

CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

Cm1496

CONTRACTOR INFORMATION

Name: Government Services Group, Inc.

Address: 1500 Mahan Drive, Suite 250 Tallahassee, Florida 32308

City State Zip

Contractor's Administrator Name: Marguerite McCauley Title: Senior Project Manager

Tel#: 850-681-3717 Fax#: 850-224-7206 Email: mmccauley@govserv.com

CONTRACT INFORMATION

Contract Name: Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs

Contract Value: \$15,000

Brief Description: Special Assessments for fiscal year 10/11 with work performed in fiscal year 09/10; Task 1: Annual Maintenance of the Assessment Roll; Task 2: Prepare Annual Assessment Roll; Task 3: Calculate Annual Assessment Amounts; Task 4: Prepare final assessment rolls; Task 5: Export Assessment Rolls; Task 5: Compute Prepayment Amounts

Contract Dates 10/01/09 to 09/30/09¹⁰ Status: New Renew Amend# WA/Task Order

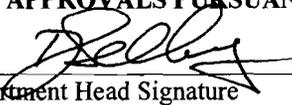
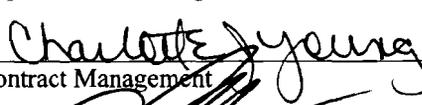
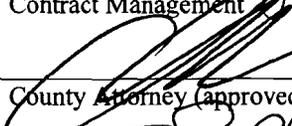
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other Prof. Services

If Processing an Amendment:

Contract #: _____ Increase Amount of Existing Contract: _____ No Increase _____

New Contract Dates: _____ to _____ TOTAL OR AMENDMENT AMOUNT: _____

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|---|-----------------|--|
| 1. |  | <u>10/27/09</u> | 47453539-531000 Maintenance Special Assessment
55001517-531000 Capital Special Assessment |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. |  | <u>10/28/09</u> | |
| | Contract Management | Date | |
| 3. |  | <u>10/29/09</u> | Acct. 47453539-531000 \$3,235
Acct. 55001517-531000 \$11,765 |
| | County Attorney (approved as to form only) | Date | |
| 4. |  | <u>10/30/09</u> | |
| | Office of Management & Budget | Date | |

OCT 30 AM 11:17

Comments: _____

COUNTY COORDINATOR - FINAL SIGNATURE APPROVAL


Edward Sealover 10/30/09
Date

RETURN ORIGINAL(S) TO CONTRACT MANAGEMENT FOR DISTRIBUTION AS FOLLOWS:

- Copy: 2 Clerk's Services; Contractor (original or certified copy)
- Copy: 1 Department
- Copy: 1 Office of Management & Budget
- Copy: 1 Contract Management
- Copy: 1 Clerk Finance
- RECEIVED CONTRACT MANAGEMENT**



GOVERNMENT SERVICES GROUP, INC.

public sector
funding & service
solutions

October 27, 2009

Via Electronic Transmission

Mr. Edward Sealover
County Coordinator
Nassau County
96160 Nassau Place
Yulee, Florida 32097

Re: Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs

Dear Mr. Sealover,

Nassau County (County) has now completed another year of the annual assessment program for the Amelia Concourse services it initiated in Fiscal Year 2003-04. Government Services Group, Inc. (GSG) is pleased to have assisted the County with these recurring revenue sources and as such, we believe that the County would benefit from a continuation of our services.

In order to continue this relationship and the achievements realized thus far, attached as Appendix A is GSG's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the capital and maintenance assessment programs for Fiscal Year 2010-11.

We recognize the extremely difficult financial issues facing local governments at this time and the impact on clients with whom we have had a long standing relationship. While GSG has experienced increased costs, we feel it is important to pass along any program efficiencies to our valuable clients. As a sign of our appreciation, we have decided to lower the Amelia Concourse fees for professional services for FY 2010-11.

Please review the attached scope of services and upon review and satisfactory determination, please sign where indicated on Appendix A to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your program's schedule and ensure the continuation of this successful recurring revenue source.

Mr. Edward Sealover
October 27, 2009
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To discuss this response or other related matters, please forward all correspondence or queries to me at (850) 681-3717. Thank you for your consideration of this response and if there is any additional information we can provide to you, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Marguerite McCauley". The signature is fluid and cursive, with the first name being the most prominent.

Marguerite McCauley
Senior Project Manager

Attachments

cc: Cathy Lewis, Nassau County
Mary Potochnik, Nassau County

Appendix A

ANNUAL CAPITAL AND MAINTENANCE
ASSESSMENT PROGRAMS
FISCAL YEAR 2010-11

Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and reconciliation of the certified special assessment roll. Coordinate and reconcile prepayment amounts with Nassau County.
- Task 2: Prepare Annual Assessment Roll** Update the assessment roll for Fiscal Year 2009-10 for use in the recurring annual assessment program by obtaining updated non-ad valorem tax roll data from the Nassau County Property Appraiser's Office and identifying changes to parcels (i.e., splits, combinations and subdivisions). GSG will work with County staff as necessary to process database revisions generated.
- Task 3: Calculate Annual Assessment Amounts** Calculate/confirm the annual assessment amounts based on the apportionment methodology and revenue requirements for the assessment program for Fiscal Year 2010-11.
- Task 4: Prepare final assessment rolls** GSG will prepare the final assessment rolls for both the capital and maintenance assessment programs and deliver them to the Nassau County Tax Collector in their specified electronic format. This task will result in the certification of the assessment roll to the Nassau County Tax Collector.
- Task 5: Export Assessment Rolls** Export the Fiscal Year 2010-11 assessment rolls to the Nassau County Tax Collector.
- Task 6: Compute Prepayment Amounts** Compute the prepayment amounts upon issuance of the non ad-valorem tax roll for Fiscal Year 2010-11 and prepare a prepayment roll.

FEES AND COSTS

For the professional services and specialized assistance provided by GSG, we will work under a professional fee arrangement as described in the attached scope of services.

For services provided by GSG, the fee for this scope of services is \$15,000. This fee includes expenses for airfare, lodging and ground transportation, as well as incidental expenses.

The fee for professional services does not include any on-site visits by GSG staff to the County. Any on-site meetings by GSG staff may be arranged at our standard hourly rates provided below. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer	\$225
Senior Vice President	\$175
Vice President.....	\$160
Senior Project Manager/Consultant/Project Coordinator.....	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.30 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged. A \$400 setup fee is charged for mailings to less than 2,000 parcels.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is also responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule, assuming that notice to proceed is received by November 2, 2009. If notice to proceed occurs after this date, the payment schedule will be adjusted based on the anticipated number of months remaining to complete the project.

Schedule	Amount Due
December 2009	\$3,750
February 2010	\$3,750
April 2010	\$3,750
September 2010	\$3,750
Total	\$15,000

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	November 2009
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2010
Determine Revenue Requirements	May-August 2010
Calculate Annual Assessment Amounts	May-August 2010
Certify Annual Assessment Roll	By September 15, 2010
Compute Prepayment Amounts	September-October 2010

APPENDIX A ACCEPTED AND AGREED TO FOR FISCAL YEAR 2010-11:

By: 
 Nassau County

Date: 10/30/09



CERTIFICATE OF LIABILITY INSURANCE

OP ID GS
COVER-4DATE (MM/DD/YYYY)
10/22/09

PRODUCER Earl Bacon Agency, Inc 3131 Lonnbladh Road P.O. Box 12039 Tallahassee FL 32317 Phone: 850-878-2121 Fax: 850-878-2128	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Government Services Group, Inc. Kathy Lindsey 1500 Mahan Dr., #250 Tallahassee FL 32308	INSURER A: Zenith Insurance Co	13269
	INSURER B: Travelers Indemnity Company	25631
	INSURER C: Progressive Insurance Company	24252
	INSURER D: Phoenix Insurance Company	25623
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
D	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blkt Addl Insured <input checked="" type="checkbox"/> H&NO Auto Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	I6807521H602PHX09	11/01/09	11/01/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	082935793	09/01/09	09/01/10	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
B	EXCESS / UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 5,000	CUP2431Y914IND08	11/01/09	11/01/10	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under SPECIAL PROVISIONS below	Z836045315	11/01/09	11/01/10	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100000 E.L. DISEASE - EA EMPLOYEE \$ 100000 E.L. DISEASE - POLICY LIMIT \$ 500000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

RECEIVED
CONTRACT MANAGEMENT
2009 NOV -2 AM 10:15

NABOYU1

Nassau County Board of
County Commissioners
76347 Veterans Way
Yulee FL 32097

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
[Signature]

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