Riviera Beach CRA
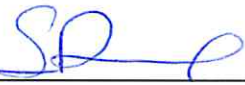# Payment Authorization Checklist

Vendor Name: CONSTANT COMPUTING

Control No.: 2017-20   **Invoice No.:** 102146

Invoice Date: 9/30/2019   **Payment Amount:** $3993.75

Project Supervisor/Responsible Official: SHERLEY DESIR, OFFICE MANAGER

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	*(signature)*
☑ Payment support documentation appropriate based on work scope?	*(signature)*
☑ Deliverables due with this invoice have been received?	*(signature)*
☑ 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?	*(signature)*
☐ 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.	N/A
☑ Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	*(signature)*

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

_____   **Date:** 10/3/2019
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:	10/3/2019	

TODAYS DATE:	10/3/2019		**BCP**
VENDOR NAME:	CONSTANT COMPUTING	X	**C & S**
VENDOR #:	12152		**CDE**
INVOICE #:	102146		**CRA**
INVOICE DATE:	9/30/2019		**MEC**
PO #:		X	**MV**
			RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150102-546210	IT SUPPORT MARINA EVENT CENTER		$ 3,005.00
81150107-534000	IT SUPPORT CLEAN & SAFE		$ 988.75
		INVOICE TOTAL	**$3,993.75**

COMMENTS:

APPROVED BY: _Evans_

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:	
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 # 102146
DATE 09/30/2019
DUE DATE 10/15/2019
TERMS Net 15

DATE	DESCRIPTION	QTY	RATE	AMOUNT
09/30/2019	**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
09/30/2019	**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.	1.75	115.00	201.25
09/30/2019	**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.	10.25	115.00	1,178.75
09/30/2019	**Business Rate** Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	2	115.00	230.00
09/30/2019	**Business Rate**	7.25	115.00	833.75

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 **$3,993.75**