

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: CONSTANT COMPUTING


Control No.: 2017-20 Invoice No.: 102039

Invoice Date: 06/30/2019 Payment Amount: \$ 4913.75

Project Supervisor/Responsible Official: ANNETTA JENKINS

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	SE
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	SE
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	SE
<input checked="" type="checkbox"/> If final payment, have all deliverables been received?	SE
<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?	SE
<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.	N/A
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	SE

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


 _____ Date: 07/03/2019
 Approving Authority


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: 7/3/2019
 VENDOR NAME: CONSTANT COMPUTING
 VENDOR #: 12152
 INVOICE #: 102039
 INVOICE DATE: 6/30/2019
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA		\$ 1,326.25
81150102-546210	IT SUPPORT MARINA VILLAGE		\$ 902.50
81150107-534000	IT SUPPORT CLEAN & SAFE		\$ 2,685.00
INVOICE TOTAL			\$4,913.75

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: JUL 0 2 2019
 DATE MAILED: _____

#1947 / #

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 # 102039
DATE 06/30/2019
DUE DATE 07/15/2019
TERMS Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
06/30/2019	Business Rate 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
06/30/2019	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	115.00	115.00
06/30/2019	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.	2.50	115.00	287.50
06/30/2019	Business Rate Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	3.50	115.00	402.50
06/30/2019	Business Rate	22.25	115.00	2,558.75

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.

BALANCE DUE

\$4,913.75