

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

CM1762

2011 JUL 27 AM 10:20  
CONTRACTOR INFORMATION

Name: GSG COUNTY ATTORNEY

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

Contractor's Administrator Name: Sandi Melgarejo Title: Project Coordinator

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

## CONTRACT INFORMATION

Contract Name: Continuing Annual Administration of The Amelia Concourse Maintenance Assessment Program for FY 2012-13  
Contract Value: \$7,500

Brief Description: Annual Maintenance, calculation, preparation and export to the Nassau County Tax Collector for the Amelia Concourse Maintenance Assessment Program. Capital Assessment not required for FY2012-13, therefore excluded

Contract Dates : From 10/1/2011 to 9/30/12 Status:  New  Renew  Amend#  WA/Task Order

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

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_ No Increase

New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

RECEIVED  
OFFICE OF CLERK OF COURTS  
NASSAU COUNTY FLORIDA  
11 AUG - 4 PM 4:07

## APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- |    |  |                |                        |
|----|--|----------------|------------------------|
| 1. | _____                                      | _____          | <u>47453539-531000</u> |
|    | Department Head Signature                  | Date           | Funding Source/Acct #  |
| 2. | <u>Charlotte Young</u>                     | _____          | <u>8/7/26/11</u>       |
|    | Contract Management                        | Date           |                        |
| 3. | <u>[Signature]</u>                         | <u>8-2-11</u>  |                        |
|    | County Attorney (approved as to form only) | Date           |                        |
| 4. | <u>[Signature]</u>                         | <u>7-26-11</u> |                        |
|    | Office of Management & Budget              | Date           |                        |

11 AUG - 2 PM 12:49

Comments: \_\_\_\_\_

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] \_\_\_\_\_ 8/2/11  
Ted Selby Date

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

- Original: Clerk's Services; Contractor (original or certified copy)
- Copy: Department
- Office of Management & Budget
- Contract Management
- Clerk Finance

RECEIVED  
CONTRACT MANAGEMENT  
2011 AUG - 3 AM 10:37



www.WeServeGovernments.com



July 8, 2011

**Via Electronic Transmission**

Mr. Ted Selby  
County Manager  
Nassau County  
96160 Nassau Place  
Yulee, Florida 32097

**Re: Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs for FY 2012-13**

*NA 2-5x12/13*

Dear Mr. Selby,

The County has requested Government Services Group, Inc. (GSG) to provide a proposal for Fiscal Year 2012-13 providing a breakdown of GSG's services and professional fees for the capital and maintenance portions of the Amelia Concourse assessment programs.

Pursuant to the County's request, attached as Appendix A are GSG's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the Amelia Concourse maintenance assessment program for Fiscal Year 2012-13. Attached as Appendix B are GSG's proposed scope of services, fees, project deliverables and payment schedule to assist the County in the annual maintenance of the Amelia Concourse capital assessment program for Fiscal Year 2012-13.

Please review the attached and upon review and satisfactory determination, please sign where indicated 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.

If you have any questions, please do not hesitate to contact me. We look forward to working with the County again next year on this program.

Sincerely,

Sandi Melgarejo  
Project Coordinator

Attachments

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

# Appendix A

AMELIA CONCOURSE ANNUAL MAINTENANCE  
ASSESSMENT PROGRAM FISCAL YEAR 2012-13

# Scope of Services

- Task 1: Annual Maintenance of the Assessment Roll** Provide periodic updates and reconciliation of the certified special assessment roll.
- Task 2: Prepare Annual Assessment Roll** Update the assessment roll for Fiscal Year 2011-12 for use in the recurring annual assessment program by obtaining updated 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 2012-13.
- Task 4: Prepare Final Assessment Rolls** GSG will prepare the final assessment rolls for the maintenance assessment program and deliver it 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 2012-13 assessment roll to the Nassau County Tax Collector.

## FEES AND COSTS

For the professional services and specialized assistance described in the proposed scope of services, GSG we will work under a lump sum professional fee arrangement of \$7,500. Except as noted below, this fee includes all out-of-pocket expenses.

The fee for professional services does not include any on-site visits by GSG to the County. Any on-site meetings by GSG 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.

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.

<b>Schedule</b>	<b>Amount Due</b>
December 2011	\$1,875
February 2012	\$1,875
April 2012	\$1,875
September 2012	\$1,875
<b>Total</b>	<b>\$7,500</b>

### **DELIVERABLES SCHEDULE**

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	November 2011
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2012
Determine Revenue Requirements	May-August 2012
Calculate Annual Assessment Amounts	May-August 2012
Certify Annual Assessment Roll	By September 15, 2012

### **AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2012-13 ACCEPTED AND AGREED TO:**

By:   
Nassau County

Date: 8/2/11

## Cathy Lewis

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**From:** Sandi Melgarejo [SMelgarejo@govserv.com]  
**Sent:** Wednesday, June 29, 2011 5:30 PM  
**To:** Cathy Lewis  
**Cc:** Shanea Jones  
**Subject:** RE: Nassau County BCC- Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs

Yes, once the capital assessment is paid off it goes away. I will have to get with Camille on the price. Do you need the proposal this week or can I get you a price and send the proposal next week?

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**From:** Cathy Lewis [mailto:clewis@nassaucountyfl.com]  
**Sent:** Wednesday, June 29, 2011 3:41 PM  
**To:** Sandi Melgarejo  
**Cc:** Shanea Jones  
**Subject:** Nassau County BCC- Continuing Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs

Would it be possible to receive a proposal for the 12/13 assessment year for the Amelia Concourse Assessment Programs in the following two formats?

- 1) Assuming special assessments will be levied for both Capital and Maintenance
- 2) Assuming special assessments will only be levied for Maintenance

It may be possible to payoff debt outstanding in FY11/12 therefore a FY12/13 Capital Assessment levy may not be required. Am I correct in assuming if no capital assessment levied in FY12/13 then no services from GSG would be required for FY12/13 administration of the Capital Assessment Program?

Thank you.

Cathy Lewis, CPA  
Senior Financial Management Analyst  
Office of Management & Budget  
Nassau County Board of County Commissioners  
96135 Nassau Place, Suite 2  
Yulee, Florida 32097  
(904)491-7370 phone  
(904)321-5917 fax  
[clewis@nassaucountyfl.com](mailto:clewis@nassaucountyfl.com)

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS  
 AMELIA CONCOURSE  
 SPECIAL ASSESSMENT BONDS, SERIES 2004  
 ADJUSTED FOR EARLY PAYOFFS, PREPARED 7/5/11  
 RECALCULATED FROM 10/1/2008

PAYING AGENT SUNTRUST  
 PRINCIPAL AMOUNT 3342171.22  
 ISSUE DATE 5/25/2004  
 MATURITY DATE 10/1/2014  
 RESERVE FUND \$ 527,334.85 FOR LAST PAYMENT(S)  
 INTEREST RATE 4.3%  
 FUND 255  
 PRINCIPAL O/S 9/30/08 \$ 3,342,171.22

DATE	PRINCIPAL		INTEREST	TOTAL DEBT	ANNUAL	ANNUAL
	PAYMENTS	BALANCE	PAYMENTS	PAYMENTS	INTEREST	DEBT SVC
10/1/2008	\$ 604,604.93	\$ 2,737,566.29	\$ 71,856.68	\$ 676,461.61	\$ 71,856.68	\$ 676,461.61
4/1/2009			\$ 58,785.46	\$ 58,785.46		
10/1/2009	\$ 409,619.50	\$ 2,327,946.79	\$ 58,857.67	\$ 468,477.17	\$ 117,643.13	\$ 527,262.63 08/09
4/1/2010			\$ 50,050.86	\$ 50,050.86		
payoff 8/13/2010	\$ 3,466.08	\$ 2,324,480.71		\$ 3,466.08		
payoff 9/10/2010	\$ 350,000.00	\$ 1,974,480.71		\$ 350,000.00		
10/1/2010	\$ 427,233.14	\$ 1,547,247.57	\$ 50,030.98	\$ 477,264.12	\$ 100,081.84	\$ 880,781.06 09/10
4/1/2011			\$ 32,336.88	\$ 32,336.88		
payoff 6/14/11	\$ 35,825.08	\$ 1,511,422.49		\$ 35,825.08		
<b>payoff 8/1/11</b>	<b>\$ 245,000.00</b>	<b>\$ 1,266,422.49</b>		<b>\$ 245,000.00</b>		
10/1/2011	\$ 445,604.16	\$ 820,818.33	\$ 31,056.40	\$ 476,660.56	\$ 63,393.29	\$ 789,822.53 10/11
4/1/2012			\$ 17,647.59	\$ 17,647.59	\$ 17,647.59	
10/1/2012	\$ 464,765.14	\$ 356,053.19	\$ 17,647.59	\$ 482,412.73	\$ 17,647.59	\$ 500,060.33 11/12
addtl payment 10/1/2012	\$ 356,053.19	\$ -	\$ -	\$ 356,053.19		\$ 356,053.19 11/12
<b>total payment 10/1/2012</b>	<b>\$ 820,818.33</b>		<b>\$ 17,647.59</b>	<b>\$ 838,465.92</b>	<b>\$ 17,647.59</b>	
<b>total debt svc FY11/12</b>	<b>\$ 820,818.33</b>		<b>\$ 35,295.19</b>	<b>\$ 856,113.52</b>	<b>\$ 35,295.19</b>	<b>\$ 856,113.52 11/12</b>
<b>FUNDING SOURCES FOR FY11/12 DEBT SERVICE:</b>						
bond reserve fund						\$ 527,334.85
FY11/12 special assessment levy						\$ 328,778.67
<b>TOTAL FUNDING SOURCES FY11/12</b>						<b>\$ 856,113.52 11/12</b>
<b>totals</b>	<b>\$ 3,342,171.22</b>		<b>\$ 388,270.13</b>	<b>\$ 3,730,441.35</b>	<b>\$ 388,270.13</b>	<b>\$ 3,730,441.35</b>

RESERVE FUND FOR LAST PAYMENTS \$ 527,334.85  
 NO SPECIAL ASSESSMENT LEVY ANTICIPATED IN 13/14 & 12/13. FY11/12 DEBT SERVICE WILL BE FUNDED WITH SPECIAL ASSESSMENT LEVY AND USE OF BOND RESERVE

*no capital assessment on 2004 bond issue begins FY12/13*