

LOI Form

LOI

If you would like to complete this Letter of Intent in Word first and copy your answers over later, use the following link: [Download LOI](#)

The rubric that will be used to score your Letter of Intent can be found here: [Download LOI Rubric](#)

Please pay attention to character limits while working on your draft. These limits include spaces.

Organization Name*

Palm Harbor Community Services Agency - East Lake Community Library

Project Name*

Create a brief name for this large capital project. This is how it will appear throughout the PCF grant portal.

The Library as a Disaster Relief Center

EIN*

59-2720211

Incorporation Year*

What year did your organization incorporate? This will be the year listed on your determination letter from the Internal Revenue Service.

1991

Organizational Mission Statement*

What is your organization's mission statement? This should be no longer than one or two sentences.

The mission statement for East Lake Community Library is "Strengthening our community through inspiration, enrichment, and education."

Unique Entity ID (SAM)

Please provide your organization's Unique Entity ID number. This is a specific number used by the federal government to identify your organization. **This is different from a DUNS number, which the federal government no longer uses.**

If you do not have a Unique Entity ID number, you can create an account on [SAM.gov](https://sam.gov) and apply for one here (it is free and may take 3-4 days for approval): <https://sam.gov/content/home>

This field is optional as to not stop a qualifying organization from applying. HOWEVER, a Unique Entity ID number will be required if your organization is approved for a grant. Your organization should apply for a number now if it does not yet have one.

Character Limit: 12

Annual Operating Budget Size*

Please provide the amount of your annual operating budget (expenditures only) for your entire organization.

\$4,968,348.00

Amount Requested*

The maximum grant amount is \$5 million. You may request up to 5% for grant administration, project management, and other indirect costs. Please be sure your indirect cost rate is represented in the figure you put below.

Note: You will be required to upload a more detailed budget if you are approved for the full application stage. You will need to also attach any bids, estimates, and agreements with contractors or other vendors in relation to the proposed project.

\$95,000.00

Does the total project cost exceed the amount your organization is requesting?*

Please note: Answering "Yes" will cause additional questions to load later in this application.

Examples

ABC Childcare is seeking funding for a new playground. ABC Childcare is asking PCF to fund \$150,000 for certain equipment, and will seek other funding and donations for the remaining \$20,000 of the playground. ABC Childcare would select "Yes" for this question.

Better Tomorrow, a mental health provider, is looking to expand their counseling center by two rooms to meet increased service demand arising from the pandemic. Better Tomorrow has secured \$25,000 in private contributions, and wants to request the remaining \$125,000 in this grant. Better Tomorrow would select "Yes" for this question.

DBE Food Pantry is seeking funding for a new HVAC unit for their pantry, and is requesting \$40,000 from PCF to cover the entire cost. DBE Food Pantry would select "No" for this question.

No

Parent Non-Profit/Subsidiaries*

If your organization has a parent non-profit that has multiple subsidiaries, will multiple subsidiaries be applying in this process?

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Both would select "Yes" on this question.

Yes

Request Specifics

Organization Programming Background*

Please describe the programming your organization offers to the community and the length of time it has been doing so. That is, what does your organization **do** and **how long** has it been doing it?

Since the establishment of the East Lake Community Library at its present location in 1999, this organization has offered free programs and services to residents of the surrounding communities. Over time, the library has become much more than simply a book depository - it is the community center, educational center, and cultural center for this area of north Pinellas County. In addition to traditional library programs such as story times, Summer Reading, and Book Clubs, the library staff have some unique offerings such as Tai Chi, Yoga, Mah-Jongg, and Fiber Arts. To meet the needs of its patrons, the library staff have brought in professionals to assist with Medicare, CPR Training, Financial Planning, and other topics of interest to the residents. During the recent pandemic, the library set up a free Vaccination Information Station to assist with registering for vaccination appointments, etc. Throughout the year, there are Sunday Concerts, special fundraising events, and guest speakers covering a wide range of subjects. Last year, our library became a Passport Acceptance Facility, one of only eight library systems in Florida to process new applications; at this time, we are averaging over fifty applications each month. We are also proud to offer a unique collection of Gizmos and Gadgets - everything from portable scanners to Hot Spots and sewing machines that are checked out for free. During the pandemic, we saw the rise in food insecurity and set up a 24/7 Food Pantry outside our doors; unfortunately, the pantry is still needed by our residents, and, thanks to the generosity of staff and patrons, it is kept well-stocked. We are also involved in many community events with such organizations as the YMCA, Rotary, and East Lake Fire Rescue and do outreach programs at local schools. Our programming and services have grown exponentially over the past ten years and, post-pandemic, we are averaging over 800 participants per month in our programs.

Community Need*

Please describe the community need that exists for your programming. If you are able to cite quantitative, local data, that will strengthen your proposal.

After Hurricane Sandy hit NY in 2012, FEMA classified libraries as an essential service. People are finding that in the wake of a natural disaster, getting a library up and running with Internet connectivity, air conditioning, clean bathrooms, a place to plug in your phones, or information specialists to help with insurance claims, FEMA applications, etc. really has benefits to a community that's in a recovery situation. Although places like East Lake High School are designated shelters, East Lake Community Library could be a Disaster Relief Center or "cool site" if we are able to install a generator adjacent to this building. As some have already experienced across our state, many library patrons could lack basic services for days or even weeks after a storm. According to 2020 census figures, the East Lake area has a population of over 32,000 with an overall poverty rate of 9.24%; this equates to almost 3,000 residents living below the poverty line. Furthermore, the old age dependency ratio, the number of elderly people at an age when they are generally economically inactive (age 65 and over) compared to the number of people of working age (15-64 years old), is 56% for this geographic area. All of these figures point to the need for free services and assistance after such natural disasters as a hurricane or major storm, especially for those ill-equipped to deal with such a devastating situation.

Negative Economic Impact*

The following question is the keystone of a strong application in this process. If your organization cannot demonstrate a negative economic impact from the pandemic, your application will not qualify for committee review. If you are uncertain about what constitutes negative economic impact or how to demonstrate it, please contact PCF staff for technical assistance.

Describe your organization's negative economic impact arising from the COVID-19 pandemic. Examples could include:

- A reduction in revenue from 2019 to 2020
- Inflationary pressures
- Increases in demand for services that have not been compensated for through new revenue
- The use of reserves for unbudgeted expenses since the onset of the pandemic, and such use of reserves has prevented the purchase of capital assets
- A need for capital assets to offset community need for which your organization does not have the resources to purchase due to the negative economic harm from the pandemic
- A need for additional capital assets to adapt operations to accommodate health and safety guidelines by the CDC
- Growth in restricted pandemic-related revenue that does not permit capital asset acquisition

Note: If you are applying for both a Small Purchase and Large Project, you may reuse the answer for this question PROVIDED THAT the negative economic impact is relevant to both requests.

During the months and years of the pandemic, East Lake Community Library strived to keep its doors open, when possible, to meet the needs of the community. Because the library was closed from March - June 2020 followed by reduced hours of operation, there was a corresponding loss of revenue in terms of fines and fees (an amnesty was extended from March - July 2020) as well as income from the sale of donated books, etc. These two events alone left a deficit of over \$8,000 to our operating budget in the first six months followed by an additional loss of \$12,000 in the succeeding two years. This was also due, in part, to the greatly reduced number of patrons coming into the library and the transition from in-person programming to online and digital offerings. Due to mandates and concern for safety, there was a discontinuation of any fundraising programs or events for two years, resulting in a loss of approximately \$20,000. To keep our staff and patrons safe, money was spent on PPEs such as masks, gloves, acrylic screens, weekly electrostatic cleaning, disinfecting wipes and sprays, etc. The estimated total of these purchases came to approximately \$15,000 over the thirty months the library implemented these measures. Due to concerns for spread of the disease, public computers were reduced to four, thereby limiting availability and impacting revenue from printing services tied to these computers. Since the Community Room could not be utilized for programs or meetings due to safe distancing measures and the fact that this area was being used to quarantine library materials, there was no income from room rentals for outside groups such as HOAs. Any fee-based services such as notarizing documents or proctoring exams, since both required close contact with patrons, were also suspended. As all this was happening, inflationary costs took another large chunk of our operating income - for example, during this time period, print materials increased an average of 12%. However, we did not wish to cut back on purchases for our collections at a time when our patrons needed their books, audiobooks, and DVDs to get through the self-isolation. We consistently tried to make lemonade out of the lemons we were given.

Proposal Description*

The American Rescue Plan Act requires a request that is reasonable and proportional to the level of economic impact your organization experienced. This means the request you describe below should not be greater than the economic harm your organization has suffered.

Please describe your project proposal and address the following:

- What project will be undertaken with these funds?
- What is the estimated lifespan of the project/property improvement?
- How does it address the negative economic harm you described in the previous question?

Florida is hard hit on a regular basis by storms and other disasters, and libraries across the state are called upon to respond by serving their communities in a variety of ways. They have helped prepare for and endure disasters and have worked to reassemble their communities after these events. East Lake Community Library would like to install a turn-key industrial generator onsite with electrical hookup and connections in the event of an extended power loss due to a natural disaster. The estimated lifespan for this project is twenty to thirty years by industry standards. Unlike the pandemic, when we were forced to close and/or curtail hours due to safety and health concerns, a backup generator would allow us to remain open after a hurricane, etc. to allow for continuity of library services, provide shelter, aid, and vital emergency information to our residents, and supplement and help relief organizations. The Library could also host HHS staff to answer questions on temporary housing assistance or other available services. Staff would also expend funds to keep our Food Pantry stocked for those in need. Economically, by remaining open, the library is able to conduct "business as usual" and not incur the financial losses that occurred as a result of COVID; however, our MAIN concern is caring for our community members by providing a "feeling of normalcy" throughout the event and reducing stress levels for those who need to find relief and answers to their questions.

Number Served*

How many people will directly benefit from this capital project annually?

3000

Unduplicated vs. Duplicated*

Is the number indicated above duplicated or unduplicated?

Duplicated: A client is counted each time they access services

Unduplicated: A client is counted once, regardless of the number of times they access services

Example: ABC Food Bank operates two mobile food pantries, one in Clearwater and one in St. Petersburg. Taylor, a Pinellas County resident, goes to both food pantries. If ABC Food Bank counts Taylor's visit TWICE, it is **duplicated**. If ABC Food Bank counts Taylor's visit ONCE, it is **unduplicated**.

Other (Explanation Required Below)

Other (Explanation Required)

If you selected "Other" in the previous question, please explain how your organization determined the number of clients that will benefit from the proposed capital project.

The number served is dependent upon if and when a disaster strikes that temporarily results in widespread power outages in the local communities AND how long the outage lasts as well as the extent of damage to local homes and businesses. The backup generator would allow library staff to offer our facilities for such things as taking a break from cleanup, recharging devices, using the library's WiFi, preparing insurance claims/aid applications, or even conducting general business activities to give a sense of normalcy during the post-disaster timeframe. The number served is an estimate of approximately 50% of our average traffic count for one month. This, of course, could fluctuate from year-to-year dependent upon the number and intensity of major storms.

Rent vs. Own*

Does your organization rent or own the property for which you are proposing modifications?

Note: Selecting "Rent" will cause more questions to load below.

Rent

Guiding Principles - Client Impact*

The American Rescue Plan Act, which provides the funding for this grant program, aims to ensure an equitable recovery from the COVID-19 pandemic. The term "equity" is defined as:

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

One of the guiding principles of this fund is that it will apply a lens of equity to ensure the needs of specified priority populations are met.

Will this project benefit the community members defined above that have experienced disproportionate negative impacts from the COVID-19 pandemic? If so, how?

As previously mentioned, the 2020 Census revealed that 9.4% are living below the poverty level in the East Lake area, which equates to just under 3,000 residents; although we have no updated figures, it is expected that, due to inflation and the impact of COVID, that number is higher in 2022. As evidenced by the continued need for our library's Food Pantry, there is a segment of the population that would be disproportionately affected by a major disaster such as a hurricane if the library were not there to provide free services and aid.

Community Connection

The American Rescue Plan Act (ARPA) prioritizes organizations that either have headquarters or carry out the majority of their operations inside Qualified Census Tracts (QCTs). QCTs are a standard method of identifying

communities with a large proportion of low-income residents. The U.S. Department of Housing and Urban Development determines what areas qualify as QCT.

To assess if your organization serves or is headquartered in a QCT, use the following link:

https://www.huduser.gov/portal/sadda/sadda_qct.html

In the top right-hand corner, choose the state of Florida and Pinellas County. Then on the left-hand side of the screen, click the box next to “Color QCT Qualified Tracts.” The QCT zones are denoted in purple. You can also map your address by adding it into the address box at the top to see if your location is inside the zones.

Below, please provide the location of your operations and the location of your headquarters, if different.

The screenshot shows the HUD SADDa QCT map interface. At the top, there is an address input field with a "Go" button, both circled in red. To the right, dropdown menus for "Florida" and "Pinellas" are also circled in red. Below the address field, there are "Map Options" including "Clear", "Reset", and "Full Screen". A "QCT Legend" and "SADDa Legend" are visible, with a red arrow pointing to the "Color QCT Qualified Tracts (Zoom 7+)" checkbox in the "Map Options" panel. The map displays purple shaded areas representing QCTs in the Tampa Bay area, with labels for cities like Clearwater, St. Petersburg, and Tampa. The "Map" and "Satellite" tabs are visible at the top of the map area.

Headquarters Location*

Please provide your organization's headquarters address as it appears on your Sunbiz account. To check your Sunbiz registration, you may search here: <https://dos.myflorida.com/sunbiz/search/>

Palm Harbor Community Services Agency, 2330 Nebraska Avenue, Palm Harobr, FL 34683

QCT Determination - Headquarters*

Is this organization headquartered in a QCT?

No

Project Location*

Please provide the address or intersection where the property being modified is.

4125 East Lake Road, Palm Harbor, FL 34685

QCT Determination - Project*

Is this organization's project in a QCT?

No

QCT Impact*

PCF understands that just because a project may not be located in a Qualified Census Tract, those who reside in one may access your services and may come to the location where your organization's project will take place.

- If applicable, please describe if you have clients that reside in a QCT as indicated on the map linked above, and the proportion of your clients that come from these areas.
- If your organization does not serve clients from a QCT, you can write "Not Applicable" below.

Although East Lake Community Library is not located in a QCT, we do have local patrons from a QCT tract near Tarpon Springs; this represents approximately 8% of our normal monthly traffic count. However, due to their geographic location in a flood zone, a major power outage and flooding in those areas would result in a dramatic increase in visitors to our library if ELCL were designated a Disaster Relief Center.

QCT Determination - Clients*

Does this organization's project benefit residents of QCTs?

No

This section aims to capture general demographic data about your organization and to see how you engage with and represent the community you serve. PCF has generalized the demographic data questions more than it has in other processes because of the public nature of this process. PCF understands that identity disclosure can be a sensitive matter and wants to respect your organization's board and staff. If your organization feels comfortable sharing more detailed demographic information, it may do so in the "Community Representation and Connection" section.

Community Representation and Connection*

Describe how your organization is representative of, or has authentic connections to, the community your proposal seeks to serve. You can list other community-based organizations that work on programming with you and/or list examples of your work within this community.

Many libraries already support organizations within the community, whether it's through hosting events or posting informational pamphlets about these local organizations; however, the key to communicating our library's value lies in community partnerships. East Lake Community Library has made intentional, explicit connections between our engagement work and the library's importance to the community. For example, through our community partnerships, we have cultivated new customers (Passport Services at the library; SHINE's Medicare Assistance; AARP's Safe Driver Classes). Going out into the community with outreach programs also gives the library a higher public profile (story/craft program at Brooker Creek Preserve; PTA presentations at local elementary schools). During the past year, staff have worked with the Pinellas County Genealogy Society and our library recently became a Family Search affiliate library, one of only two in this county. These organizations are great partners to help promote our genealogy resources, special collections, and, in turn, we are promoting their organizations and offering to host programs given by their members, which is an excellent benefit for our patrons. Our services to the homebound and those in local ALFs provides popular reading materials and movies to those patrons who cannot come into the library. East Lake Fire Rescue has been one of our partners for many years, providing CPR Training, Tai Chi, Fireman Story Time, and the annual Hosedown to end the summer. Their presence at any library event with their fire truck and firefighters guarantees a successful day! Rotary Club of East Lake Sunrise holds its weekly meetings at our library, contributes to our food pantry, and participates in our events; in turn, the library is always a part of their annual fundraiser - the Classic Car Show at John Chesnut Park. Although we are a small library, we pride ourselves on assisting the Supervisor of Elections and our patrons by offering our venue as a ballot drop-off site for primaries and general elections and offering our Community Room for candidate forums and panel discussions with the County Commissioners. In conclusion, we believe that librarians make their value and relevance clearest when they build authentic relationships that lead to meaningful shared work in pursuit of big-picture goals.

Leadership Demographics - CEO/Executive Director*

Does your CEO/Executive Director consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Executive Level Leadership Team*

Does your executive leadership team consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Leadership Demographics - Board Membership*

Do your board members consider themselves a member of one or more of the following populations? Check all that apply.

- BIPOC defined as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color
- LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Queer+)
- Neurodiverse/physically disabled

None of the above

Rented Property

Tenant Responsibility*

Please explain how your organization is responsible for modifying the building despite being rented. Be sure to describe the length of your organization's lease and to indicate whether or not you have obtained permission from the landlord for the proposed project.

The original lease agreement between Pinellas County and the Palm Harbor Community Services Agency (referred to as the "tenant") was signed in 1999 for a term of twenty years. A subsequent ordinance (No.13-24) and Operating Agreement with the county in September/October 2013 created the East Lake Library MSTU, a separate taxing district for ELCL and East Lake Recreation, and the Board of County Commissioners is the governing body of the district. The Division of Administrative Services has been notified of our proposal, which is standard procedure for any modifications, improvements, or additions. If this proposal proceeds to the application phase, written consent will be forthcoming, as required by the terms of the lease agreement.

Financial Overview

Budget Summary*

Please provide a brief sketch of the categories of expenses and the costs needed for your project. If your organization is requesting compensation for indirect costs, be sure to note the percentage (up to 5%) and dollar amount below.

If you are invited to complete the full application, you will be asked to upload current verifiable bids, proposals, price lists [from your potential vendor(s)] from the past 60 days. If a contractor has already been selected for a construction project for which you are requesting funding, you will need to upload their bid. You are strongly encouraged to collect any remaining bids, proposals, and price lists shortly after submitting this LOI.

\$3,000	Professional Electrical Engineering Report for a Quality Code Compliant Installation
\$78,000	Purchase & Install of 80kw Generator to include: Electrical backup generator capable of handling every circuit so that the library can function properly
	Delivery, setup and positioning generator on new cement slab.
	Electrical hookups and connections; 400amp automatic transfer switch
	Load Shedding Devices to prevent generator overload
\$1,600	Permit Costs
\$3,500	Protective Fencing around generator + Cement Slab for Generator
\$6,600	Buried propane tank OR diesel tank at base of generator
\$2,300	Initial delivery of fuel to fill the tank
	TOTAL ESTIMATE: \$95,000

Project Preparedness*

If your letter of intent is approved, you will have 30 days to submit a full proposal. This will require multiple estimates/bids for your project that detail the costs you've sketched out above from potential contractors that would do the actual work.

Where are you in the planning process for the implementation of this project? Please describe your organization's readiness for this project including your ability to collect bids and select contractors and/or vendors. **If you have already selected a contractor for the project, you will need to describe how that contractor was chosen.**

Example

Better Tomorrow has spoken with contractors about their counseling center expansion project, but has only sought one proposal from a contractor. Better Tomorrow would describe so below, having sketched out the costs in the previous question. Better Tomorrow would indicate its plan to obtain more quotes/bids upon submitting this LOI.

Community Arts 'R Us has begun construction on its new arts center, as it had secured 75% of the funding for it before the pandemic. Therefore, a contractor has already been selected, and is looking to obtain the funding necessary to complete the project. Below, Community Arts 'R Us would explain it has a cost proposal ready to upload from their selected contractor, and is ready to carry out the rest of the project if funding is awarded.

East Lake Community Library has one estimate for an 80kw generator fueled by propane gas. The specs for this proposal were based on an electrical engineer's inspection and recommendations based on electrical usage and the size of our building. The other consideration will be the type of fuel - diesel or propane - based

on availability, cost and the County's preference due to environmental factors, etc. Once I have all of this data, I will standardize the request for bids and anticipate having three qualified bids within a month after submitting this letter of intent.

Other Funding Sources*

Please describe any other funding not already mentioned that your organization has applied for or obtained for this project. This includes but is not limited to Community Development Block Grants (CDBG), local government grants (including Tourist Development Council funding), foundation grants, and donors (you do not need to disclose donor identities, simply amount raised that is allocated to this project). This includes any matching grants or in-kind contributions you may have obtained.

If none, please write N/A.

N/A

Changes in Operating Costs*

Please answer this question based on the descriptions below:

- If this project **increases** ongoing operational costs (programmatic, operating maintenance or other costs), how will you compensate for the difference?
- If this project **decreases** ongoing operating costs, how will it do so?
- If this project **does not affect** operating costs, please note so below.

Maintenance contracts and the cost of fuel will be incorporated into our annual operating budget. Any unforeseen additional costs incurred during the installation process will be paid for out of our capital reserves.

Fund Management Capacity*

Please describe your organization's capacity to manage these potential ARPA funds in terms of fiscal management and financial infrastructure.

This includes, but is not limited to, the use of accounting software that can track a general ledger and multiple accounts and the ability to work on a reimbursement-basis.

The inability to handle a reimbursement-basis grant does not disqualify your organization from applying.

The East Lake Community Library has been fiscally responsible since it became a special taxing district in 2013. This library went from a struggling institution with no reserve funds for repairs or improvements to an organization that has been able to make great strides in the community while building a healthy capital reserve fund. All four PHCSA entities have their own bookkeepers/account managers who utilize such software programs as QuickBooks for fiscal management. All financial transactions are reviewed by our Advisory Board, the PHCSA Board, the PHCSA accountant (Ellen Fontana, CPA), and the PHCSA Treasurer. There are sufficient funds in our capital account at this time to handle the reimbursement-basis grant should our library be a successful applicant.

Subsidiaries Applying

Subsidiaries Applying*

Please list **IN ORDER OF PRIORITY** the name of the subsidiaries applying and a brief descriptor of the proposed project.

Example

Better Tomorrow is the parent non-profit of three organizations. Two of those organizations want to apply in this process. Below, the organization would prioritize the requests and briefly describe what each is applying for. **On both applications, copy and paste the same answer or reach out to PCF for assistance in doing so.**

N/A

Additional Information

Additional Upload

If you have something else to share, you can upload it here in PDF format.

Please note: Due to limitation of this grants system, the upload field will not carry over to the full application if you are moved forward to the full application phase. You will need to upload this file again if you are moved forward in the process.

LOI Supporting Documents.pdf

Anything else to share?

If you have any details to share regarding this grant request, you may do so below.

File Attachment Summary

Applicant File Uploads

- LOI Supporting Documents.pdf



240 Pine Ave. North
Oldsmar, FL 34677

MPS ENGINEERING

www.mpseng.com

813.855.2721

AN M.P. SPYCHALA COMPANY

MEMORANDUM

Date: August 25, 2022
To: Lois Eannel, Director
East Lake Community Library
4125 East Lake Road
Palm Harbor, FL 34685
Date of Visit: August 24, 2022
Time of Visit: 1:30
Reported By: Stephen Hutchinson
Subject: Future Emergency Generator Installation

Lois,

Upon reviewing the existing electrical distribution system for the 8,900 square foot public library and discussing a future need for an emergency back up generator to power the facility in times of extended power outages, we have determined that the most economical approach would be to provide a whole building generator. This would include introducing a service entrance rated transfer switch along with a generator to pick up all electrical loads for the building. This would keep the facility fully operational with a place to comfort and provide adjacent residents with necessities and direction until local power is restored to the area.

We have contacted Duke Energy, the utility power provider for the building and the peak demand over the last 12 months occurred in December of 2021 at 54.8 kilowatts. With this obtained value and following both local and national electrical codes, it is our recommendation to install an 80 kW generator with an onsite 72 hour tank for full building operation. A rough estimate of construction cost for a fully installed system will be somewhere around 100 thousand dollars to accomplish this. An exact value can be obtained with complete construction documents and specifications produced for contractor bidding by a licensed professional engineer.

If you have any questions regarding the above mentioned or would like to discuss the matter further, please feel free to contact our office.

Sincerely,

Stephen Hutchinson, PE
Electrical Engineer



This item has been electronically signed and sealed by Stephen L. Hutchinson, PE on using a Digital Signature.

Printed Copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Stephen L Hutchinson
2022.08.25 15:07:14
-04'00'



**80kW Generator Installation
Budgetary Proposal**

Date: 8/25/2022

Estimate #: 6387B

111B DUNBAR AVENUE OLDSMAR, FLORIDA 34677

To: Ms. Lois Eannel / East Lake Community Library
Palm Harbor, FL 34685

Please accept the following Turn-Key, Generac industrial generator installation budgetary proposal for your consideration.

Currently In Stock at our Lakeland Warehouse

Size: **80kw** – Industrial Natural Gas Powered Generator – **Powers the Whole Building!**

Job to include the following:

1. **Professional Engineering for a Quality, Code Compliant Installation**
2. Model # SG080kW Generator (**Aluminum Enclosure**)
3. Delivery, Set Up, and Position Generator Onto a New Concrete Slab, In the Location we Discussed on the South side of the Building
4. Connection To a Future Natural Gas System (**Underground**)
5. Electrical Line Runs To NEW 400amp Automatic Transfer Switch (**Underground**)
6. Electrical Hook Up and Connections
7. Connect Load Shedding Devices To Prevent Generator Overload
8. **Electrical & Gas Permit Costs extra – Billed at Completion**
9. **Manufacturer required Commissioning and Warranty Registration**
10. **Two Year Manufacturer's Warranty**

Total Budget Cost: \$78,000.00 Tax Exempt

Cash Purchase 20% Down Payment to get started, 65% at Delivery of Generator, Balance upon completion.

Estimated completion in 16-20 weeks after receipt of down payment and requested permitting documents. Project schedule is dependent on permitting approvals, which can delay completion.

JOHN MACGOWAN

FIELD ENGINEER 727-432-5335

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Failure to make payments in accordance will result in additional cost for attorney fees.

X _____

Generac Generator

X _____ Date: _____

Print _____