# Riviera Beach CRA
# Payment Authorization Checklist

**Vendor Name:** CONSTANT COMPUTING

**Control No.:** RESOLUTION NOI. 2017-20 **Invoice No.:** 102109

**Invoice Date:** 8/31/2019 **Payment Amount:** $ 7,472.50

**Project Supervisor/Responsible Official:** ANNETTA JENKINS

| | 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? | |
| ☑ 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. | |
| ☑ The nature of work being performed is within the scope of the CRA plan. | |
| X ☑ 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:** 9-17-2019

**Approving Authority**

X 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:** 9/19/2019

**VENDOR NAME:** CONSTANT COMPUTING

**VENDOR #:** 12152

**INVOICE #:** 102109

**INVOICE DATE:** 8/31/2019

**PO #:**

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

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|---|---|---|---|
| 81150101-546210 | IT SUPPORT CRA | | $ 5,035.00 |
| 81150102-546210 | IT SUPPORT MARINA EVENT CENTER | | $ 1,075.00 |
| 81150107-534000 | IT SUPPORT CLEAN & SAFE | | $ 1,362.50 |
| | | | |
| | | **INVOICE TOTAL** | **$7,472.50** |

**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:**

**ENTERED IN TYLER:** SEP 18 2019

**DATE MAILED:**

#2167 - 9,20

**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 #** 102109
**DATE** 08/31/2019
**DUE DATE** 09/30/2019
**TERMS** Net 15

| DATE | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|
| 08/31/2019 | **Business Rate**<br>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 |
| 08/31/2019 | **Business Rate**<br>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. | 8 | 115.00 | 920.00 |
| 08/31/2019 | **Business Rate**<br>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. | 5.25 | 115.00 | 603.75 |
| 08/31/2019 | **Business Rate**<br>Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support. | 4.25 | 115.00 | 488.75 |
| 08/31/2019 | **Business Rate** | 34 | 115.00 | 3,910.00 |

| DATE | DESCRIPTION | 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 **$7,472.50**