

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

TODAYS DATE: 1/4/2020  
 VENDOR NAME: CONSTANT COMPUTING  
 VENDOR #: 12152  
 INVOICE #: 102597  
 INVOICE DATE: 11/30/2020  
 PO #: \_\_\_\_\_  
 COMPLETED BY: SDESIR

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-546210	IT SUPPORT CRA OFFICE		\$ 4,579.18
81150102-546210	IT SUPPORT MARINA EVENT CENTER		\$ 1,204.16
81150107-534000	IT SUPPORT CLEAN & SAFE		\$ 641.66
<b>INVOICE TOTAL</b>			<b>\$6,425.00</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**

PSA

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN TYLER:

DATE MAILED:

1/4/2021  
1/4/2021  
 \_\_\_\_\_

B3641

# Compatibility Report for RBCRA Requisition REV 5.1.18

#3.xls

Run on 5/1/2018 16:31

If the workbook is saved in an earlier file format or opened in an earlier version of Microsoft Excel, the listed features will not be available.

## 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.: **102597**\_\_\_\_\_

Invoice Date: **11/30/2020** \_\_\_\_\_ Payment Amount: **\$6,425.00** \_\_\_\_\_

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: 11/5/21

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 #** 102597  
**DATE** 11/30/2020  
**DUE DATE** 01/15/2021  
**TERMS** Net 15

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DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<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
	<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	125.00	375.00
	<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.	5.75	125.00	718.75
	<b>Business Rate</b> Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.	1	125.00	125.00
	<b>Business Rate</b>	29.25	125.00	3,656.25



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.			

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BALANCE DUE

**\$6,425.00**