

CS-17-80

(Contract Management Use only)

CONTRACT TRACKING NO. CM2501

CONTRACT APPROVAL FORM

CONTRACTOR INFORMATION

Name: Government Services Group, Inc. Address: 1500 Mahan Drive, Suite 250 Tallahassee, FL 32308 Contractor's Administrator Name: Sandi Walker Title: Project Coordinator Tel#: (850) 681-3717 Fax: (850) 224-7206 Email:

CONTRACT INFORMATION

Contract Name: Continuing Annual Administration of the Amelia Concourse Contract Value: \$7,500.00 Brief Description: Amelia Concourse Maintenance Assessment Program for FY 18/19 Contract Dates: From 11/30/17 to 9/30/18 Status: X New Renew Amend# WA/Task Order How Procured: Sole Source Single Source ITB RFP RFQ Coop. X 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. Department Head Signature OMB Date 11/8/17 Office of Management and Budget Submitting Department 47453539-531000 Funding Source/Acct # ms 11/9/17
2. Contract Management Date 11/8/17
3. Office of Management & Budget Date 11/15/17
4. County Attorney (approved as to form only) Date 11/14/17

Comments:

COUNTY MANAGER - FINAL SIGNATURE APPROVAL

Shanea D. Jones Date 11-21-17

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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Government Services Group, Inc.
www.WeServeGovernments.com

November 6, 2017

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 2018-19

Dear Mr. Selby,

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 2018-19.

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 Walker
Project Coordinator

Attachment

cc: Cathy Lewis
Chris Lacambra

Appendix A

AMELIA CONCOURSE ANNUAL MAINTENANCE
ASSESSMENT PROGRAM FISCAL YEAR 2018-19

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 2018-19.
- 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 2018-19 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 \$1.35 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, the additional postage per notice will be charged.

