

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

TODAYS DATE: 1/4/2020
 VENDOR NAME: CONSTANT COMPUTING
 VENDOR #: 12152
 INVOICE #: 102587
 INVOICE DATE: 10/31/2020
 PO #:
 COMPLETED BY: SDESIR

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA OFFICE		\$ 3,672.93
81150102-546210	IT SUPPORT MARINA EVENT CENTER		\$ 1,391.66
81150107-534000	IT SUPPORT CLEAN & SAFE		\$ 641.66
INVOICE TOTAL			\$5,706.25

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 PSA

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN TYLER:

DATE MAILED:

1/4/2020
 1/4/2021

B3641

Compatibility Report for RBCRA Requisition REV 5.1.18

#3.xls

Run on 5/1/2018 16:31

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Minor loss of fidelity

**# of
occurrences** **Version**

Earlier versions of Excel do not support color formatting in header and footer text. The color formatting information will be displayed as plain text in earlier versions of Excel.	1	Excel 97-2003
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Some cells or styles in this workbook contain formatting that is not supported by the selected file format. These formats will be converted to the closest format available.	14	Excel 97-2003
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**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: **CONSTANT COMPUTING**_____

Control No.: **2020-21** Invoice No.: **102587**_____

Invoice Date: **01/04/2020** _____ Payment Amount: **\$5,706.25** _____

Project Supervisor/Responsible Official: **SDESIR**

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

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

 _____ Date: 1/5/21 _____
Approving Authority

☐ Payment approved by the Board of Commissioners by:

Motion No. **RES: 2020-21**_____

or the Consent Agenda, at its meeting on **SEPT 23, 2020**. (If applicable)

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 # 102587
DATE 10/31/2020
DUE DATE 01/15/2021
TERMS Net 15

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Business Rate	1	1,550.00	1,550.00
	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)			
	Business Rate	7.25	125.00	906.25
	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.			
	Business Rate	12.25	125.00	1,531.25
	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.			
	Business Rate	2.50	125.00	312.50
	Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.			
	Business Rate	11.25	125.00	1,406.25

DATE	DESCRIPTION	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				\$5,706.25

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup			Marina			Clean & Safe		
October 1	Remote support, troubleshoot/resol ve user issues, troubleshoot/resol ve printer & bluetooth issues, update drivers, remove old printers, deploy new printer configuration, install print audit software, consultation	4	us						
October 2	Remote support, troubleshoot/resol ve user issues, consultation	0.75	us						
October 3							Remote support, monitor ISP outage/resolution	0.25	sn
October 4							Remote support, monitor ISP outage/resolution	0.25	sn
October 5	Remote support, troubleshoot/resol ve user issues, consultation	0.5	us						
October 6	Remote support, troubleshoot/resol ve user issues, troubleshoot/resol ve server issues, consultation	2	sn	Remote support, troubleshoot/resol ve user issues, troubleshoot/resol ve hung server, recover server, perform disk integrity checks, test/verify	1.5	sn			
October 7	Remote support, troubleshoot/resol ve user issues, review network & servers, configure network settings	2.5	vc	Remote support, troubleshoot/resol ve user issues, coordinate with PD, uninstall apps, perform basic cleanup, inventory Server, research components, collect updated system drivers/firmware/ BIOS, update system, check system integrity	3.5	sn			
October 8	Remote support, troubleshoot/resol ve user issues	0.25	us	Remote support, troubleshoot/resol ve user issues, consultation	0.5	us			
October 9	Remote support, troubleshoot/resol	0.25	us				Remote support, monitor ISP	0.25	sn

1:	Riviera MO - UserSupport, ServersNetwork, VirtualICTO, ProjectsSetup			Marina			Clean & Safe		
October 22	Remote support, troubleshoot/resolve user issues, consultation	0.5	us	Remote support, monitor ISP outage/resolution	0.25	sn			
October 23	Data services	1	sn						
October 24									
October 25									
October 26	Remote support, troubleshoot/resolve user issues, troubleshoot/resolve print issues	0.25	us						
October 27	Troubleshoot/resolve user issues, consultation, organize IT equipment, sort IT equipment/parts/software, eliminate unneeded items, remove drives and storage devices/phones	3.75	ps				Remote support, troubleshoot/resolve user issues	0.25	us
October 28				Remote support, monitor ISP outage/resolution	0.25	sn			
October 29									
October 30	Remote support, troubleshoot/resolve user issues, consultation, coordinate with users, manage devices & data, wipe/destroy data, sanitize/dispose of old equipment	7.5	ps						
October 31									
Total		25.25			7				1

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup		Marina		Clean & Safe	
November 1						
November 2	Remote support, troubleshoot/resolve user issues	0.25 us				
November 3	Remote support, troubleshoot/resolve user issues, consultation	0.5 us				
November 4					Remote support, monitor ISP outage/resolution	0.25 sn
November 5						
November 6						
November 7						
November 8						
November 9	Remote support, troubleshoot/resolve user issues, review network & servers, configure network settings	2.5 sn				
November 10						
November 11						
November 12	Remote support, troubleshoot/resolve user issues	0.25 us				
November 13						
November 14	Remote support, monitor ISP outage/resolution	0.25 sn	Remote support, monitor ISP outage/resolution	0.25 sn	Remote support, monitor ISP outage/resolution	0.25 sn
November 15						
November 16	Remote support, troubleshoot/resolve user issues, consultation	0.25 us			Remote support, troubleshoot/resolve user issues, troubleshoot/resolve tyler vpn issues	0.25 us
November 17	Remote support, troubleshoot/resolve user issues, troubleshoot/resolve printer issues, consultation	0.5 us	Remote support, monitor ISP outage/resolution	0.25 sn		
November 18	Setup new PC, install apps, create new user, create user profile, customize user profile, create mailbox, install QB, coordinate, update QB, install updated drivers, update system bios, perform all updates/security	5.5 ps	Remote support, troubleshoot/resolve user issues, consultation, setup remote acces, setup account, setup dual factor authentication, configure access and permissions, instruct on usage	1 ps		

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup			Marina			Clean & Safe		
November 21	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	4.5	ps						
November 22	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	4.5	ps						
November 23	Remote support, data services	1	sn						
November 24	Remote support, troubleshoot/resolve user issues, consultation	0.5	us	Remote support, troubleshoot/resolve user issues, consultation	0.5	us	Remote support, monitor ISP outage/resolution	0.25	sn
November 25				Remote support, troubleshoot/resolve user issues, consultation, monitor ISP outage/resolution	0.5	sn			
November 26				Remote support, monitor ISP outage/resolution	0.25	sn			
November 27									
November 28									
November 29									
November 30									
December 1									
December 2	Remote support, troubleshoot/resolve user issues, setup laptops, consultation	1.5	ps						
December 3	Remote support, setup laptops, install apps, create new users, create user profiles, customize user profiles, coordinate, install updated drivers, update system bios, perform all updates/security patches/fixes, activate office,	6.5	ps	Remote support, troubleshoot/resolve user issues, consultation, troubleshoot/resolve printer issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	2.75	ps			