



Via e-mail: [george.barber@pbfl.org](mailto:george.barber@pbfl.org)

July 30, 2024

Subject: Request to Utilize Awarded Solicitation  
RFP # ESC-0258-24/Foreclosure Property Registration Database

To Whom It May Concern,

In accordance with the City's Code of Ordinance, Section 38.13(F)(4) Cooperative Purchases: The City may purchase from any cooperative contract, including but not limited to: term contracts by the State of Florida, Federal General Services Administration, and other governmental cooperatives and entities within and outside the State of Florida provided that the cooperative contract is established in compliance with the procurement procedures and requirements of the issuing body, entity, authority, or cooperative.

With your permission, we would like to utilize the above-mentioned solicitation that was awarded to your firm by the City of Jacksonville. The prices/fees awarded in such contract shall remain the same. The term of this agreement shall be from the date of signature to November 11, 2025, in accordance with the government entity Agreement, unless original contract is not renewed by the original agency. Your firm hereby agrees to the City of Palm Bay's purchase order terms and conditions for any work performed under this contract. The purchase order terms and conditions can be found here: <https://www.palmbayflorida.org/procurement>.

If you agree to the City's request to utilize the solicitation that was awarded to your company, please sign below, and return via e-mail to George Barber at [George.barber@pbfl.org](mailto:George.barber@pbfl.org).

You are also required to submit your insurance certificate(s) with your acceptance of this notice. The Certificate of insurance shall be made to the City of Palm Bay, 120 Malabar Rd. SE, Palm Bay FL 32907 and should reference the operation. The City of Palm Bay is to be specifically included on all certificates of insurance (with exception to Workers Compensation) as **a named additional insured**. **Waiver of Subrogation is required for Commercial General Liability and Automobile Liability**. All certificates must be received prior to commencement of service/work.

If you should have any questions, please contact us via the e-mail address above or 321-952-3424.

Sincerely,

**CITY OF PALM BAY**

**HERA PROPERTY REGISTRY, LLC**

By: \_\_\_\_\_

George Barber MPA, CPPO, CPPB, NIGP-CPP  
Chief Procurement Officer  
Procurement Department

Name/Title (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date