

**AGREEMENT FOR  
ANNUAL-ABANDONED PROPERTY REGISTRATION PROGRAM**

**THIS AGREEMENT** ("Agreement") is made and entered into as of the date of execution by both parties, by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Property Registration Champions, LLC, a Florida limited liability company, whose address is 2725 Center Plaza, Melbourne, FL 32940, and whose federal tax identification number is 82-1869488, hereinafter referred to as "Vendor."

**WITNESSETH**

**WHEREAS**, the County intends to purchase services for administration of the County's Abandoned Property Registration Program in accordance with Lee County Ordinance No. 13-18 from the Vendor in connection with "Annual-Abandoned Property Registration Program" (the "Purchase"); and,

**WHEREAS**, the County issued Solicitation No. RFP170544TJM on December 1, 2017; and,

**WHEREAS**, the County evaluated the responses received and found the Vendor qualified to provide the necessary services; and,

**WHEREAS**, the County posted a Notice Intended Decision on January 31, 2018; and,

**WHEREAS**, the Vendor has reviewed the services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such services in accordance with its terms.

**NOW, THEREFORE**, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. PRODUCTS AND SERVICES**

The Vendor agrees to diligently provide all services for the Purchase in accordance with the Detailed Specifications made part of this Agreement as Exhibit A, attached hereto and incorporated herein. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. RFP170544TJM, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.

## **II. TERM AND DELIVERY**

- A. This Agreement shall commence immediately upon execution by both the County and the Vendor, and shall continue for a period of one-year. The County reserves the right to renew this Agreement for up to three (3) additional one (1)-year periods, upon mutual written agreement of both parties.

## **III. COMPENSATION AND PAYMENT**

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all services as outlined in this Agreement, and as supported by the Vendor's submittal in response to Solicitation No. RFP170544TJM, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Vendor acknowledges and agrees that no work is guaranteed under this Agreement and County may elect to issue no work.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

## **IV. METHOD OF PAYMENT**

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the services have been provided in conformity with this Agreement.
- B. The Vendor shall submit payment to the County on a monthly basis for those specific services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period. Payment shall be sent to: Lee County Clerk of Court - Finance, P.O. Box 2238, Ft. Myers, FL 33902.

## **V. ADDITIONAL PURCHASES**

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.

If the County requires the Vendor to perform additional services related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work. The additional compensation shall be agreed upon before commencement of any additional services and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service or work performed before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

## **VI. LIABILITY OF VENDOR**

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. Vendor shall not be responsible for the County's failure to timely respond to a public records request, unless such failure is a direct result of Vendor's actions or inactions.
- C. This section shall survive the termination or expiration of this Agreement.

## **VII. VENDOR'S INSURANCE**

- A. Vendor shall procure and maintain insurance as specified in Exhibit C Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of

Florida and must possess a current A.M. Best's Financial Strength Rating of A- Class VII or better. No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

#### **VIII. RESPONSIBILITIES OF THE VENDOR**

- A. The Vendor shall be responsible for the quality and functionality of all services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its services, or if directed by County, supply a comparable replacement service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
  - 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
  - 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
  - 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon

termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, [publicrecords@leegov.com](mailto:publicrecords@leegov.com); <http://www.leegov.com/publicrecords>.**

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.

#### **IX. TIMELY PERFORMANCE OF SERVICES**

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the services are fully qualified and capable to perform their assigned tasks.
- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement.
- C. The Vendor specifically agrees that all services shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

## **X. COMPLIANCE WITH APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

## **XI. TERMINATION**

- A. The County shall have the right at any time upon fifteen (15) days' written notice to the Vendor to terminate this Agreement in whole or in part for any reason whatsoever. In the event of such termination, the County shall be responsible to Vendor only for fees and compensation earned by the Vendor, in accordance with Section III, prior to the effective date of said termination. In no event shall the County be responsible for lost profits of Vendor or any other elements of breach of contract.
- B. After receipt of a notice of termination, except as otherwise directed, the Vendor shall stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.
- C. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

## **XII. DISPUTE RESOLUTION**

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.

- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

### **XIII. STOP WORK ORDER**

The County may, at any time, by written order to the Vendor, require the Vendor to stop all or any part of the work called for by this Agreement. Any order shall be identified specifically as a stop work order issued pursuant to this clause. This order shall be effective as of the date the order is delivered to the Vendor. Upon receipt of such an order, the Vendor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. The Vendor shall not resume work unless specifically so directed in writing by the County. The County may take one of the following actions:

1. Cancel the stop work order; or
2. Terminate the work covered by the order; or
3. Terminate the Agreement in accordance with provisions contained in Section XI.

In the event the County does not direct the Vendor to resume work, the stop work order may be converted into a notice of termination for convenience pursuant to Section XI. The notice period for such termination shall be deemed to commence on the date of issuance of the stop work order. In the event the County does not direct the Vendor to resume work within ninety (90) days, the Vendor may terminate this Agreement.

### **XIV. MISCELLANEOUS**

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise,

restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. Any notices of default or termination shall be sufficient if sent by the parties via United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:



**Vendor's Representative:**

Name:	Juana Esindu
Title:	Director of Customer Engagement
Address:	2725 Center Place Melbourne, FL 32940
Telephone:	321-421-6639
Facsimile:	321-396-7776
E-mail:	aesindu@prochamps.com

**County's Representatives:**

Names:	Roger Desjarlais	Mary Tucker
Titles:	County Manager	Director of Procurement Management
Address:	P.O. Box 398 Fort Myers, FL 33902	
Telephone:	239-533-2221	239-533-8881
Facsimile:	239-485-2262	239-485-8383
E-Mail:	<a href="mailto:rdesjarlais@leegov.com">rdesjarlais@leegov.com</a>	<a href="mailto:mtucker@leegov.com">mtucker@leegov.com</a>

- I. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- J. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- K. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
  - 1. Agreement
  - 2. Solicitation No. RFP170544TJM
  - 3. Vendor's Submittal in Response to Solicitation No. RFP170544TJM

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date last below written.

WITNESS:

Signed By:

CDSHiflett  
Cathi Shiflett

Print Name:

**Property Registration Champions, LLC**

Signed By:

Print Name:

David H. Mulberry

Title:

CEO

Date:

5/22/2018

**LEE COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

BY:

David Loveland

David Loveland

Community Development Director  
on behalf of the Board of  
County Commissioners

DATE:

6/1/18

ATTEST:

CLERK OF THE CIRCUIT COURT  
Linda Doggett, Clerk

BY: \_\_\_\_\_

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

BY:

Chuck Lira  
OFFICE OF THE COUNTY ATTORNEY

## **EXHIBIT A DETAILED SPECIFICATIONS**

### **1. Scope of Work**

The Abandoned Property Registration Program Ordinance became effective on January 1, 2014 and applies to distressed properties within unincorporated Lee County.

The Vendor shall provide administration of records related to abandoned, foreclosed and vacant properties within unincorporated Lee County. The Vendor shall also provide inspection and verification of property status to determine if a property is in violation of the ordinance.

The program requires mandatory annual registration of properties, tracking of these properties, and correspondence with mortgagees and property management companies to ensure compliance with County's ordinances and the administration of registry fees.

The Vendor shall be subject to periodic County audits and requests for information to verify that the properties registered are appropriate according to the ordinance.

If a property is distressed, it is the responsibility of the lending institution to perform the following actions:

- Register the property with the Lee County Department of Community Development.
- Designate and retain a local agent responsible for the security and maintenance of the property.

### **2. Objective**

The Vendor shall build and maintain a searchable electronic data base of property records meeting the Ordinance criteria. The data base is required to be compatible with the County's existing data base and readily available for use by County staff. The database shall be a Public Record and is required to be readily accessible for searches and reproducible information in order to comply with Florida law related to public record requests.

## **EXHIBIT A DETAILED SPECIFICATIONS**

The Vendor shall work with County staff to develop a Registration to create individual property records that capture, at a minimum, the following information;

- Case Number
- Property Address; Lot #, Strap #, etc.
- Local Agent; name, contact, address, telephone, fax, email
- Mortgagee; name, contact, address, telephone, fax, email
- Property Management Vendor; name, contact, address, telephone, fax, email
- Owner of Record; name, contact, address, telephone, fax, email
- Mailing addresses may not be a Post Office Box.

The Vendor shall track and promptly report changes of information and all changes in status to the County in conjunction with updating the data base.

The Vendor shall be responsible for communicating the details and requirements of the Ordinance to the Real Estate Banking and Lending Communities, and all applicable interested parties.

The Vendor shall provide letters of notification to mortgagees of properties that come under the Ordinance and shall identify those properties in violation of the Ordinance. The costs associated with providing these notices shall be borne by Vendor to administer the program.

The Vendor, through research and information gathering, shall be responsible for identifying the names of mortgagees, agents and owners of properties in violation of the Ordinance and shall work closely with County Staff in the areas of registration, fee collection and enforcement.

Registration fees shall be transmitted to the County on a weekly basis along with supporting documentation, in a reproducible electronic format, to substantiate the charges and the properties involved.

The Vendor shall run two (2) monthly electronic reports and provide these reports to the County electronically on the first of every month in an Excel file format. The reports shall include: all of the Registration (OTR) and must indicate the parcel/strap for each, without duplicates. This report shall be titled "Abandoned Property". The second report shall include all of the Registration (OTR) with a registration status of compliant/paid and must indicate the parcel/strap for each, without duplicates. This report shall be titled "APR Complete". Both reports shall be emailed to [JKreft@leegov.com](mailto:JKreft@leegov.com) with a copy to [KJames@leegov.com](mailto:KJames@leegov.com).

## **EXHIBIT A DETAILED SPECIFICATIONS**

The Vendor shall assist the County as necessary to provide a timely response to public records requests. Any data, memos, letters or records produced by the Vendor as a result of agreement are a public record and are required to be made available upon request as provided by Article VIII of this Agreement.

Vendor's Point of Contact for Public Records Requests:

Vendor's Contact Name: Cathi Shiflett

Vendor's Contact Phone: 321-421-6639 ext. 1128

Vendor's Contact email: cshiflett@prochamps.com

Vendor shall notify the County in writing if the Vendor's Public Records contact person changes and provide the Vendor's updated point of contact information as shown above accordingly.

All services are required to be performed in accordance with established professional standards for such services.

The Vendor shall provide all equipment, personnel and supervision to perform the requested Scope of Work.

The County reserves the right to award contracts to more than one firm to provide these services.

Knowledge of all applicable local, county, state and federal ordinances, real estate law and banking industry standards related to the work is required.

The Vendor's responsibilities may include attending meetings on behalf of the County, and other necessary work or services identified to complete the work.

The Vendor may, at the direction of the County, be required to work as part of a team and participate closely with other professionals and County Staff on an intermittent basis and without additional cost to the County.

The Vendor is required to hold all State, Federal and County licenses required to perform the scope of work. The Vendor shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State and Local Agencies having jurisdiction and authority. The County requires the Vendor to keep all the files and records that pertain to the projects and upon request transmit the files electronically to the County monthly.

## **EXHIBIT B FEE SCHEDULE**

The Vendor shall collect an annual fee of \$150.00 from the mortgagees for each property registration. These fees shall be split equally between the County and the Vendor. The Vendor shall submit the County's share of the fees by the 15<sup>th</sup> day of each month immediately following the collection of said fees.



## EXHIBIT C INSURANCE REQUIREMENTS



**LEE COUNTY**  
SOUTHWEST FLORIDA

### Major Insurance Requirements

**Minimum Insurance Requirements:** *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the Vendor's interest or liabilities. The following are the required minimums the Vendor must maintain throughout the duration of this Contract. The County reserves the right to request additional documentation regarding insurance provided.*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, and contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence  
\$2,000,000 general aggregate  
\$1,000,000 products and completed operations  
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL) or  
\$500,000 bodily injury per person  
\$1,000,000 bodily injury per accident  
\$500,000 property damage per accident

- c. **Workers' Compensation** - Statutory benefits as defined by Chapter 440, Florida Statutes, encompassing all operations contemplated by this Contract or Agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers' Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident  
\$500,000 disease limit  
\$500,000 disease – policy limit

*\*The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies," in which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

## **EXHIBIT C INSURANCE REQUIREMENTS**

### **Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the Contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:
  - a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners  
P.O. Box 398  
Fort Myers, Florida 33902**
  - b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an “Additional Insured” on the General Liability policy, including Products and Completed Operations coverage.***

### **Special Requirements:**

1. An appropriate “Indemnification” clause shall be made a provision of the Contract.
2. If applicable, it is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.