



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 10/11/2022 Meeting Date: 10/20/2022

Name: Mike Null Department: Purchasing

Approved By:

A handwritten signature in blue ink, appearing to be "Mike Null", is written over a light blue horizontal line.

1. Nature and purpose of agenda item:

The current Agreement with Merchant McIntyre & Associates expires October 31, 2022. Staff is recommending the Board approve a new agreement effective November 1, 2022 with a term expiring October 31, 2023 including the option to renew an additional year. The professional fee of \$7500.00 per month is the same rate as the expiring agreement. Request the Board approve the attached Agreement with Merchant McIntyre & Associates, LLC

2. Recommended Motion/Action:

Approve

3. Fiscal impact on current budget.

This item has no effect on the current budget.

District No. 1 - Ronald Williams
District No. 2 - Rocky Ford
District No. 3 - Robby Hollingsworth
District No. 4 - Toby Witt
District No. 5 - Tim Murphy



BOARD OF COUNTY COMMISSIONERS • COLUMBIA COUNTY

MEMORANDUM

DATE: October 11, 2022

TO: Board of County Commissioners

FROM: Mike Null, Purchasing Officer *PMN*

RE: Agenda item for October 20, 2022
Agreement with Merchant McIntyre & Associates, LLC

The current Agreement with Merchant McIntyre & Associates, which began August 1, 2021, expires on October 31, 2022. Staff is recommending the Board approve a new agreement effective November 1, 2022 with a term expiring October 31, 2023 including the option to renew an additional year. The professional fee of \$7,500 per month is the same rate as the expiring agreement. Request the Board approve the attached Service Agreement with Merchant McIntyre & Associates, LLC.

BOARD MEETS FIRST THURSDAY AT 9:30 A.M. AND THIRD THURSDAY AT 5:30 P.M.

P.O. BOX 1529

LAKE CITY, FLORIDA 32056-1529

PHONE (386) 755-4100



SERVICE AGREEMENT

COLUMBIA COUNTY, FL (the “County”) agrees to retain **MERCHANT MCINTYRE & ASSOCIATES, LLC**, a Delaware limited liability company with a principal place of business in Washington, D.C. (“MM”) (together, the “Parties”), for government relations services commencing on November 1, 2022 and terminating on October 31, 2023 (the “Term”).

Fee. The County agrees to pay MM a total professional fee of \$7,500 per month, billed monthly in advance. Payment shall be due on receipt and made payable to MM each month at the address listed on the MM invoice(s). Federal funds may not be used to pay MM professional fees.

Deliverables. MM shall produce the following deliverables during the Term of this Agreement:

1. Continue identifying federal grant opportunities for which the County is eligible and competitive;
2. Continue engaging federal agency personnel with jurisdiction over funding on behalf of the County;
3. Build support for the County’s priorities and grant applications among its Members of Congress; and
4. Provide support to the County in all facets of the federal grant process, including grant applications.

Renewal. At the end of the initial Term, the County reserves the right to renew this Agreement commencing on November 1, 2023 and terminating on October 31, 2024 (the “Renewal Term”). The Renewal Term shall incorporate all terms and conditions of the original Agreement.

Assurances. In its capacity as a consultant, MM shall make its best effort to assist the County in pursuing its federal funding and government relations objectives. The nature of these objectives shall be determined by the County with the advice and assistance of MM. In this role, MM shall plan and implement all government relations strategies designed to accomplish the County’s federal funding objectives; assist in the preparation of grant applications and supporting materials for the initiatives; develop meetings with Members of Congress, congressional staff, and federal agency decision-makers to advance the funding initiatives; and serve as liaison to federal agencies relevant to the County’s funding initiatives. The County agrees to frequent communication with MM and to provide MM the necessary information in real time to help MM plan and implement strategies.

Assignment. No other party shall assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party.

* * *

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates below their signatures.

Brent W. Merchant
Principal and Co-Founder
Merchant McIntyre & Associates, LLC

Robby Hollingsworth
Chairman, Columbia County Board of
County Commissioner

Date: _____

Date: _____

####