

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT TRACKING NO.

Cm1698

## CONTRACTOR INFORMATION

Name: Government Services Group

Address: 1500 Mahan Drive, Suite 250, Tallahassee, Florida 32308  
City State Zip

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

Tel#: 850-681-3717 Fax#: 850-224-7506 Email: SMelgarejo@govserv.com

## CONTRACT INFORMATION

Contract Name: Annual Administration of the Amelia Concourse Capital and Maintenance Assessment Programs FY11-12

Contract Value: \$15,000

Brief Description: Continuing annual administration of Amelia Concourse Special Assessment program for FY 11-12 with tasks performed in FY 10-11, including calculation of annual capital assessment utilized for debt service payments and annual maintenance assessment utilized for ongoing maintenance of Amelia Concourse roadway.

Contract Dates : From October 2010 to September 2011 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: \_\_\_\_\_

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

- |    |  |                 |                                      |
|----|--|-----------------|--------------------------------------|
| 1. | <u>Shirley J. ...</u>                      | <u>11-15-10</u> | 55001517-531000 \$11,395.50 (75.97%) |
|    | Department Head Signature                  | Date            | 47453539-531000 \$ 3,604.50 (24.03%) |
|    |  |                 | Funding Source/Account Numbers       |
| 2. | <u>Charlotte Young</u>                     | <u>11-15-10</u> |                                      |
|    | Contract Management                        | Date            |                                      |
| 3. | <u>[Signature]</u>                         | <u>11-16-10</u> |                                      |
|    | County Attorney (approved as to form only) | Date            |                                      |
| 4. | <u>[Signature]</u>                         | <u>11-15-10</u> |                                      |
|    | Office of Management & Budget              | Date            |                                      |

RECEIVED  
CONTRACT MANAGEMENT  
2010 NOV 15 PM 4:17

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

### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Ted Selby [Signature] 11/19/10  
Date

10 NOV 17 AM 11:13  
COUNTY OFFICE

### 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



GSG

<b>Maintenance Special Assessment</b>		ERU's	10/11 amt	
Maximum amount per ERU	\$ 46			
<b>100% 10/11 Maint Assessment to levy</b>	<b>\$ 45</b>	<b>4,186.72</b>	<b>\$ 188,402</b>	<b>100%</b>
Maintenance Statutory Discount	5%		<u>\$ (9,420)</u>	
95% available for budgeting (obj 325200)			\$ 178,982	95%
<b>Maintenance Collection Cost Component:</b>				
Clerk fee 47453582-591910 CLERK	2%		\$ (3,768)	
Tax Collector fee 47453582-591910 TAXCO	2%		\$ (3,768)	
GSG fee (% of est \$15,000 fees)-531000	24%		<u>\$ (3,605)</u>	
available for operating expenditures			\$ (11,141)	
available for maintenance costs before bad debt			\$ 167,841	

	\$ 15,000
\$ 188,402	24.03% \$ 3,605
	\$ 3,605

<b>Capital Improvement Assessment</b>		per ERU	#ERU's	10/11 amt	
Maximum amount per ERU	\$ 320				
<b>100% 10/11 Capital Assessment to levy</b>	<b>\$ 272</b>	<b>2,189.52</b>	<b>\$ 595,534</b>	<b>100%</b>	
Maintenance Statutory Discount	5%		<u>\$ (29,777)</u>		
95% available for budgeting (obj 325100)			\$ 565,757		
<b>Expenditures anticipated:</b>					
<b>Annual Debt Service Component:</b>					
Per revised amortization schedule 8-13-08			\$ 527,334.85	2,189.52	\$ 240.84
<b>Improvement Assessment Collection Cost Component:</b>					
GSG fee (55001517-531000)-prof svc	76%	\$ 11,273	\$ 11,273		\$ 11,395
Arbitrage Rebate-GNP-(531000) prof svcs		\$ 950	\$ 950		
Legal Fees-NGN (531000)-prof svc		\$ 5,000	\$ 5,000		
total professional services		\$ 17,223	<u>\$ 17,223</u>	2,189.52	\$ 7.87
subtotal Debt plus professional svcs			\$ 544,558		
funded with interest revenues (55000000-361XXX)			<u>\$ (2,600)</u>	2,189.52	\$ (1.19)
subtotal Debt plus prof svcs funded with 10/11 levied assessment			\$ 541,958		
Clerk fee (55001517-549022)	2%	\$ 11,911	\$ 11,911		
Tax Collector fee (55001517-549052)	2%	\$ 11,911	\$ 11,911		
Total Collection Cost Component			\$ 23,821	2,189.52	\$ 10.88
total anticipated expenditures funded with 10/11 levied assessment			\$ 565,779		
<b>Improvement Assessment Statutory Discount Amount :</b>					
per F.S. 129	5%		<u>\$ 29,777</u>	2,189.52	\$ 13.60
			\$ 595,556		
<b>100% 10/11 Capital Assessment to levy</b>			<b>\$ 595,534</b>	<b>2,189.52</b>	<b>\$ 271.99</b>

\$ 595,534	75.97%	\$ 11,395
\$ 272.00		
\$ 783,936		\$ 15,000

to budget 55000000-325100	95%	\$ 565,757		
total levy	100%	\$ 595,534		
less statutory discount	-5%	\$ (29,777)	\$ 565,757	
less clerk and tax collector fee	-4%	\$ (23,821)		
	91%	\$ 541,936		

<b>ERU's for Capital</b>		amt prepaid	date pd
Original ERU's		4186.72	
Parcel A-Montgomery Land payoff 03/04	less	-1034.2	\$ 1,865,696.80 5/25/2004
Parcel G-Seda/Flora Park payoff 05/06	less	-210	\$ 360,567.90 7/7/2006
balance in ERU's for 06/07		2942.52	
13-2N-27-0000-0001-0000 Amelia Walk pd	less	-749	\$ 1,116,307.42 7/31/2007
balance in ERU's for 07/08, 08/09, 09/10		2193.52	
Clifford Newton-payoff 1/20/10	less	-1	\$ 866.52 1/20/2010
		2192.52	
302N28-01500016-0000	less	-1	\$ 866.52 8/12/2010
302N28-01500061-0000	less	-1	\$ 866.52 8/12/2010
302N28-01500015-0000	less	-1	\$ 866.52 8/12/2010
		2189.52	

Amelia Concourse MSBU		
maintenance levy 10-11 100%	\$ 188,402	24.03%
capital levy 10/11 100%	\$ 595,534	75.97%
	\$ 783,936	100.00%



GOVERNMENT SERVICES GROUP, INC.

public sector  
*funding & service*  
solutions

October 6, 2010

**Via Electronic Transmission**

Mr. Ted Selby  
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. Selby,

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 2011-12.

We recognize the extremely difficult financial situation facing local governments at this time; therefore, GSG has decided not to increase our fees for professional services for the second consecutive year for existing clients even though our costs to provide these services, like yours, have continued to increase.

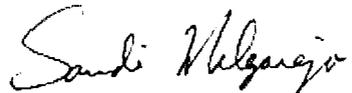
Please review the attached scope of services; and upon review and satisfactory determination, please sign where indicated on Appendix A to acknowledge acceptance of the scope of services and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

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. Ted Selby  
October 6, 2010  
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If you have any questions, please do not hesitate to contact me. We look forward to working with the County again this year.

Sincerely,

A handwritten signature in cursive script that reads "Sandi Melgarejo".

Sandi Melgarejo  
Project Coordinator

Attachments

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

# Appendix A

AMELIA CONCOURSE ANNUAL CAPITAL AND MAINTENANCE  
ASSESSMENT PROGRAMS FISCAL YEAR 2011-12

# 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 2010-11 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 2011-12.
- 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 2011-12 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 2011-12 and prepare a prepayment roll.

## 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 \$15,000. 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, assuming that notice to proceed is received by November 2010. 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.

<b>Schedule</b>	<b>Amount Due</b>
December 2010	\$3,750
February 2011	\$3,750
April 2011	\$3,750
September 2011	\$3,750
<b>Total</b>	<b>\$15,000</b>

**DELIVERABLES SCHEDULE**

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	November 2010
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2011
Determine Revenue Requirements	May-August 2011
Calculate Annual Assessment Amounts	May-August 2011
Certify Annual Assessment Roll	By September 15, 2011
Compute Prepayment Amounts	September-October 2011

**ACCEPTED AND AGREED TO FOR FISCAL YEAR 2011-12:**

By:   
 Nassau County  
 County Manager

11/12/10  
 Date: