

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT, made and entered into this 24th day of April, 1973, by and between the Nassau County Assessor, hereinafter referred to as the ASSESSOR, and Mass Property Appraisal, Inc., a Florida corporation with offices located at Tampa, Florida, hereinafter referred to as the CORPORATION.

WITNESSETH:

That for and in consideration of mutual promises and agreements herein contained, the ASSESSOR and COUNTY hires, employs, and contracts with Mass Property Appraisal, Inc., the CORPORATION, for professional mass services and installation of the Mass Property Appraisal System, hereinafter referred to as the SYSTEM. The CORPORATION will provide final appraisal records and property value analysis lists for real property located within Nassau County, and the CORPORATION hereby accepts said hiring and employment and contracts with the ASSESSOR AND COUNTY to complete the work as set forth in this contract.

SERVICES TO BE PERFORMED BY THE CORPORATION

The services in this contract are for professional mass appraisal relating to real estate in Nassau County. The appraisal will be accomplished through the installation and use of the methods, procedures and techniques of the appraisal system. The real estate property record cards and other appraisal documents of the ASSESSOR will be made available by the ASSESSOR and will be used by the CORPORATION in this program. The data from these records will be used as part of the input to the appraisal files by the CORPORATION.

Item 1: Develop the Program Outline and Schedule

1. The CORPORATION shall develop and provide a schedule for the work activities as described in this contract.

Item 2: County Master Appraisal File and Assessment File Used as County Real Property Inventory

1. The CORPORATION shall provide a property record card and property value for each property on the master appraisal file and the assessment file of the SYSTEM.

Item 3: Appraisal of Property (Building/Land)

1. The CORPORATION shall develop and/or revise appraisal system that will meet all the requirements necessary to provide real property records from the master appraisal file. This system will include automated computer oriented maintenance and update of property records and values on the master appraisal file.

2. Land Appraisal

(a) The CORPORATION shall determine the unit land values for the real estate in Nassau County and supervise the preparation of the land value maps.

(b) The CORPORATION shall train, instruct and advise the ASSESSOR and staff in the appraisal of land. The training and instructions will include the methods, procedures and techniques of the land appraisal systems, using the selective analysis computer printed reports.

3. Building Appraisal

(a) The CORPORATION shall determine the unit building values for all types of buildings in Nassau County, including public utility property and exempt property, and provide on-site inspection of the real estate parcels where this is necessary at the discretion of the CORPORATION.

(b) The CORPORATION shall train, instruct and advise the ASSESSOR and staff in the appraisal of buildings. The training and instruction will include the methods, procedures and techniques of the building appraisal system, using the selective analysis computer printed reports.

4. Develop the Market Base Rate

The CORPORATION shall develop and provide the building market base rates. These will be determined from the property square foot value market reports of the selective analysis system. The base rates will be derived from the market information for the calendar years of 1971 and 1972. The ASSESSOR will be consulted and informed on the market base rates to be used in determining property values.

5. Develop the Market Depreciation Schedule

The CORPORATION shall develop and provide the market building depreciation schedules. These will be determined from the property value market report of the selective analysis system. The depreciation schedule will be developed from the market information for the calendar years of 1971 and 1972. The CORPORATION will supervise the verification of the depreciation as a part of the on-site inspection.

6. Property Value Review Hearings

(a) The CORPORATION shall establish a procedure whereby all property owners shall be given an opportunity to discuss and review the valuation of their property. The CORPORATION shall arrange with the ASSESSOR for the time and place of these meetings and the ASSESSOR shall have the opportunity to monitor these meetings.

(b) The CORPORATION shall provide 50 man days work effort over 10 calendar days for property owners to review their property values at the conclusion of the project.

(c) The CORPORATION shall provide a representative to the County Board of Equalization meetings for the 1973 assessment roll.

Item 4: Training and Instruction in the Manuals and Publications of the Appraisal System

1. The CORPORATION shall provide updated current revisions to publications on the Appraisal System and shall train and instruct the ASSESSOR and his staff in the use of the manuals and publications. The manuals and publications will outline and define all methods, procedures and techniques of the SYSTEM for both the operations of the SYSTEM and the maintenance of the records.

Item 5: Provide Sales/Appraisal-Assessment Ratio Listing Reports

1. The CORPORATION shall provide countywide sales/appraisal-assessment ratio listings and reports.

Item 6: Provide Property Value Analysis Reports

1. The CORPORATION shall provide the property value analysis reports of the selective analysis system. These reports shall provide listings of the properties based upon a comparison of three (3) variables that exist on the master appraisal file of the county. The comparison of the three (3) variables can be selected from the variables listed below.

<u>Variable</u>	<u>Abbreviation</u>
1. Adjusted Points	PNT
2. Appraised Value	APP
3. Base Area	BAS
4. Census Tract	CEN
5. Effective Year Built	EYB
6. Exterior Wall	EXW
7. Improvement Type	IMP
8. Improvement Value	VAL
9. Land Description	DES
10. Land Use	USE
11. Land Value	LDN
12. Sales Year	SYR
13. Zoning	ZNG
14. Subdivision Number of Parcel	SUB
15. Range Number of Parcel	RGE
16. Township Number of Parcel	TWP
17. Section Number of Parcel	SEC

Item 7: Provide Final Appraisal Record

1. The CORPORATION shall perform the data processing required to make a master appraisal file for the designated properties.

2. The CORPORATION shall provide a final appraisal record for each parcel of property on the master appraisal file (MAF). The final appraisal card will have the data in the format of the SYSTEM.

RESPONSIBILITIES OF THE COUNTY AND/OR ASSESSOR

The appraisal assessing program as defined in this contract requires a very close working relationship between the CORPORATION and the officials of Nassau County, particularly the ASSESSOR. The ASSESSOR'S records are to be used in this program, therefore the work related to the use of these records and the approval of certain pertinent data, such as building base rates and unit land value will require the approval of the ASSESSOR during this contract period. The following item will identify the responsibilities of the COUNTY and/or ASSESSOR.

Item 8: The ASSESSOR'S and/or COUNTY'S Personnel Will Perform
The Following Services

1. Provide and furnish to the CORPORATION the use of the ASSESSOR'S appraisal and assessment records.
2. Provide and furnish to the CORPORATION the aerial maps and other maps and plats of the ASSESSOR and COUNTY.
3. Provide and furnish to the CORPORATION all blank forms and documents required for the property assessment-tax billing and appraisal system. The assessment and tax billing documents are provided by the State. The CORPORATION will coordinate the activities of working with the ASSESSOR and the State relating to these forms and documents.
4. The ASSESSOR will certify to the CORPORATION his agreement to the market square foot building rates and other factors to be used in the SYSTEM. These factors will be thoroughly reviewed with the ASSESSOR.
5. Provide office space necessary for the performance of the work of the CORPORATION'S personnel, including all necessary tables, chairs and equipment. This office space will be in or near the Court House in order to have access to the ASSESSOR and/or COUNTY records. The CORPORATION will work in those areas as designated by the ASSESSOR and will coordinate their activities so as not to interfere with the normal operation of the ASSESSOR'S office.

GENERAL CONTRACT DATA

Item 9: Effective Contract Dates and Schedules

1. The CORPORATION'S services under this contract agreement to be performed from the contract date first above written through December 31, 1973.
2. The base square foot building rates will be determined as of January 1, 1973.
3. Schedules for all work activities to be performed by the CORPORATION in this contract will be prepared as one of the first work activities. The schedules will be reviewed with the ASSESSOR and these schedules will be approved by the ASSESSOR and the CORPORATION.

Item 10: Exceptions to the Timetable

1. The CORPORATION shall not be liable for delays caused by strikes, lockouts, riots, epidemics, war, government regulations, fire, acts of God, certification of millage rates to the CORPORATION, or any causes beyond the CORPORATION'S control.

Item 11: Responsibility for Errors in Records

1. Errors resulting from data processing services provided by the CORPORATION will be corrected by the CORPORATION at no additional cost to the ASSESSOR.

2. Errors resulting from work activities of the ASSESSOR'S personnel which require the reprocessing and producing of records will be at the unit cost of producing these documents, which is described elsewhere in this contract.

Item 12: Ownership of the SYSTEM

1. The CORPORATION retains the complete ownership of the SYSTEM (Mass Property Appraisal System), including all computer programs, forms, document format and layout, methods, procedures and techniques relating to the appraisal, property assessment, tax billing and/or any other phases of the system.

Item 13: Use of the SYSTEM

1. The ASSESSOR and/or COUNTY shall acquire the unrestricted right to the perpetual use and retention of all forms, records, instruction booklets and the like employed in the SYSTEM, whether copyrighted or not, and which are turned over to the ASSESSOR by Mass Property Appraisal, Inc. for use by the ASSESSOR in Nassau County only for its own property appraisal, and property assessment and tax billing system purposes, but for no other purposes, and are not to be disclosed to others. No copies may be made of these records and forms for any purpose other than that required to conduct the normal tax record keeping property assessment and tax billing activities of the ASSESSOR and/or COUNTY of Nassau County.

2. In the event any use, other than that stated in this contract, is made of field data gathered in this contract, arrangements will be made with the ASSESSOR and/or COUNTY for use of this data.

3. a. Any data processing which is to be done by Mass Property Appraisal, Inc. in accordance with the terms of this contract will be done at its home offices or any other location deemed appropriate by Mass Property Appraisal, Inc. in its sole discretion.

b. The ASSESSOR agrees that all necessary field data, records, and the like required by Mass Property Appraisal, Inc. to perform data processing operations called for under the terms of this contract and assimilated either in whole or in part by the ASSESSOR, may be transferred to the Home Office or other suitable locations designated by Mass Property Appraisal, Inc., where the data processing operations will be carried out. Mass Property Appraisal, Inc. will exercise reasonable care in the transfer of such field data, records and the like.

c. Unless otherwise stated, all data processing, including any subsequent property assessment and tax billing data processing, updating of records, and the like required by the ASSESSOR and/or COUNTY under the terms of this contract, is to be done by Mass Property Appraisal, Inc. only and at the rates agreed upon by both parties under the contract.

d. Upon completion of the contract term during which Mass Property Appraisal, Inc. will perform data processing services for the ASSESSOR and/or COUNTY of Nassau County, Mass Property Appraisal, Inc. will be under no obligation whatsoever to divulge to the ASSESSOR and/or COUNTY any information respecting the SYSTEM computer data processing programs required to perform the data processing services in question, however, Mass Property Appraisal, Inc. does agree that upon completion of the contract term, they will negotiate with the ASSESSOR and/or COUNTY at reasonable rates charged by Mass Property Appraisal, Inc. for equivalent services at the time of renegotiations.

CONTRACT PRICE AND PAYMENT SCHEDULE

Item 14: Contract Price

1. The contract price for the professional services provided in this contract is -

EIGHTY THOUSAND DOLLARS ----- \$80,000.00

Item 15: Invoice Procedure

1. The CORPORATION will render invoice to the COUNTY approximately the first day of each month for services rendered through that date.

Item 16: Payment Schedule

1. The COUNTY will promptly pay to the CORPORATION at 5340 W. Kennedy Blvd., Tampa, Florida, 33609, the sum and amount reflected by the invoice submitted by the CORPORATION.

IN WITNESS WHEREOF, the ASSESSOR, and CORPORATION have caused these presents to be executed all as of the day and year first above written.

WITNESS:

John Joseph Haddock
Betty B. Ward
(As to Tax Assessor)

COUNTY OF NASSAU
STATE OF FLORIDA

By Lucille M. Gensere
Tax Assessor

WITNESS:

John Joseph Haddock
Betty B. Ward
(As to Corporation)

MASS PROPERTY APPRAISAL, INC.

By James A. Touze
President

APPROVED AS TO FORM:

APPROVED AS TO AUTHORITY FOR
CONTRACT BY NASSAU COUNTY BOARD
OF COUNTY COMMISSIONERS

By _____

By David H. Buchanan



PROPOSED INVOICE SCHEDULE FOR CONTRACT BETWEEN
NASSAU COUNTY AND MASS PROPERTY APPRAISAL, INC.
DATED APRIL 24, 1973

<u>Month of Invoice</u> <u>1973</u>	<u>Amount of Invoice</u>
May	\$ 7,500
June	12,500
July	10,000
August	10,000
September	10,000
October	15,000
November	15,000
	<hr/>
Total	\$80,000



GAF Corporation, 140 West 51st Street
Office Systems Products, New York, NY 10020

EQUIPMENT SERVICE AGREEMENT

Standard Comprehensive

AGREED:

Between GAF Corporation having an office at 140 West 51st Street, New York, 10020, hereinafter called "GAF" and

BOARD OF COUNTY COMMISSIONERS

The equipment covered by this agreement is located at

NASSAU COUNTY FERNANDINA BEACH, FL. 32034

G	SERVICE ZONE
A	
F	II

GAF Corporation will service and maintain the item of equipment specified in this contract, for a period of one year, on the following terms and conditions:

- The equipment covered under this agreement must be in acceptable operating condition (subject to inspection by a GAF Service Manager or Technical Representative) at the start of the contract period. Service will cover normal maintenance, but will not include reconditioning or complete overhaul. This agreement ~~does~~ — does not — include

repair parts, with the exception of NONE

- Service calls will be scheduled to the customer's convenience when possible. The maximum number of scheduled maintenance calls and unscheduled emergency calls covered under this agreement are shown in 4 below. All additional calls will be charged at GAF's then current rates for labor and travel.
- This agreement does not cover repairs and replacements required by abuse, accident, fire, water, unauthorized handling, use of materials detrimental to proper operation of the machine, or failure to follow instructions provided in the machine manual.
- The following equipment will be covered by this agreement.

Machine Model	Serial #	Scheduled Calls (Indicate starting date & interval of calls)	Number of Emergency Calls	Price per yr.
SL 200	A6107	4 Calls per yr.	None	169.00
		5-14-73-5-13-74		

PLUS 4% FLA. USE TAX

This agreement becomes effective upon acceptance by the GAF District Service Manager. It continues in effect for one year and from year to year thereafter, at the annual charge in effect at the date of renewal, unless cancelled by written notice by either party, at least 30 days prior to the new contract year. Annual rates are subject to change only at the time of renewal.

Board of County Commissioners
Nassau County, Florida

Customer

P. O. Box 456

Address

Fernandina Beach Florida 32034

City State Zip Code

By D. O. Oxley

Ex-Officio Clerk

6/1/73

Title Date

6440

P.O. Number

RECOMMENDATION

I find the machines listed herein in good mechanical condition and recommend approval of this Agreement.

Technical Representative

Date

Address

GAF CORPORATION

City

P. O. Box 5097

ORLANDO, FLA. 32805

By

Service Manager

G A F Corporation

7151 Lake Ellenor Drive
Orlando Central Park, P.O. Box 5097
Orlando, Florida 32805
Telephone (305) 855-1220

The logo consists of the lowercase letters "gaf" in a white, sans-serif font, set against a solid black square background.

May 17, 1973

Board of County Commissioners
Nassau County
Fernandina Beach, Florida 32034

Gentlemen:

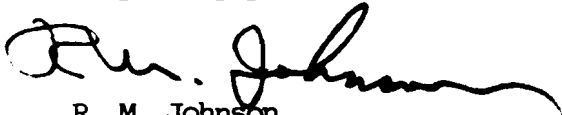
Enclosed, please note the maintenance contract for your GAF reproduction equipment.

This contract is a renewal for another fiscal year to continue scheduled contract service in order to maintain your equipment in good working condition.

In order for our service department to continue scheduling this service, it is requested that you return the approved contract as soon as possible.

If you do not wish to renew at this time, we would greatly appreciate notification and a possible reason for your rejection.

Very truly yours,

A handwritten signature in black ink, appearing to read "R. M. Johnson", written in a cursive style.

R. M. Johnson
Service Manager

RMJ/jbn