Ivins City Staff Report
City Council Meeting 3/15/2018

Agenda Item: Approve expenditure to inventory all of Ivins City street signage

Submitted by: Charles Gillette, P.E., Public Works Director/City Engineer

Recommended City Council Action:
Approve expenditure of $10,625 for inventory of all Ivins City street signage

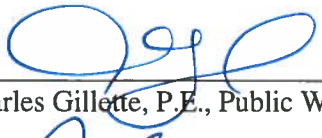
BACKGROUND:
Ivins City uses iWorQ for tracking of work orders, fleets and permits. They have a module that also tracks signage. We need to start tracking signage. The federal government has imposed a requirement that we inspect and measure retroreflectivity of old signs and make sure they meet required standards. This work will give us a database of all of our signs and allow us to start replacing sign in a smart manner to meet this standard.

FINDINGS AND ANALYSIS:
We have compared the costs of hiring a consultant with using our own staff and purchasing the equipment. A retroreflectivity meter costs nearly $10,000 by itself and not to mention that our own staff time would be lost doing the work. Where our staff is already stretched, we have concluded that hiring iWorQ to send down a team of specialists to prepare the database would be most efficient.

SUPPORT MATERIALS:
- iWorQ cost proposal

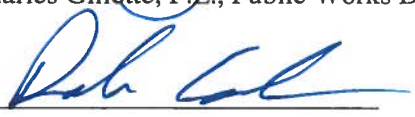
FINANCIAL IMPACT:
GL1060530: $10625.00

Respectfully Submitted:



Charles Gillette, P.E., Public Works Director/City Engineer

Content Review:



Dale Coulam, City Manager

PUBLICWORKS1 powered by iWorQ

1125 West 400 North, Suite 102, Logan, UT 84321

NOTE: This quote cannot be disclosed or used to compete with other companies

1.0 QUOTE

Ivins, UT hereafter known as "Customer" enters into the following Service Agreement with iWorQ Systems "iWorQ" located in Logan Utah. Customer will pay a fee for the services listed below:

Application	**Cost**	Billing
Sign Inventory and Assessment	$ 8,500.00	Every 3 Years
iWorQ Sign Management Software	~~$ 2,000.00**~~	~~Yearly**~~
SUBTOTAL	$8,500.00	
Overhead	1.25	
Total	$10,625.00	
Additional Services		
Unlimited Technical Support & Phone Trainings	FREE	Always
Year End Reports	FREE	
Budget Reports with Recommended Treatments Yearly	FREE	

*This offer was made on March 5, 2018 and is valid for 90 days.

*Sign Inventory and Assessments will be done every 5 years starting in 2018.

* Sign Inventory and Assessment Details and Deliverables Outlined in Section 4.2

**Included in previous service agreement.

2.0 GUIDELINES

2.1 Getting Started

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

2.2 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.

2.3 Data Conversion

As part of the Start-up iWorQ will provide a data conversion service. This service consists of importing data, sent by the Customer, in an electronic format. iWorQ will provide emails and a FTP site were the electronic data can be sent.

3.0 SERVICES

3.1 Data Ownership

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

3.2 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.

3.3 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.

3.4 FREE Support

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

3.5 FREE Data Back-up

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

4.0 ADDITIONAL SERVICES

4.1 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.

4.2 Sign Inventory and Assessment

The Sign inventory and assessment will be started at your request. The deliverables include:

1. Sign Inventory Data to be collected: Sign Type, MUTCD, Nearest Address, Height, Offset, Support Type, Size, Direction of Travel, Sheeting(Engineering, High Intensity, Diamond Grade), Position, etc.
2. General Condition of Sign and Support (Excellent, Good, Fair, Poor)
3. Signs associated by segment and/or located with GPS
4. GIS and Sign data/condition uploaded to iWorQ

The project will require 3-5 days of data collection for 1 crew. This estimate is based on 56 centerline miles of road and travel costs.

Table 1. Inventory and Distress Identification Breakdown

Days	Description	Cost	Total
3-5	Sign Inventory and Assessment Time, Equipment, Travel, Expenses, Data conversion, Map updates.	Crew 1	$8,500.00
	SUBTOTAL		$8,500.00
	iWorQ Sign Management Software		~~$2,000.00~~ **
	Overhead	1.25	
	TOTAL		**$10,625.00**

**Included with previous service agreement.

The table above shows the cost for crew(s) along with data entry. This cost would be paid by Ivins, UT.

5.0 SIGNATURE AND BILLING INFORMATION

5.1 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)

5.2 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) _____