	<b>Business Rate</b> 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.	6.25	115.00	718.75
11/30/2018	<b>Business Rate</b> Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	0.75	115.00	86.25
11/30/2018	<b>Business Rate</b> Projects & Setup – Work on projects, setup	2	115.00	230.00

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

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BALANCE DUE

**\$2,917.50**