

CS-11-216

CONTRACT APPROVAL FORM

RECEIVED
CONTRACT MANAGEMENT
2012 APR -2 PM 2: 11

(Contract Management Use only)
CONTRACT TRACKING NO.
CM1853

FLEET RECEIVED
APR 11 2012
MANAGEMENT

CONTRACTOR INFORMATION

Name: iWorQ Systems
Address: 190 East 440 South Logan, UT 84323
City State Zip
Contractor's Administrator Name: Jammie Ross Title: _____
Tel#: 435-755-5126 Fax: 435-213-3795 Email: jross@iworq.com

CONTRACT INFORMATION

Contract Name: iWorQ Fleet Management System Contract Value: \$2,820.00
Brief Description: Annual Service Agreement with iWorQ Systems for a Fleet Management application program, including set up and data conversion. Annual fee \$2,320; Additional One Time Cost for Additional Services \$500.
Contract Dates : One year; automatic renewal annually Status: New Renew Amend# WA/Task Order
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other X

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase _____
New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- J. [Signature] 3/30/12 03491549 - 534000
Department Head Signature Date Funding Source/Acct # 3/30/12
- Charlotte Young 4-2-12
Contract Management Date
- [Signature] 4-4-12
County Attorney (approved as to form only) Date
- [Signature] 4-27-12
Office of Management & Budget Date

RECEIVED
CONTRACT MANAGEMENT
2012 APR 30 PM 1:02

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 4/30/12
Date


RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Finance

RECEIVED
CONTRACT MANAGEMENT
2012 MAY 13 PM 1:10:03
OFFICE OF CLERK OF COURTS
NASSAU COUNTY, FLORIDA
MAY 21 12:45 PM '12

Nassau County Board of County Commissioners
Sole Source/Single Source Certification Form

Vendor Name: iWORQ System
Address: 190 East 440 South
Logan, Utah 84323
Phone: 435-755-5126
Contact Name: Jammie Ross
Account: 03491549-534000

Department: Transportation Maintenance
Department Head Signature: 

Date: March 15, 2012

Cost: \$2,820.00 Contract Value
Annual fee \$2,320 Additional One Time
Cost for Additional Services \$500.00

Description of Commodity:

Provides a solution for tracking equipment and vehicles either by department, license plate, employee/driver or other category. To track repairs, work orders, scheduled maintenance, parts and fuel usage. Keep organized and avoid costly repairs. Affordable web based solution. There is no software fee, software configuration, license fees or upgrade fees.

Check one (1) of the following two (2) choices:

Sole Source: The goods or services can be legally purchased from only one source.

Single Source: The goods or services can be purchased from multiple sources, but, in order to meet certain functional or performance requirements, there is only one economically feasible source for this purchase.

Please check all of the following that apply:

Purchase can only be obtained from original manufacturer-not available through distributors.

Only authorized area distributor of the original manufacturer.

Parts/Equipment are not interchangeable with similar parts of another manufacturer.

This is the only known source that will meet the specialized needs of this department or perform the intended function.

This source must be used to meet warranty or service maintenance requirements.


This source is required for standardization.

None of the above apply.

Comments/Explanations: (required)

Contacted several other Florida Governmental Agencies who currently use this vendor, all are very pleased with the performance. Researched several options in house (Munis System and Emergency Management), but found those not meeting the Department needs.

Approval:


County Manager
Date 4/30/12



Garyn Perrett
iWorQ Systems
190 East Center St
Logan, Utah 84321

Date: 4/23/2012

Norma-Jean Angeles
Nassau County, FL
96161 Nassau Place
Yulee, FL 32097

Re: Economically Feasible Sole Source

To Whom It May Concern:

iWorQ Systems is a technology and engineering services company located in Logan, Utah. iWorQ is an International Company with clients in 46 states and Canada.

iWorQ currently builds and sells web-based applications to local city and county government to assist them with asset management and financial reporting. iWorQ is the only economically feasible completely web-based fleet management solution provider in the United States.

iWorQ provides more than 20 applications to local government agencies on the Internet and is the only completely web-based provider of all solutions. These solutions are only provided through iWorQ Systems, Inc.

Sincerely,

A handwritten signature in black ink, appearing to read 'Garyn Perrett', written over a large, faint circular stamp or watermark.

Garyn Perrett
President

Norma Jean Angeles

From: Norma Jean Angeles
Sent: Tuesday, March 27, 2012 10:17 AM
To: Kari Ulmer
Subject: RE: Purchase Order

Thanks!

*Norma-Jean Angeles
Administrative Assistant*

From: Kari Ulmer [mailto:kulmer@nassauclerk.com]
Sent: Tuesday, March 27, 2012 9:45 AM
To: Norma Jean Angeles
Subject: Purchase Order

The following requisition(s) have been issued a purchase order number:

PO#	VENDOR	DESCRIP	TOTAL	DATE
	2012.328	IWORQ SYSTEMS 491 FM12-422	\$2,820.00	3/27/12

The hard copy will be scanned and emailed to you.

Thanks,

~Kari Ulmer
Accounts Payable
Nassau County Clerk Financial Services
(904) 548-4800
kulmer@nassauclerk.com



1.0 QUOTE

County of Nassau County, FL hereafter known as "Customer" enters into the following Service Agreement with iWorQ Systems "iWorQ" located in Logan Utah. Customer will pay an annual fee for the services listed below:

<u>Application</u>	<u>Cost</u>	<u>Billing</u>
Fleet Management	\$ 2,320	Per / Year
TOTAL	\$ 2,320	Per/Year
<u>Additional Services</u>		
Set up & Data Conversion	\$ 500	One Time Cost

Pricing based on the following Population: 50,000 – 75,000

This offer was made on March 09, 2012 and is good for 30 days.

This offer is for Customer's information only and not to be disclosed to any third parties. iWorQ has never increased pricing on any current client in good standing. In the event that any future price increase should occur, iWorQ will provide 30 days notice to customer and the annual fee is guaranteed not to increase by more than 5% in any year. In the event that iWorQ decides to cancel this agreement, iWorQ will provide a minimum of 90 days notification. This agreement will automatically renew annually.

GUIDELINES

1.1 Getting Started

Fax signed Service Agreement to 1-866-379-3243 or email to jross@iworq.com. iWorQ will assign a technician to your account and start the setup and training process.

1.2 Billing Information

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

2.0 SERVICES

2.1 Data Ownership

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

2.2 FREE Training

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

2.3 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.

2.4 FREE Support

Customer support and training are FREE and available from 8:00 A.M. to 5:00 P. M. Mountain Standard Time.

2.5 FREE Data Back-up

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

3.0 ADDITIONAL SERVICES


3.1 Quotes for Additional Services

iWorQ can provide the Customer quotes for additional services, at the request of the customer. These services include: Data Collection, Pavement condition surveys, GPS training, GIS services, Project management, Data QC/QA plans, and more.

4.0 SIGNATURE AND BILLING INFORMATION

4.1 Signature

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

<u>Ted Selby</u> (Print Name)	<u></u> (Signature)	<u>County Manager</u> (Title)
<u>904-491-7380</u> (Phone)	<u></u> (Cell)	<u>tscelby@nassaucountyfl.com</u> (email)

4.2 Billing Information

Primary Contact _____ Phone _____ Cell _____

Attention: _____ (Person in charge of paying invoices)

Billing Address _____

City _____ State _____ Zip _____

PO# 2012-0328 (if required) Tax exempt ID# 85-8012559204C-5j

Service to begin on (Date) as soon as possible j 3/29/12

CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT
TRACKING NO.**

CM1853

CONTRACTOR INFORMATION

Name: iWorQ Systems
Address: 190 E. Center Street Logan, UT 84323
City State Zip
Contractor's Administrator Name: Jammie Ross Title: _____
Tel#: 435-755-5126 Fax: 435-213-3795 Email: jross@iworq.com

CONTRACT INFORMATION

Contract Name: iWorQ Fleet Management System Contract Value: \$2,820.00

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Contract Management Date
3. _____
County Attorney (approved as to form only) Date
4. _____
Office of Management & Budget Date

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

Ted Selby Date

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Original: Clerk's Services; Contractor (original or certified copy)
Copy: Department
Office of Management & Budget
Contract Management
Clerk Finance

Norma Jean Angeles

From: Kari Ulmer [kulmer@nassauclerk.com]
Sent: Tuesday, March 27, 2012 9:45 AM
To: Norma Jean Angeles
Subject: Purchase Order

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PO#	VENDOR	DESCRIP	TOTAL	DATE
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The hard copy will be scanned and emailed to you.

Thanks,

~Kari Ulmer
Accounts Payable
Nassau County Clerk Financial Services
(904) 548-4800
kulmer@nassauclerk.com

iWorQ Systems

Fleet Maintenance

"iWorQ is the most affordable Web Based solution on the market"

No more software fees, software versions, software configuration, license fees, or upgrade fees!!



Jammie Ross
iWorQ Systems
190 E. Center St.
Logan, UT 84323
Phone: 435.755.5126
Fax: 435.213.3795
jross@iworq.com

iWorQ Fleet Management provides a simple, easy-to-use solution for tracking equipment and vehicles either by department, license plate, employee/driver or other category. Use it to track repairs, work orders, scheduled maintenance, parts and fuel usage. Keep organized. Avoid costly repairs.

Creating Work Orders

The iWorQ Fleet Management program facilitates tracking work orders by maintenance type, vehicle mileage or hours. Included is a simple point and click tool for cost accounting that can track parts, labor, mechanics and purchase orders used to complete the work.

Scheduling Maintenance

iWorQ Fleet Management simplifies scheduling maintenance, whether it be done by date, mileage or hours. Users can pull up a schedule to see which vehicles are due for maintenance and the system prioritizes the list automatically.

Fuel Usage

iWorQ Fleet Management can be customized to record vehicle fuel usage using many of the popular fuel tracking programs in use today. Users have the ability to track each vehicles fuel usage and also update the mileage to be accurate with scheduled maintenance.

Parts and Inventory

iWorQ Fleet Management has the easiest most accurate feature in keeping track of parts and inventory. Users have the ability to track the number of parts on hand and set up notifications for limited quantity. In addition, this application automatically assigns parts to each vehicle, which minimizes lookup time for future preventative maintenance.

Management Reports

iWorQ Fleet Management report builder uses a simple point and click approach to creating looking customized reports, fast. Quickly and easily create reports by vehicle, work completed, fuel used, date, status, and more. The standard summary reports will summarize each category into a readable and printable format.



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4.0 SIGNATURE AND BILLING INFORMATION

4.1 Signature

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

_____	_____	_____
(Print Name)	(Signature)	(Title)
_____	_____	_____
(Phone)	(Cell)	(email)

4.2 Billing Information

Primary Contact _____ Phone _____ Cell _____

Attention: _____ (Person in charge of paying invoices)

Billing Address _____

City _____ State _____ Zip _____

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

Service to begin on (Date) _____

Budget Transfer Request

Requesting Dept: County Trans Maintenance Fund: County Transportation Transfer # _____

Requested By: Scott Herring Date: Mar. 16, 2012

Purpose: To pay for County Transportation Maintenance deficiency in Contract Services Account.

	Acct. Number	Acct. Description	Amount	Available Balance	Fin. Serv. Use Only Verified Available
Transfer:					
From:	<u>03491549-544000</u>	<u>Rentals/Leases</u>	<u>\$ (1,900.00)</u>	<u>\$ 1,900.00</u>	
To:	<u>03491549-534000</u>	<u>Contract Services</u>	<u>\$ 1,900.00</u>	<u>\$ -</u>	
From:	<u>03491549-546000</u>	<u>Repairs and Maintenance</u>	<u>\$ (920.00)</u>	<u>\$ 131,169.00</u>	
To:	<u>03491549-534000</u>	<u>Contract Services</u>	<u>\$ 920.00</u>	<u>\$ 2,820.00</u>	
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____
From:	_____	_____	_____	_____	_____
To:	_____	_____	_____	_____	_____

Approved By: BOCC: _____ Clerk of Courts: _____
 Date: _____ Date: _____

Financial Services Use Only

Action Completed: _____
Signature/Date

FOR 2012 99

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
103 CNTY TRANSPORTATION FUND						
512000 REGULAR SALARIES AND WAGES						
272,956.00						
512002 SALARIES - ON CALL	-82.00	272,874.00	95,943.12	0.00	176,930.88	35.2%
950.00	0.00	950.00	0.00	0.00	950.00	.0%
514000 OVERTIME						
8,000.00	0.00	8,000.00	5,110.65	0.00	2,889.35	63.9%
521010 FICA TAXES						
17,478.00	0.00	17,478.00	6,082.21	0.00	11,395.79	34.8%
521020 MEDICARE TAXES						
4,088.00	0.00	4,088.00	1,422.40	0.00	2,665.60	34.8%
522000 RETIREMENT						
14,875.00	0.00	14,875.00	4,728.42	0.00	10,146.58	31.8%
523010 LIFE & HEALTH INSURANCE						
42,424.00	0.00	42,424.00	11,182.26	0.00	31,241.74	26.4%
524010 WORKERS' COMPENSATION						
10,803.00	0.00	10,803.00	7,975.00	0.00	2,828.00	73.8%
531031 EMPLOYEE PHYSICALS						
0.00	160.00	160.00	80.00	0.00	80.00	50.0%
531035 DRUG TESTING						
0.00	152.00	152.00	0.00	0.00	152.00	.0%
541000 COMMUNICATIONS						
450.00	0.00	450.00	23.33	0.00	426.67	5.2%
543000 UTILITY SERVICES						
2,551.00	0.00	2,551.00	482.68	0.00	2,068.32	18.9%
544000 RENTALS AND LEASES						
2,000.00	-100.00	1,900.00	0.00	0.00	1,900.00	.0%
545000 INSURANCE						
444.00	0.00	444.00	296.83	0.00	147.17	66.9%
546000 REPAIRS AND MAINTENANCE SVCS						
240,000.00	0.00	240,000.00	93,799.10	15,031.74	131,169.16	45.3%
547000 PRINTING AND BINDING						
1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
549002 ADVERTISING						
0.00	450.00	450.00	286.42	0.00	163.58	63.6%
549081 BACKGROUND CHECK						
0.00	204.00	204.00	99.02	0.00	104.98	48.5%
552000 MISC OPERATING SUPPLIES						
10,000.00	0.00	10,000.00	3,648.56	0.00	6,351.44	36.5%
552020 GAS, OIL & LUBRICANTS						
17,404.00	0.00	17,404.00	7,371.39	6,000.00	4,032.61	76.8%

Charlotte Young

From: Norma Jean Angeles
Sent: Friday, March 30, 2012 10:03 AM
To: Charlotte Young
Cc: David Hearn; Dennis Close
Subject: RE: IWorq System Agreement

All the items that we talked about were incorporated in the agreement as stated in the email attached. On the top portion, for Contract Info: Name: Iworq?, and Ted Selby's name will be on the Contractor's Administrator Name? We apologize we were not aware of a Contract Approval Form to be filled out to process this PO request.

Thank you,

*Norma-Jean Angeles
Administrative Assistant*

From: Charlotte Young
Sent: Friday, March 30, 2012 9:03 AM
To: Norma Jean Angeles
Cc: Dennis Close
Subject: RE: IWorq System Agreement

Dennis can not sign the agreement; it has to be signed by Ted Selby, County Manager. Fill out the attached Contract Approval Form and send to Contract Management.

Wasn't there some terms that we discussed needed to be addressed in the agreement? I didn't write down any comments from our meeting and can't remember the specifics.

From: Norma Jean Angeles
Sent: Friday, March 30, 2012 8:56 AM
To: Charlotte Young
Cc: Dennis Close
Subject: RE: IWorq System Agreement

We are not aware that we need to submit a contract agreement form, but a PO (as attached-below email) was already approved. Can Dennis sign the attached agreement with Iworq or do we need to fill out the contract approval form? Please if we have to can you fax/scan us a form to fill out?

Thank you,

*Norma-Jean Angeles
Administrative Assistant*

From: Charlotte Young

Sent: Friday, March 30, 2012 8:42 AM
To: Norma Jean Angeles
Cc: Dennis Close
Subject: RE: IWorq System Agreement

Did you send over a "Contract Approval Form" to be executed with the final agreement?

From: Norma Jean Angeles
Sent: Friday, March 30, 2012 8:14 AM
To: Charlotte Young
Cc: Dennis Close
Subject: IWorq System Agreement

Good morning Charlotte,

It was nice to see you at the party yesterday. Anyway, Dennis would like me to follow up with you the signed agreement with IWORQ System so we can proceed with the program as purchase order was already issued.

Please let us know.

Thank you,

Norma-Jean C. Angeles
Administrative Assistant
Fleet Management Division
Phone: 904.845.3613 / 845.3615 Fax: 904.845.3619
37356 Pea Farm Road, Hilliard, FL 32046
Email Address: NJAngeles@nassaucountyfl.com

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records, do not send electronic mail to this entity. Instead, you can contact this office by phone or in writing.

Norma Jean Angeles

From: David Hearn
Sent: Thursday, March 15, 2012 4:45 PM
To: Norma Jean Angeles
Cc: Dennis Close
Subject: Re: IWORQ System Revised Agreement

Prepare the PO, contracts management will need to get the agreement signed. Good work.
Sent from my blackberry
Please excuse typo's :-)

From: Norma Jean Angeles
To: David Hearn
Cc: Dennis Close
Sent: Thu Mar 15 16:42:17 2012
Subject: IWORQ System Revised Agreement

David,

Per Dennis please review the attached revised agreement from IWORQ Systems. Charlotte suggestions were already included in this agreement by the vendor. Please let us know so we can prepare the purchase order.

Thank you,

Norma Jean Angeles
County Clerk
Client Management Division
Phone: 904.845.3613 / 845.3615 Fax: 904.845.3619
37356 Pea Farm Road, Hilliard, FL 32046
Email Address: NJAngeles@nassaucountyfl.com

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records, do not send electronic mail to this entity. Instead, you can contact this office by phone or in writing.

Norma Jean Angeles

From: Jammie Ross [jross@iworq.com]
Sent: Thursday, March 15, 2012 4:54 PM
To: Norma Jean Angeles
Subject: RE: Agreement

190 East 440 South
Logan, UT 84323

From: Norma Jean Angeles [mailto:njangeles@nassaucountyfl.com]
Sent: Thursday, March 15, 2012 2:53 PM
To: Jammie Ross
Subject: RE: Agreement

Jamie,

Please email me the company address, I am preparing our purchase order now.

Thank you very much!

*Norma-Jean Angeles
Administrative Assistant*

From: Jammie Ross [mailto:jross@iworq.com]
Sent: Friday, March 09, 2012 11:19 AM
To: Norma Jean Angeles
Subject: RE: Agreement

Hi Norma-Jean,

I have attached the revised agreement that you requested. Please let me know if that will work.

The additional services outlined in 3.0 are referring to data collection services like pavement assessments or sign data collection.

Please let me know if you have any additional questions whatsoever at all. We look forward to working with you

*Jammie Ross
iWorQ Systems
435-755-5126*

Good morning Jamie,



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1.2 Billing Information

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Norma Jean Angeles

From: Norma Jean Angeles
Sent: Friday, March 09, 2012 8:21 AM
To: 'Jammie Ross'
Cc: Dennis Close
Subject: Agreement

Good morning Jamie,

Please incorporate the following on the agreement:

- 1. In the event that your company decided to cancel our contract with you, can you give us a 90 days maximum notification?*
- 2. Percentage of increase or a dollar figure if it happens when your company decided to do so.*
- 3. Annual automatic renewal.*
- 4. Requesting our data on monthly basis without cancelling agreement.*

Also, give you give us a quote on items listed on 3.0 (1) Additional Services?

Thanks and look forward to hear from you.

*Norma-Jean Angeles
Administrative Assistant*

From: Jammie Ross [mailto:jross@iworq.com]
Sent: Thursday, March 08, 2012 4:38 PM
To: Norma Jean Angeles
Subject:

Hi Norma-Jean,

I've attached the revised agreement you requested.

Please don't hesitate to call me with any questions, challenges, or problems. We look forward to working with you.

Jammie Ross
iWorQ Systems
Toll Free: 888-655-1259
Local: 435-755-5126
Cell: 435-890-3541
FAX: 435-231-3795
www.iworq.com

Why Choose iWorQ

- Affordable, Web-based, No installation, Unlimited licenses, and its already on your computer
- Free weekly webinars and Unlimited technical support
- Mobile solutions allow for real time updating, Less trips to the office

3/9/2012