

# CONTRACT APPROVAL FORM

(Contract Management Use only)

CONTRACT  
TRACKING NO.  
**CM2711**

## CONTRACTOR INFORMATION

Name: Government Services Group, Inc (GSG)  
 Address: 1500 Mahan Drive, Suite 250 Tallahassee FL 32308  
City State Zip  
 Contractor's Administrator Name: Sandi Walker Title: Project Coordinator  
 Tel#: (850) 681-3717 Fax: \_\_\_\_\_ Email: swalker@govserv.com

## CONTRACT INFORMATION

Contract Name: Amelia Concourse Maintenance Assessment Contract Value: \$7500 Lump Sum  
 Brief Description: Annual maintenance of the Amelia Concourse assessment program  
 Contract Dates : From: 11/1/19 to: 9/30/20 Status:  New  Renew  Amend#  WA/Task Order  
 How Procured:  Sole Source  Single Source  ITB  RFP  RFQ  Coop.  Other Professional Services

### If Processing an Amendment:

Contract #: \_\_\_\_\_ Increase Amount of Existing Contract: \_\_\_\_\_  
 New Contract Dates: \_\_\_\_\_ to \_\_\_\_\_ TOTAL OR AMENDMENT AMOUNT: \_\_\_\_\_

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

- |    |  |                        |   |
|----|--|------------------------|---|
| 1. | <u>[Signature]</u><br>Department Head Signature                  | <u>7/30/19</u><br>Date | <u>Office of Management and Budget</u><br>Submitting Department |
| 2. | <u>[Signature]</u><br>Contract Management                        | <u>7/31/19</u><br>Date | <u>47453539-531000</u><br>Funding Source/Acct #                 |
| 3. | <u>[Signature]</u><br>Office of Management & Budget              | <u>7/30/19</u><br>Date |   |
| 4. | <u>[Signature]</u><br>County Attorney (approved as to form only) | <u>9/1/19</u><br>Date  |   |

*Handwritten:* ✓  
7/29/19

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

### COUNTY MANAGER – FINAL SIGNATURE APPROVAL

[Signature] [Signature]  
 Michael Mullin 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

CS-18-254



GOVERNMENT SERVICES GROUP, INC.

[WeServeGovernments.com](http://WeServeGovernments.com)

Water, Wastewater and  
Utility Management

Special Assessment  
and Support

Financial Management  
Consulting

Information  
Management

Grants Management  
Services

April 2, 2019

**Via Electronic Transmission**

Chris Lacambra, CPA  
Office of Management & Budget  
Financial Management & Budget Analyst  
Nassau County  
96135 Nassau Place, Suite 2  
Yulee, Florida 32097

**Re: Continuing Annual Administration of the Amelia Concourse Maintenance Assessment Program for FY 2020-21**

Dear Chris,

This correspondence is written to present a scope of services for Government Services Group, Inc. ("GSG") to provide professional services and specialized assistance to Nassau County ("County") and its staff with the annual maintenance of the Amelia Concourse assessment program.

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 2020-21.

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,

A handwritten signature in blue ink that reads "Sandi Walker".

Sandi Walker  
Project Coordinator

# Appendix A

AMELIA CONCOURSE ANNUAL MAINTENANCE  
ASSESSMENT PROGRAM FISCAL YEAR 2020-21

# 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 prior year’s assessment roll 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 2020-21.
- 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 2020-21 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 .....	\$235
Senior Advisor .....	\$210
Vice President/Managing Director .....	\$195
Senior Project Manager/Consultant/Project Coordinator .....	\$175
Database Analyst/Technical Services.....	\$150
Administrative Support.....	\$ 75

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 \$1.40 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**

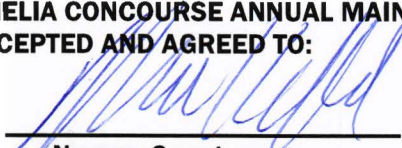
The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule.

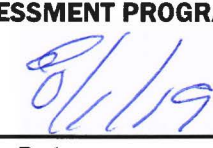
<b>Schedule</b>	<b>Amount Due</b>
February 2020	\$2,500
April 2020	\$2,500
September 2020	\$2,500
<b>Total</b>	<b>\$7,500</b>

### **DELIVERABLES SCHEDULE**

<b>Deliverable</b>	<b>Schedule</b>
Notice to Proceed	November 2019
Annual Maintenance of the Assessment Roll	Periodically
Prepare Annual Assessment Roll	March-August 2020
Determine Revenue Requirements	May-August 2020
Calculate Annual Assessment Amounts	May-August 2020
Certify Annual Assessment Roll	By September 15, 2020

### **AMELIA CONCOURSE ANNUAL MAINTENANCE ASSESSMENT PROGRAM FOR FISCAL YEAR 2020-21 ACCEPTED AND AGREED TO:**

By:   
Nassau County

  
Date: