

## AGENDA ITEM REPORT

**DATE:** August 16, 2022  
**DEPARTMENT:** Community Development  
**REQUESTER:** David Loveland  
**TITLE:** Award Contract for Abandoned Property Registration Program

### I. MOTION REQUESTED

A) Award Request for Proposal No. RFP220311JJB, Abandoned Property Registration Program - Annual to Property Registration Champions, LLC dba PROCHAMPS for the abandoned property registration program, on an as needed basis, for an initial term of three (3) years, as approved in the departments' annual adopted budget.  
 B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.  
 C) Grant the County Manager or designee the authority to renew the contract, for up to three (3) additional one (1) year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

### II. ITEM SUMMARY

Approves a contract with Property Registration Champions, LLC dba PROCHAMPS to establish an electronic registration program for abandoned properties to limit and reduce deterioration of vacant properties within unincorporated Lee County. The fee for each registration is \$150.

### III. BACKGROUND AND IMPLICATIONS OF ACTION

#### A) Board Action and Other History

Proposals were solicited on behalf of the Board of County Commissioners for the project known as the Abandoned Property Registration Program on May 13, 2022.

On the established deadline of June 15, 2022, procurement received a total of two proposals. The proposals were considered at the Proposal Evaluation Committee meeting on July 1, 2022. The Committee consisted of the following staff members: Kelly Peregrin, Internal Services-Fiscal Pool, Marie Thevenin, Natural Resources, Jessica Leatherman, Code Enforcement Chief, and Antia Richards, Community Development. Firms were evaluated on points-based criteria with a maximum score of 100 points achievable. Based on the total points scored, PROCHAMPS received the #1 overall ranking, and is recommended for approval.

As established by the Board, ordinance 13-18, the registration fee will remain at \$150 per registration. The fees collected will be split equally by the County and the vendor.

There is no impact on the budget. Funds will be deposited in the Unincorporated MSTU funds; Code Enforcement Program; Abandoned Property Registration Project, LC5241115500.343900.9024

#### B) Policy Issues

The purpose and intent is to establish a process to limit and reduce the deterioration of vacant property which is a foreclosure or a transfer to a lender. The further intent is to establish a registration program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance.

#### C) BoCC Goals

#### D) Analysis

#### E) Options

### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	No funding required.
B)	Is this item approved in the current budget?	N/A
C)	Is this a revenue or expense item?	Revenue
D)	Is this Discretionary or Mandatory?	Mandatory Required by Ordinance 13-18
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: MSTU Program:	

	Project: Abandoned Property Registration Account Strings: LC5241115500.343900.9024	
G)	Fund Type?	N/A
H)	Comments:	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Vendor Executed Agreement</a>	7/26/2022	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Community Development	Tucker, Mary	Rejected	7/27/2022 - 4:32 PM
Community Development	Boyette, Christine	Approved	8/3/2022 - 9:25 AM
Community Development	Tucker, Mary	Approved	8/4/2022 - 9:03 AM
Community Development	Loveland, David	Approved	8/4/2022 - 11:28 AM
Budget Services	Henkel, Anne	Approved	8/4/2022 - 12:44 PM
Budget Services	Winton, Peter	Approved	8/4/2022 - 4:21 PM
County Attorney	Swindle, Amanda	Approved	8/5/2022 - 10:08 AM
County Manager	Mora, Marc	Approved	8/8/2022 - 8:37 AM