



## Highway Department

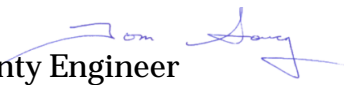
Telephone: 701-298-2370

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### **MEMORANDUM**

TO: Cass County Commission

FROM: Thomas Soucy, County Engineer 

DATE: March 21, 2024

SUBJECT: Consent Agenda Item for April 1<sup>st</sup>, 2024 Commission Meeting: Infotech Appia subscription.

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The Appia software is a program that helps our project engineers in the field with project management. Appia is another function of the bidding software that we currently use. This product will work with the bidding software to automatically incorporate all the bidding information into Appia to easily access. Our project engineers will use this program to construct project diaries, quantities, and estimates more efficiently and without possible errors. Appia will also make our project documentation more thorough with the ability to attach project pictures on diaries and produce weekly progress documents. The total cost of this subscription is \$2,100.00 per year per seat for a total of \$8,400.00 per year.

**SUGGESTED MOTION:** AUTHORIZE CHAIRPERSON TO APPROVE DEPARTMENT CHAIR TO SIGN UP FOR SUBSCRIPTION WITH INFOTECH FOR THE APPIA SUBSCRIPTION SUBJECT TO STATE'S ATTORNEYS APPROVAL.



**Info Tech, Inc., DBA Infotech**  
**2970 SW 50th Terrace**  
**Gainesville FL 32608**  
**Phone: (352) 381-4400**  
**Secure Fax: (888) 972-2186**

Quote Date: March 21, 2024

**Account:** Cass County Highway

Department

1201 Main Ave. W

Primary Contact: Kyle Litchy

West Fargo, ND 58078

Email Address:

LitchyK@casscountynd.gov

**Please use our online order system to place your order.**  
**Instructions are attached.**

Product	Quantity	Cost	Totals	
Appia	4 for 12 months	\$ 2,100.00 each	Subtotal:	\$ 8,400.00
			Taxable Amount:	\$ 0.00
			Tax (0%):	\$ 8,400.00
			Total:	

Order Totals:	Subtotal:	\$
	Tax:	8,400.00
	Total:	\$ 0.00
		\$
		8,400.00

\* Note: Sales tax will be added where applicable. For agencies who are tax exempt, if sales tax is charged at checkout, it will immediately be credited back to the credit card used, or will not be included on the Invoice if the PO/Invoice payment option is selected.