



RESOLUTION #26-07-068

A RESOLUTION ENTERING INTO A THREE (3) YEAR AGREEMENT WITH iWorQ TO PROVIDE ELECTRONIC SUBMISSION AND FILING SERVICES FOR ZONING DOCUMENTS FOR BETHEL TOWNSHIP AT A COST OF \$6,350 (WHICH INCLUDES SET-UP FEE) AND \$4,750 EACH FOR THE SECOND AND THIRD YEARS

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 14th day of July, 2026 with the following Trustees being present: Kama Dick, Julie Reese, and Josh Wilkerson.

Trustee DICK moved for the adoption of the following resolution:

WHEREAS, the Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio are constantly trying to find ways to better interact and communicate with the citizens of Bethel Township; **AND**

WHEREAS, a subscription to a service that provides a method in which zoning documents can be electronically submitted, stored, and organized would be beneficial to the Township, **AND**

WHEREAS, iWorQ provides a platform in which these services can be provided. **THEREFORE**

BE IT RESOLVED, that the Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio authorizes the three (3) year contract with iWorQ at a cost of six thousand three hundred fifty dollars and zero cents (\$6,350.00) for the first year and four thousand seven hundred fifty dollars and zero cents (\$4,750.00) each for the second and third years of the contract and directs the Township Administrator to execute the contract with iWorQ.

Trustee Wilkerson seconded the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick
Trustee Julie Reese
Trustee Josh Wilkerson

YES
YES
YES

Kama Dick
Julie Reese
Joshua Wilkerson

Attest:

Rhonda Ross

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



Service Agreement

For iWorQ Applications and Services



Prepared for:

Bethel Township (Miami County), OH
8735 South Second Street Tipp City, Ohio
45371
Population: 4843.0

Prepared by:

Marty Smith
iWorQ Systems

Agreement ID: 262086



AMENDMENTS & EXCEPTIONS

AMENDMENTS AND EXCEPTIONS TO STANDARD SERVICE AGREEMENT

This section outlines approved amendments and exceptions to standard terms. In the event of a conflict, the terms in this section shall supersede the standard terms of this Agreement, but only to the extent expressly stated herein. All other provisions of the Agreement remain unchanged and fully enforceable.

Amendment - Setup Discount

- iWorQ Systems will waive 50% of the Standard Pricing Setup Fee, if agreement is signed and returned by 07-16-2026



Bethel Township (Miami County), OH hereafter known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all iWorQ application(s) and service(s) including the application(s) and service(s) listed in Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation. iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request.

iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Acquisition of data is the responsibility of the client; iWorQ will not be involved in negotiation for data with third parties.

Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

4. CUSTOMER DATA:

Customer data will be stored in AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage customer data. iWorQ does backups twice per week and onsite backups twice per week. Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management services(s), onsite backups application(s) and other service(s).



Data upload and usage is provided to every customer. This includes uploading files up to 25MB and 100GB of managed data usage on AWS GovCloud. Additional upload file sizes and managed data usage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

Customers can upload and store images with personal information like driver's license, and more. This data can be used by the customer to complete the permitting, licensing, or code enforcement processes. Customer understands that the data must be uploaded and stored in the sensitive data upload section of the iWorQ software for access and security purposes.

IWorQ is not responsible for: (1) For the content entered into iWorQ's database, (2) For images or documents scanned locally and uploaded by the iWorQ users, (3) For documents or images uploaded by citizen over the web, and (4) For data sent to the Customer by iWorQ.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support requests are typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoices by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days from the date of the invoice. Any billing changes will require that a new Service(s) Agreement be signed by the Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly. Support and services fees may increase in subsequent years but will increase no more than 5% per year.

Customer pricing is based on a 3 Year Term and reflects a discounted annual price. Changes to the Term or the Termination Policy (Section 7. Termination:), will affect the annual pricing and could double your annual cost. Customer reserves the right to pay the 3 Year Term upfront to secure discounted annual pricing

7. TERMINATION:

Either party may terminate this agreement after the initial 3-Year Term, without cause if the terminating party gives the other party sixty (60) days written notice. Should the Customer terminate any part of the application(s) and or service(s) the remaining balance will immediately become due. Should the Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed. Upon expiration of the Initial Term, this Agreement shall automatically be renewed for successive one (1) year terms unless either party provides notice of termination or non-renewal no less than sixty (60) days prior to expiration of the then-current term.



Upon termination of this Agreement, iWorQ will discontinue all application(s) and or service(s); iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data, which shall be provided to Customer for a cost of no more than \$2500 per copy. Please note, if the Customer is not in compliance with the material terms and conditions of this Agreement, iWorQ will not be required to provide Customer with the data.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MISCELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah. Customer recognizes that iWorQ Systems is a software company located in Utah. Any changes to this section, including changes to the Venue or Forum, will be subject to an increase in their annual pricing.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact: (* all fields required)

Name*: Arthur Franklin Title*: Planning & Zoning Director
 Office Phone*: 937-845-8472 Cell*: 2293146843
 Email*: zonina@betheltownship.org

Secondary Implementation Contact: (* all fields required)

Name*: Josh Wilkerson Title*: Trustee
 Office Phone*: 937-845-8472 Cell*: 7244949499
 Email*: josh.wilkerson@betheltownship.org

**Portal Setup Contact: (* all fields required)**

Name*: Julie Reese Title*: Acting Administrator and Trustee
 Office Phone*: 937-845-8472 Cell*: 5126329310
 Email*: administrator@betheltownship.org

Portal Setup Contact Signature*:

(This person is responsible for placing the iWorQ Portal Link being placed on the agency's website within 90 days of the agreement signature. The iWorQ Portal Link will remain on agencies website for the entire Term of the agreement. If the iWorQ Portal Link is not placed on the city website within 90 days, the Agency agrees to pay an additional \$1,000 dollars towards setup costs (this is to cover iWorQ's time).

JR Julie Reese

11. CUSTOMER BILLING INFORMATION: (* all fields required)

Billing Contact*: Rhonda Ross Title*: Fiscal Officer
 Billing Address*: 8735 South Second Street. Tipp City, Ohio 45371
 Office Phone*: 937-845-8472 Cell*: 9376893185
 Email*: fiscalofficer@betheltownship.org
 PO #: _____ Tax Exempt ID # (required): 31-0793283

Note: If a tax-exempt number is not provided, a 10% service increase will be added to the yearly invoice.

12. ACCEPTANCE: (* all fields required)

The effective date of this Agreement is listed below. Authorized representatives of Customer and iWorQ have read the agreement and agree and accept all the terms.

Signature*: Julie Reese Effective Date*: 7/20/2020
 Printed Name*: Julie Reese Title*: Acting Administrator and Trustee
 Office Phone*: 937-845-8472 Cell*: 5126329310

Unless otherwise stated, Service Period starts the first day of the month after signature and Effective Date.



APPENDIX A
APPLICATIONS, SERVICES AND PRICING SCHEDULE

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Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$4,750.00	Annual Invoice	08-01-2026 - 07-31-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$1,600.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Classification	Application Name	Agreement Pricing
600	Package	Permit Management	\$4,000.00
400	Package	Code Enforcement	\$0.00
1000	Package	Portal Home	\$0.00
ADD-8	Added	Additional Web Forms for Online Portal	\$750.00

Subscription Fee Total (This amount will be invoiced each year) \$4,750.00

One-Time Setup

Service(s)	Standard Pricing	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$3,200.00	\$1,600.00

Recurring Agreement Pricing \$4,750.00

Agreement Setup \$1,600.00

Total Due Year 1 \$6,350.00



NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out immediately upon execution of the contract. Payment terms are net 30 days from the invoice date.
- II. This Subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.



APPENDIX B PRODUCT DESCRIPTIONS

Package(s) Purchased

ComDev
Community Development Department

Product Descriptions

Application / Feature	CD Basic	CD Department	CD Enterprise
Permit & Code Management	x	x	x
Available on Multiple Device Types	x	x	x
Configurable Reporting	x	x	x
Fees & Payments	x	x	x
Inspection & Plan Review	x	x	x
Sensitive File Uploads	x	x	x
OpenStreetMap w/ Quarterly Updates	x	x	x
Access to iWorQ Letter Template Library	x	x	x
File Usage Allowance	x	x	x
Custom Letters*	x	x	x
Custom Web Forms*		x	x
Online Portal		x	x
Online Citizen Messaging		x	x
Access to iWorQ Web Form Templates			x
Card Payment Processing			x
Texting Capabilities			x
Configurable System Workflows			x
iWorQ Notifications			x
Inspection Routing			x
Scheduled Reports*			x
GIS REST Services**			x



Application / Feature	CD Basic	CD Department	CD Enterprise
XworQ AI Features			x

* Available for Expansion Purchase

****GIS REST Services Requirements:**

iWorQ will be able to publish your agency's ESRI REST Services monthly if the following conditions are met:

1. The Rest Service URL is either a public access URL or the agency will allow iWorQ to be added to the user group of that data.
 - 1.1. User Group must have permission settings set to allow root access to pull the data.
2. The Rest Service data contains the information needed for system functionality and field types match.
 - 2.1. The format of that data must conform to iWorQ Systems

iWorQ will update property details monthly. Annual fees are \$500 per layer.

*Note: If configuration changes (i.e. FTP location, name format, field changes, or interval for published updates) iWorQ will charge a minimum fee of \$500 with each additional hour \$250 to accommodate new configuration changes.

Additional Web Forms for Online Portal

- (3) Additional Web Forms for Online Portal Applications
- (6) Total Web Forms

Note: Additional Web Forms can be purchased as needed: \$750/annually for 3