

**SOLE SOURCE/SINGLE SOURCE
PROCUREMENT JUSTIFICATION**

Date: November 27, 2018

To: Procurement Department: Rickey Little, Interim Procurement Director

From: Randy Wood, Contract Administrator, on behalf of Karen Hoskins, City Manager, City Manager's Office

Please check appropriate, add comments, and provide signature

Specified Supplier: Property Registration Champions, LLC, DBA PROCHAMPS

Price: One Hundred Dollars (\$100) per Registration

Sole Source: The specified supplier is the only provider of products/services as described on the purchase requisition. A quotation is attached, and the prices/terms set forth are deemed reasonable for the value presented.

Justification for Sole Source: Describe what is necessary and unique about the product, service or source and steps taken to confirm unavailability of competition as appropriate:

Single Source: The specified supplier was selected to compliment/support the following business decision. A quotation is attached, and the prices/terms set forth are deemed reasonable for the value presented. Please check the appropriate.

Standardized System

Parts provided by "OEM"

Consistent quality/
batch control

"Just in Time" delivery
requirements

City preferred provider

Other (please comment below)

To the best of our knowledge Property Registration Champions Corp., a Florida Corp. and a Community Champions Company ("PRC") dba "PROCHAMPS", is the single provider of enforcement services for the property registration compliance program in conjunction with City of Riviera Beach Ordinance 4024. The Attached PROCHAMPS letter, dated 8/21/17, is written in accordance with the requirements of Florida Statute, Section 287.057(3)(c).

By signing this form, I certify that I am not circumventing a competitive bidding process required by law by using a sole/single source contract for commodities or services:

Requested by: Randy Wood

Department Head Approval: _____

Purchasing Director: Rickey Little

Purchase Requisition# _____



August 21, 2017

To Whom It May Concern:

This letter is written in accordance with the requirements of Florida Statute, Section 287.057(3)(c), The Procurement of Personal Property and Service, confirming that to the best of our knowledge Property Registration Champions Corp., a Florida Corporation and a Community Champions Company ("PRC") is the sole provider of the property registration program services that includes, but is not limited to, the identification, notification and enforcement of property registration compliance program ("Program") in conjunction with Local Government Ordinances and policy as established. Please accept this letter as a formal request to make this purchase a single-source purchase contract and as justification we provide the following information.

1. Contracting Organization: The contracting organization responsible for this action is PRC.

2. Description of Services: The purpose of this contract is to establish a process to limit and reduce the risk and deterioration of property located within the community, which property is in mortgage foreclosure, where ownership has been transferred to a lender and/or mortgagee by any legal method or where property is deemed to be vacant or abandoned. This contract further intends to establish a proactive registration program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance or through abandoned and/or vacated properties which are subject to mortgages that are in default.

3. Authority: The authority permitting the sole sourcing of services is Florida Statute, Section 287.057(3)(c).

4. Applicability of Authority: PRC is the only qualified source that can provide the Program in accordance with Florida Statute and Local Government Ordinances. The Program is the only service that will meet the needs of the community and this service is only available through one (1) source, which is PRC. We believe that PRC is the only company who can deliver this service, with the needed value.

5. Technical Requirements / Personnel Certification: We hereby certify that any and all technical requirements and certifications are accurate.

6. Contracting Officers Certification: I hereby certify to the best of my knowledge this justification is accurate and complete.

Sincerely,

C.J. Johnson, Esq.
General Counsel

2725 Center Place
Melbourne, FL 32935