

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: CONSTANT COMPUTING

Control No.: RESOLUTION NOI. 2017-20 Invoice No.: 101865

Invoice Date: 1/31/2019 Payment Amount: \$ 2256.25

Project Supervisor/Responsible Official: ANNETTA JENKINS

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

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

  
\_\_\_\_\_  
Approving Authority

Date: 2/4/2019

Payment approved by the Board of Commissioners by:

Motion No. 2017-20

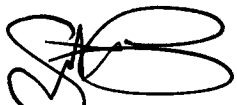
or the Consent Agenda, at its meeting on 09/27/2017. (If applicable)

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

TODAYS DATE: 2/5/2019  
 VENDOR NAME: CONSTANT COMPUTING  
 VENDOR #: 12152  
 INVOICE #: 101865  
 INVOICE DATE: 1/31/2019  
 PO #: \_\_\_\_\_

	BCP
<b>X</b>	C & S
	CDE
<b>X</b>	CRA
	MEC
<b>X</b>	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA		\$ 1,211.25
81150102- <sup>5</sup> 46210	IT SUPPORT MARINA VILLAGE		\$ 845.00
811501107-534000	IT SUPPORT CLEAN & SAFE		\$ 500.00
<b>INVOICE TOTAL</b>			<b>\$2,556.25</b>

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 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**      PROFESSIONAL SERVICE AGREEMENT

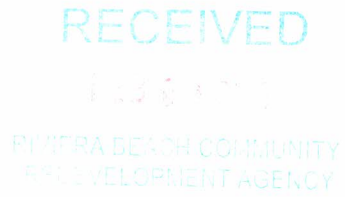
**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: FEB 05 2019  
 DATE MAILED: \_\_\_\_\_

**# 1476 -**

**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 #** 101865  
**DATE** 01/31/2019  
**DUE DATE** 02/15/2019  
**TERMS** Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
01/31/2019	<b>BUSINESS RATE</b> Monitoring & Patch Management - Advanced network monitoring & inventory, patch management of physical and virtual servers, patch management of workstations, Antivirus Service - 3 sites, 11 Servers, 22 Workstations (up to 35 A/V Devices)	1	1,550.00	1,550.00
01/31/2019	<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
01/31/2019	<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.	3.25	115.00	373.75
01/31/2019	<b>BUSINESS RATE</b> Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	2	115.00	230.00
01/31/2019	<b>BUSINESS RATE</b>		115.00	0.00

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

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BALANCE DUE

**\$2,556.25**

1: Riviera MO - Marina Clean & Safe

UsersSupport, VirtualCTO, ProjectSetup

January 29 2VC  
 Troubleshoot/resolve user issues, troubleshoot/resolve user issues, coordinate on projects, troubleshoot/resolve display issues, order hardware, troubleshoot/resolve user issues, modify mailbox permissions

January 30 5US Remote support, troubleshoot/resolve user issues connectivity issues, attempt access, coordinate with PD/IT, reset server, test/verify access, uninstall app

January 31 1SN Remote support, evaluate network app, troubleshoot/resolve user issues, attempt, locate data and install application, review workstation settings, troubleshoot/resolve user issues, consultation

3.5 1.5

CRA	81156101	546210	$2.25 + 3.5 = 5.75 \times 115 = 661.25$	+ 550	1211.25
MV	81156102	546210	$1.5 + 1.5 = 3 \times 115 = 345$	+ 500	845
PS	81156107	534000		+ 500	500
					2556.25

	Riviera MO - User support, Server/Network, Virtual/CTO, Projects/Setup	Marina	Clean & Safe
1:			

January 1  
January 2  
January 3  
January 4  
January 5  
January 6  
January 7

January 8 7SSN Remote support, troubleshooting/resolve user issues, review spam issues, troubleshooting mail issues, consultation

January 9

January 10 0.25US Remote support, troubleshooting/resolve user issues

January 11 1US

Troubleshooting/resolve user issues, consultation, setup/manage accounts

January 12  
January 13

2US Remote support, troubleshooting/resolve user issues, clean up disk space

January 14  
January 15  
January 16  
January 17  
January 18  
January 19  
January 20  
January 21  
January 22

January 23 25US Remote support, configure mailboxes, permissions, setup mail forwarding

January 24  
January 25  
January 26  
January 27  
January 28

225 1.5

81150101 546210 1211.25  $2.25 + 3.5 = 5.75 \times 115 = 661.25$  550

02 546210 845  $1.5 + 1.5 = 3 \times 115 = 345$  500

07 534000 500 0 500

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2556.25

8450 500