



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Ibis Berardi, Community & Economic Development Acting Director

**DATE:** May 16, 2024

**RE:** Sole Source - Lien Search Services Utilizing MuniConnect Platform –  
REVENUE EARNING

### **SUMMARY:**

Selling or buying property in the City of Palm Bay requires citizens to conduct a lien search. Multiple departments are involved in this process including Community & Economic Development, Utilities, Code, Housing, Finance, and Accounts Payable.

On March 1, 2022, the City piggybacked the City of Delray Beach's Invitation to Bid #2019-016 and entered a piggyback agreement with PropLogix, LLC d/b/a Orange Data Systems to streamline the services. The contract had one renewal option remaining, which was utilized, bringing the agreement end date to March 12, 2024.

In early March of 2024, the City was notified that the City of Delray Beach was standardizing the services and would no longer have a contract in place that the City could piggyback. Lien search services with Orange Data Systems utilizing the MuniConnect platform have become a vital resource to the City residents and staff. Orange Data provides a seamless and expedited service to residents while contributing to approximately \$712,910.00 of revenue recovery for the contract period of March 2022 through February 2024. These services are provided to residents starting at \$30 per report. Orange Data retain a nominal fee of \$12.50 per report while the remaining revenue is retained by the City.

Pursuant to the City Code of Ordinances Section 38.13(F)(2), a sole source posting for the parts, repairs and services was posted on Vendorlink on March 28, 2024, and ended on April 18, 2024, under sole source SS #10-0-2024. There were no responses received regarding the sole source posting. The Sole Source has an expiration date of three (3) years.

The Procurement Ordinance defines a sole source as "an item that is the only one that will produce the desired results, or fulfill the specific need, and the item is available from only one source of

supply. Therefore, there is an inability to obtain competition. Due diligence must be performed to verify an item is truly a sole source, and the original justification documentation shall be properly maintained.” Ordinance 38.13(F)(2) requires Council approval of a sole source purchase over \$100,000.

**REQUESTING DEPARTMENTS:**

Community & Economic Development

**FISCAL IMPACT:**

City revenue to-date for Fiscal Year 2024 is \$154,332.50, with anticipated total revenue of \$308,665 at the end of fiscal year. Total revenues for Fiscal Year 2023 and 2022 were \$320,862.50 and \$267,482.50, respectively.

**STAFF RECOMMENDATION:**

Motion to approve the Sole Source of PropLogix, LLC d/b/a Orange Data Systems Lien Search Services Utilizing MuniConnect Platform, located in Sarasota, Florida. Council approval is requested for the term of June 1, 2024 through May 31, 2027.

**ATTACHMENTS:**

1. Sole Source Letter from Manufacturer
2. Justification for Sole Source Procurement of Orange Data's MuniConnect Platform
3. Orange Data Acknowledgement