



## ALPENA COUNTY E-911 DIRECTOR

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720 WEST CHISHOLM ST. - SUITE 13, ALPENA, MI 49707 • 354-9821/354-9111

Date: 01/14/2022

To: Finance, Ways & Means Committee

From: Kim Elkie, Interim Director 911/Central Dispatch

RE: Colligo GIS (911 Mapping)

Attached please find the invoice from the Colligo GIS, previously known as Coleman Engineering Company. This represents an annual maintenance agreement covering January 1, 2022 through December 31, 2022.

It is my request and recommendation to the Finance, Ways & Means Committee to approve the Work Order Agreement, including payment of the \$5,000.00 budgeted expenditure from line item #261-325-820.004.

Thank you for your consideration,

A handwritten signature in blue ink that reads "Kim Elkie".

Kim Elkie

Interim Director 911/Central Dispatch

AGREEMENT NO. CGIS1002

WORK ORDER NO. -02

**EXHIBIT "A"**  
**WORK ORDER**

COLLIGO GIS, INC. and its directors, officers, shareholders, employees, agents, affiliates, independent professional associates, consultants and subcontractors, as the case may be, (collectively, "COLLIGO") agree to perform for CLIENT, on this specific Project, the Services described below. The services shall be performed subject to and upon the terms and conditions set forth in the COLLIGO CLOUD SERVICES AGREEMENT listed at ColligoGIS.com/terms (the "Agreement") dated December 22, 2020 by and between COLLIGO and CLIENT, which Agreement is hereby amended to incorporate this Work Order.

It is agreed that this Agreement, and such other documents required by it during the term of this Agreement, may be approved by a signed copy transmitted by fax or .pdf copy containing all signatures in lieu of the original signed copy, and that a copy transmitted by fax or .pdf shall be legally binding upon the parties to said Agreement(s)."

PROJECT: 2022 GIS 911 Maintenance Services  
Alpena County, Michigan

SERVICES: As described in our proposal letter dated January 11, 2022; a copy of which is attached and made part of this contract.

FEES: Services will be completed for a lump sum amount of \$5,000 for the scope of work and in accordance with the assumptions and conditions set forth in our proposal letter dated January 11, 2022; a copy of which is attached and made part of this contract.

SPECIAL TERMS AND CONDITIONS:

During completion of this work, Colligo will not accept responsibility for the safety of individuals other than Colligo employees.

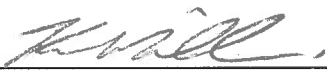
AUTHORIZATION

This Work Order and the scope of services (the "Services") defined herein are approved and COLLIGO is hereby directed and authorized to proceed with the Services for the designated Project in accordance with the terms and conditions of the above-referenced Agreement.

Requested By:  
ALPEN COUNTY, MICHIGAN

Accepted By:  
COLLIGO GIS, INC.

By: \_\_\_\_\_

  
By: Kevin Trevillian, P.E.

Title: \_\_\_\_\_

Title: Principal

Date: \_\_\_\_\_

Date: January 11, 2022



# Colligō GIS

635 Circle Drive  
Iron Mountain, MI 49801  
906-774-3440  
contact@colligogis.com

January 11, 2022

Mr. Mark Hall  
Emergency Manager/911 Director  
Alpena County  
720 W. Chisholm Street, Suite 13  
Alpena, MI 49707

Re: 2022 GIS 911 Maintenance Services  
Alpena County, Michigan

Dear Mr. Hall:

Colligo GIS (Colligo) is pleased to submit this proposal to Alpena County, Michigan (County) for the above referenced services.

## SCOPE OF SERVICES

Colligo will provide the County with access to the Colligo internet-based desktop and mobile data collection application. Through this platform the County will have the ability, using internet access, to view and edit their 911 road and address GIS data. This platform also provides field GPS data collection ability for the County to perform real time address point, street centerline, driveway and trail data collection/verification.

Colligo will provide the following services to the County:

- Incorporation of GPS'd street centerlines, driveways and trails into the existing GIS database, already being maintained by Colligo.
- Street centerline, driveway and trail maintenance:
  - Digital creation from aerial imagery, if GPS is not available, will be provided on an as-needed basis.
- Attribute all newly created centerlines with a valid range in compliance with the County's Address Ordinance;
- Attribute all newly created centerlines with a County-approved valid street name;
- Maintain all GPS'd digital driveways forwarded by the County to Colligo;
- Maintain all GPS'd digital trails forwarded by the County to Colligo;
- Insert all newly created centerlines into the host Telco database;
- Incorporation of GPS'd structure locations into the existing GIS database, already being maintained by Colligo;

- Structure Address Maintenance:
  - Digital creation from aerial imagery, if GPS is not available, will be provided on an as-needed basis.
- Attribute all newly created structures with a valid address in compliance with the County's Address Ordinance;
- Attribute all newly created structures with owner information, if applicable;
- Edit all address database changes as forwarded from the County to Colligo;
- Host Telco database maintenance;
- Resolve all 701/709 reports forwarded from INDigital to Colligo;
- Maintain all boundaries originally created by others;
- Provide intermediary services with INDigital, which houses the County's Telco database; and
- Incorporate existing County-provided GIS parcel data into the existing GIS database. GIS parcel information is extremely helpful and assists with structure point placement, quality control and address verification. Updates to GIS parcel information should be provided, at a minimum, on a yearly basis. Minimum attribution should include:
  - PNUM
  - Owner Name
  - Owner Address
  - Property Address

### Assumptions

If during the course of the project it is found that other services or additional data incorporation is required, Colligo will provide the County with a written estimate of costs prior to the commencement of work.

If, during the course of the project, it is found that other services or incorporation of other data is required by the County, individual Township or City, a necessary cost of services increase may arise. If so, Colligo will notify the County, Township or City and prepare a written scope of services and cost proposal for approval prior to the commencement of work.

All layers are, and will remain, the property of the County.

### Fees

In accordance with the assumptions and conditions set forth in this letter the scope of services listed above will be completed for a lump sum amount of \$5,000.

Please remit payment with the attached invoice within 30 days of receipt of this proposal.

January 11, 2022

Page 3

Performance Schedule

Colligo anticipates starting work upon receipt of a signed Colligo Cloud Services agreement and Work Order and will continue these services from January 1, 2022 through December 31, 2022. Prior to January 1, 2023 Colligo will review this scope of services with the County before continuing for 2023.

If you accept this proposal, please endorse both copies of the attached Work Order No. 2 and return one copy to this office. Please retain one copy for your files.

We appreciate the opportunity to submit this proposal and if you have any questions or comments, please call me at (906) 774-3440.

Sincerely,  
COLLIGO GIS



Gary D. Hoaglund (of Coleman Engineering on behalf of Colligo GIS)  
GIS Manager

GDH/grp

Enclosures

J:\Proposals\Alpena County\2022\GIS 911 Maintenance Services\Alpena County - 911 Maintenance 2021.docx



# Colligō GIS

**Colligo GIS, Inc.**  
635 Circle Drive  
Iron Mountain, Michigan 49801

## INVOICE

Bill To

**Alpena County, Michigan 911**

ATTN: Mr Mark Hall

720 W. Chisholm Street

Alpena, MI 49707

**Invoice#**

Inv. 119

**Invoice Date**

01.10.2022

**Terms**

Due on Receipt

**Due Date**

01.10.2022

**Project Name**

Alpena 2022 Services

Project	Description	Amount
Alpena 2022 Services	2022 GIS 911 Maintenance Services	5,000.00

Thanks for your business.

Sub Total 5,000.00

**Total \$5,000.00**

**Balance Due \$5,000.00**