

FAIRFIELD TOWNSHIP
RESOLUTION NO. 18-145

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO SIGN A CONTRACT SERVICE AGREEMENT WITH iWorQ, FOR THE ZONING DEPARTMENT'S COMMUNITY DEVELOPMENT APPLICATIONS AND SERVICES SOFTWARE.

WHEREAS: The current zoning software, ZonePro, has been discontinued and has become obsolete; and

WHEREAS: The iWorQ application will improve workflow as it relates to permit management and code enforcement;

WHEREAS: This will be purchased out of Fund No.1000-110-599-1025;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Administrator to sign a contract service agreement with iWork for the Zoning Department's Community Development Applications and Services Software at a total cost of \$5,200/annually as listed on the attached Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: September 19, 2018

Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

Vote of Trustees

Yes

Yes

Yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this 19th day of Sept, 2018.

ATTEST:

Shelly Schultz
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri
Lawrence E. Barbieri, Township Law Director

An aerial photograph of a river and surrounding landscape, overlaid with a grid pattern. The river flows diagonally from the top left towards the bottom right. The surrounding area includes fields, trees, and some buildings. A vertical orange line runs along the left edge of the image.

Proposal for Fairfield Township

iWorQ

Community Development & Public Works Software

Fairfield Township	Quote creation: 09/07/18
6032 Morris Road Hamilton, OH 45011	Prepared by: Jon Sciammarella

1. QUOTE

Fairfield Township, OH- hereafter known as "Customer", enters into the following Service Agreement with iWorQ Systems, "iWorQ", headquartered in Logan, UT. Customer will pay an annual fee for the services and a one-time setup fee detailed below: Population: 21,000

<u>Community Development Applications and Services</u>	<u>iWorQ Population Price</u>	<u>ZP Conversion Price</u>	<u>Billing</u>
Permit Management and Code Enforcement - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Contractor portal, contractor licensing, configurable web link for citizens and contractors - Quarterly parcel upload - Up to 20 custom letters/permits/forms	\$9,000.00	\$4,000.00	Annual
iWorQ Citizen Engagement - Drive citizen satisfaction, streamline communication between citizens and city/county leadership, and reduce overhead costs with a self-service public portal and a mobile application for Android and iOS.	\$3,000.00	\$1,200.00	Annual
Setup and Data Conversion initial cost	\$9,000.00	\$0	Year 1
TOTAL YEAR ONE	\$18,000.00	\$5,200.00	
ANNUAL TOTAL	\$9,000.00	\$5,200.00	Annual



1.1. Notes

- 1- Annual amount will be \$4,000.00 for the Permit Management and Code Enforcement applications.
- 2- Annual amount will be \$1,200.00 for the citizen engagement package.
- 3- Invoices for amount above will be prorated based on your budgeting process.
- 4- This quote is provided at the customer's request and is good for 30 days.
- 5- This quote cannot be disclosed or used to compete with other companies.

2. ADDITIONAL SERVICES

iWorQ provides additional applications and services that can be purchased as part of the Community Development solution. These can be added to the customer's annual* cost, upon request. The services listed below may already be included in the quote in Section 1.

iWorQ Citizen Engagement - Drive citizen satisfaction, streamline communication between citizens and city/county leadership, and reduce overhead costs with a self-service public portal and a mobile application for Android and iOS.	Price based on Population	Annual
Licensing - track business, animal, liquor, rental, and other license types. Includes customized automated reminder letters and online renewal.	Price based on Population	Annual
Premium Data Package - 25 MB file upload size and 100 GB total storage.	\$1000	Annual
Plans Review and Annotation - Requires premium data package to use. Draw and annotate on plans; save data in layers on plans; and place watermarks on plans.	\$1000	Annual
Onsite Backup - iWorQ will send a *.BAK on a scheduled basis to an FTP server maintained by the customer.	\$500	Annual
Monthly Parcel Update - iWorQ will import an electronic file on a scheduled basis from a file stored on an FTP server maintained by the Customer.	\$500	Annual



Interactive Voice Response (IVR) – used by contractors to schedule inspections via telephone.	\$1000	Annual
iTransact Card Processing – setup merchant account and gateway, so card payments can be received/recorded in iWorQ. Includes public portal and up to 5 customized forms/links on customer website for citizens and contractors to submit permit requests, license requests, and make payments.	\$1000	Annual
Additional letters/forms/permits	\$100 each	Annual

3. GUIDELINES

3.1 Getting started iWorQ will assign an account manager to your account to begin the setup and training process upon contract signature.

Send the signed service agreement to iWorQ Systems:

Email: sales@iworq.com Fax:

1 (866) 379-3243

Mailing address:

PO Box 3784

Logan, UT 84323

Physical address:

1125 W. 400. N. Suite 102

Logan, UT 84321

3.2 Billing information

iWorQ will invoice Customer on an annual basis. Customer reserves the right to cancel service at any time by providing iWorQ a 30-day written notice.

3.3 Data conversion

As part of the project setup, iWorQ provides a data conversion service. This service consists of importing data, sent by the Customer, in an electronic (relational database) format. iWorQ provides contact information and an upload site where the electronic data can be sent. Additional costs apply for data that does not meet the criteria listed above.



4. SERVICES and SUPPORT

4.1 Data ownership

All customer data remains the property of the customer. Customer can request data electronically or on disk, upon cancellation of Service Agreement.

4.2 FREE training

iWorQ provides FREE training and support. iWorQ provides webinars, phone support, written manuals, web videos, documentation and help files. Training is available to any Customer with a login.

4.3 FREE updates

All updates, bug fixes, and upgrades are FREE to the Customer. iWorQ is a web-based application. Customer only needs to login to get any updates to the applications.

4.4 FREE support

Customer support and training are FREE and available from 6:00 A.M. to 5:00 p.m. Mountain Standard Time.

4.5 FREE data back up

iWorQ does back-ups twice weekly and offsite once weekly.

4.6 Proprietary letters/forms

Letters and forms, including permits, certificates, or other documents must be owned by the customer and have a clear copyright.

4.7 Data upload and storage limits

Standard data plan includes uploads of up to 3 MB per file and 10 GB total storage. iWorQ offers a premium data plan available for an additional annual cost.

5. SETUP & BILLING INFORMATION

5.1 Implementation information

Primary Contact(s) _____

Phone _____ Cell _____ Email _____

Additional Contact(s) _____



DBA ZP SYSTEMS

sales@iworq.com

(888) 655-1259



Phone _____ Cell _____ Email _____

5.2 Billing information

Billing Contact _____ Phone _____ Cell _____

Email _____ Prefer to receive invoice by email? Yes ☐ No ☐

Billing Address _____

City _____ State _____ Zip _____

PO# _____ (if required) Tax exempt ID# _____

6. SIGNATURE

Signature of this Agreement is based on the understanding and acknowledgement of the terms and conditions stated within this Service Agreement.

(Phone) (Mobile) (Email)

(Signature) (Print Name & Title) (Date)

