

CS-12-14

CONTRACT APPROVAL FORM RECEIVED CONTRACT MANAGEMENT

(Contract Management Use only)
CONTRACT TRACKING NO.
CM1875

2012 JUN 26 AM 10: 20

CONTRACTOR INFORMATION

Name: GSG
Address: 1500 Mahan Drive, Suite 250 Tallahassee FL 32308
City State Zip
Contractor's Administrator Name: Sandi Melgarejo Title: Project Coordinator
Tel#: 850-681-3717 Fax#: 850-224-7206 Email: smelgarejo@govserv.com

RECEIVED
OFFICE OF CLERK OF COURTS
NASSAU COUNTY, FLORIDA
12 JUL -9 AM 9: 16
2012 JUN 27 AM 10: 05

CONTRACT INFORMATION

Contract Name: Continuing Annual Administration of The Amelia Concourse Maintenance Assessment Program for FY 2013-14
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.

Contract Dates : From 10/1/2012 to 9/30/13 Status: New Renew Amend# WA/Task Order
How Procured: Sole Source Single Source ITB RFP RFQ Coop. Other

If Processing an Amendment:

Contract #: CM1762 ^{DMK} Increase Amount of Existing Contract: _____ No Increase _____
New Contract Dates: 10/1/2012 ^{DMK} to 9/30/12 ^{3 DMK} TOTAL OR AMENDMENT AMOUNT: \$7,500 ^{DMK}

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

1. [Signature] 6-25-12 47453539-531000
Department Head Signature Date Funding Source/Acct #
2. [Signature] 6-26-12
Contract Management Date
3. [Signature] 6-26-12
County Attorney (approved as to form only) Date
4. [Signature] 6-25-12
Office of Management & Budget Date

Comments: _____

COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] 7/2/12
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

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CONTRACT MANAGEMENT
2012 JUL -3 PM 2: 53



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June 22, 2012

Via Electronic Transmission

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

96135 Nassau Place, Suite 1

Re: Continuing Annual Administration of the Amelia Concourse Maintenance Assessment Program for FY 2013-14

Dear Mr. Selby,

The County has requested Government Services Group, Inc. (GSG) to provide a proposal for Fiscal Year 2013-14 providing a breakdown of GSG's services and professional fees for the maintenance portion 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 2013-14.

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

Attachment

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

Appendix A

AMELIA CONCOURSE ANNUAL MAINTENANCE
ASSESSMENT PROGRAM FISCAL YEAR 2013-14

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 2012-13 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 2013-14.
- 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 2013-14 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 \$1.31 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.

Schedule	Amount Due
December 2012	\$1,875
February 2013	\$1,875
April 2013	\$1,875
September 2013	\$1,875
Total	\$7,500

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	November 2012
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2013
Determine Revenue Requirements	May-August 2013
Calculate Annual Assessment Amounts	May-August 2013
Certify Annual Assessment Roll	By September 15, 2013

**AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2013-14
ACCEPTED AND AGREED TO:**

By: 
Nassau County

7/2/12
Date: