Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **Constant Computing**

Control No.: **Resolution No. 2017-20** **Invoice No.:** **101843**

Invoice Date: **December 31, 2018** **Payment Amount:** **$3,907.50**

Project Supervisor/Responsible Official: **DARLENE HATCHER**

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	
☑ Payment support documentation appropriate based on work scope?	
☑ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	N/A
☑ 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?	
☐ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
☐ The nature of work being performed is within the scope of the CRA plan.	
☐ Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

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

_____ **Date:** 1/3/2019

Approving Authority

☒ Payment approved by the Board of Commissioners by: JAN 0 3 ENT'D

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:	1/78/2019
VENDOR NAME:	CONSTANT COMPUTING
VENDOR #:	12152
INVOICE #:	101843
INVOICE DATE:	12/31/2018
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA		$ 1,541.25
81150102-646210	IT SUPPORT MARINA VILLAGE		$ 1,563.75
811501107-534000	IT SUPPORT CLEAN & SAFE		$ 802.50
		INVOICE TOTAL	**$3,907.50**

COMMENTS:

APPROVED BY:

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 RESONABLE; 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 PROFESSIONAL SERVICE AGREEMENT

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: JAN 0 2 2019

ENTERED IN TYLER: JAN 0 8 2019

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 # 101843
DATE 12/31/2018
DUE DATE 01/15/2019
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
12/31/2018	**Business Rate** Monitoring & Patch Management - Advanced network monitoring & inventory, patch management of physical and virtual servers, patch management of workstations, A/V Service - 3 sites, 11 Servers, 22 Workstations (up to 35 A/V Devices)	1	1,550.00	1,550.00
12/31/2018	**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.	1.75	115.00	201.25
12/31/2018	**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.	7.75	115.00	891.25
12/31/2018	**Business Rate** Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.		115.00	0.00
12/31/2018	**Business Rate**	11	115.00	1,265.00

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Projects & Setup – Work on projects, setup applications & hardware, install workstations, change/add severs/network appliances, migrations, manage data, modify backup/disaster recovery solutions.			

BALANCE DUE **$3,907.50**