

# CONTRACT APPROVAL FORM

(Contract Management Use only)

**CONTRACT TRACKING NO.**

cm2276

## CONTRACTOR INFORMATION

Name: GSG-Government Services Group

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 FY2016-17 Contract Value: \$7,500

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

Contract Dates : From: 10/15/2015 to 09/30/2016 Status:  New  Renew  Amend#  WA/Task Order

How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other X-prof svc

### 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>2/19/15</u> | Department Head Signature                  | Date            | <u>47453539-531090</u> |
|    |                |  |                 | Funding Source/Acct #  |
| 2. |                | <u>Charlotte Young</u>                     | <u>10-15-15</u> |                        |
|    |                | Contract Management                        | Date            |                        |
| 3. |                | <u>[Signature]</u>                         | <u>10-14-15</u> |                        |
|    |                | County Attorney (approved as to form only) | Date            |                        |
| 4. |                | <u>[Signature]</u>                         | <u>10-15-15</u> |                        |
|    |                | Office of Management & Budget              | Date            |                        |

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

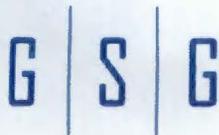
### COUNTY MANAGER - FINAL SIGNATURE APPROVAL

[Signature] 11/2/15

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



Government Services Group, Inc.  
www.WeServeGovernments.com

October 14, 2015

**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 2016-17**

Dear Mr. Selby,

The County has requested Government Services Group, Inc. (GSG) to provide a proposal for Fiscal Year 2016-17 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 2016-17.

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

# Appendix A

**AMELIA CONCOURSE ANNUAL MAINTENANCE  
ASSESSMENT PROGRAM FISCAL YEAR 2016-17**

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# 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 2015-16 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 2016-17.
- 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 2016-17 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 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 \$1.35 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 (currently \$0.49), 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 2015	\$1,875
February 2016	\$1,875
April 2016	\$1,875
September 2016	\$1,875
<b>Total</b>	<b>\$7,500</b>

**DELIVERABLES SCHEDULE**

Deliverable	Schedule
Notice to Proceed	November 2015
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2016
Determine Revenue Requirements	May-August 2016
Calculate Annual Assessment Amounts	May-August 2016
Certify Annual Assessment Roll	By September 15, 2016

**AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2016-17  
ACCEPTED AND AGREED TO:**

By:   
Nassau County

11/2/15  
Date: