

CS-12-163

RECEIVED

CONTRACT APPROVAL FORM

CONTRACT MANAGEMENT

(Contract Management Use only)
CONTRACT TRACKING NO.
cm1959

2013 APR -2 PM 2: 12

CONTRACTOR INFORMATION

Name: GSG-Government Services Group

Address: 1500 Mahan Drive City Tallahassee State FL Zip 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 FY2014-15
Contract Value: \$7,500

Brief Description: Annual Maintenance, calculation, preparation and export of special assessment roll for the Amelia Concourse Maintenance Assessment Program

Contract Dates : From: 10/1/13 to 9/30/14 Status: X New ___ Renew ___ Amend# ___ WA/Task Order

How Procured: ___ Sole Source ___ Single Source ___ ITB ___ RFP ___ RFQ ___ Coop. Other X-professional svc
If Processing an Amendment:

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

New Contract Dates: 10/1/13 to 9/30/14 TOTAL OR AMENDMENT AMOUNT: \$7,500

APPROVALS PURSUANT TO NASSAU COUNTY PURCHASING POLICY, SECTION 6

- | | | | |
|----|--|---------------|-----------------------|
| 1. | _____ | _____ | 47453539-531000 |
| | Department Head Signature | Date | Funding Source/Acct # |
| 2. | <u>Charolette Young</u> | <u>4-5-13</u> | <u>53/28/13</u> |
| | Contract Management | Date | |
| 3. | <u>[Signature]</u> | <u>4-1-13</u> | |
| | Office of Management & Budget | Date | |
| 4. | <u>[Signature]</u> | <u>4-1-13</u> | |
| | County Attorney (approved as to form only) | Date | |

Comments: _____

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 4/10/13
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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COUNTY MANAGER'S
OFFICE
3 APR 11 AM 10:10



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March 28, 2013

Via Electronic Transmission

Mr. Ted Selby
County Manager
Nassau County
96135 Nassau Place, Suite 1
Yulee, Florida 32097

Re: Continuing Annual Administration of the Amelia Concourse Maintenance Assessment Program for FY 2014-15

Dear Mr. Selby,

The County has requested Government Services Group, Inc. (GSG) to provide a proposal for Fiscal Year 2014-15 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 2014-15.

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 2014-15

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 2013-14 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 2014-15.
- 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 2014-15 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 \$1.32 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 2013	\$1,875
February 2014	\$1,875
April 2014	\$1,875
September 2014	\$1,875
Total	\$7,500

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	November 2013
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2014
Determine Revenue Requirements	May-August 2014
Calculate Annual Assessment Amounts	May-August 2014
Certify Annual Assessment Roll	By September 15, 2014

AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2014-15 ACCEPTED AND AGREED TO:

By: 
Nassau County

4/10/13
Date: