







**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: CONSTANT COMPUTING

Control No.: _____ Invoice No.: 102681

Invoice Date: 2/28/21 Payment Amount: \$ 5,300.00

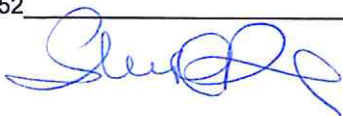
Project Supervisor/Responsible Official: SDESIR

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<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?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input type="checkbox"/> 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.

VENDOR #12152

Date: _____



2/28/21

☒ Payment approved by the Board of Commissioners by Motion No. 2020-21 or the Consent Agenda, at its meeting on 09/23/2020.
(If applicable)

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

TODAYS DATE: 3/16/2021
 VENDOR NAME: CONSTANT COMPUTING
 VENDOR #: 12152
 INVOICE #: 102681
 INVOICE DATE: 2/28/2021
 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)		\$ 3,266.68
81150102-546210	IT SUPPORT (EVENT CENTER)		\$ 1,141.66
81150107-534000	IT SUPPORT (CLEAN & SAFE)		\$ 891.66
INVOICE TOTAL			\$5,300.00

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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN TYLER:

DATE MAILED:

3/16/2021
3/16/2021

B3816

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 # 102681
DATE 02/28/2021
DUE DATE 03/15/2021
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	6	125.00	750.00
	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	7.50	125.00	937.50
	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	1.25	125.00	156.25
	Virtual CIO - Planning, evaluation, assist in vendor management, consultation, network documentation, product research, audit support.			
	Business Rate	15.25	125.00	1,906.25

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				\$5,300.00

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup		Marina		Clean & Safe		
February 1	Remote support, troubleshoot/resolve user issues, consultation	0.75 us					
February 2	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	2.25 ps	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	2.75 ps			
February 3							
February 4	Remote support, troubleshoot/resolve user issues, consultation	0.5 us					
February 5	Remote support, troubleshoot/resolve user issues	0.25 us					
February 6							
February 7	Remote support, troubleshoot/resolve user issues, consultation	0.75 us					
February 8	Troubleshoot PC boot issues, scan hd for errors, update drivers and bios, configure bios settings, test/verify	2 us			Remote support, troubleshoot/resolve user issues, troubleshoot document access/connectivity	0.25 us	
February 9							
February 10	Remote support, troubleshoot/resolve user issues, review network & servers, configure network settings, monitor ISP outage/resolution	2.75 sn			Remote support, monitor ISP outage/resolution	0.25 sn	
February 11	Remote support, monitor ISP outage/resolution	0.25 sn					
February 12	Remote support, troubleshoot/resolve user issues	0.25 us			Remote support, monitor ISP outage/resolution	0.25 sn	
February 13							
February 14	Remote support, monitor ISP outage, consultation	0.25 sn					

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup		Marina		Clean & Safe	
February 15	Remote support, troubleshoot/resolve user issues, troubleshoot/resolve outage, research products, purchase speakers, select amp, consultation, speakers	3 sn				
February 16						
February 17						
February 18	Remote support, troubleshoot/resolve user issues, setup devices/permissions on remote pc, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify +1.5 E Discovery/Records Request	3.75 ps	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	1 ps	Remote support, troubleshoot/resolve user issues, upgrade Windows 10 to latest version on PC's, troubleshoot install issues, test/verify	1 ps
February 19	Remote support, troubleshoot/resolve user issues, consultation, transfer discovery files, instruct on usage, install new app	1.25 ps			Remote support, monitor ISP outage/resolution	0.25 sn
February 20	Remote support, monitor ISP outage/resolution	0.25 sn				
February 21						
February 22	Setup new user, setup profile, upgrade OS, update QB, map network drives, install printers, create mailbox, customize apps and profile, set permissions, troubleshoot/resolve permissions conflict, test/verify, coordinate with third party vendor, consultation	2.25 ps	Setup new user, setup profile, create mailbox, customize apps and profile, test/verify	0.5 ps	Setup new user, setup profile, create mailbox, customize apps and profile, test/verify	0.5 ps

1:	Riviera MO - UserSupport, ServersNetwork, VirtualCTO, ProjectsSetup		Marina		Clean & Safe		
February 23			Remote support, troubleshoot/resol ve user issues, consultation, profile setup, install vpn	0.5 us	Remote support, troubleshoot/resol ve user issues, setup vpn	0.25 us	
February 24	Remote support, troubleshoot/resol ve user issues, data services, consultation	1 vc					
February 25	Remote support, troubleshoot/resolve user issues, consultation	0.5 us			Remote support, troubleshoot/resol ve user issues, consultation, research laptop options	0.25 vc	
February 26							
February 27			Remote support, monitor ISP outage/resolution	0.25 sn			
February 28							
Total		22		5		3	