

Risk Review Form

Contract/ Agreement Title	Lease Agreement with Palm Harbor Community Services Agency for the Palm Harbor Library located at 2330 Nebraska Avenue, Palm Harbor						
Bid/Contract#		Granicus#	19-1572A	Stars#	19-22773		
Purchasing Contact:				PID #		Amount:	
Department	REM		Project/Contract Mgr:		Andrew Pupke		
Type of Contract	Lease of Owned Facility				Method of Review	Granicus	
If PE to PE, \$768.28?	Yes						

JPA:	Choose One	Name of JPA:	
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Required Coverages	Add'l Language / Exclusions	Limits	Justification
WC/EL		500K Person 500K Disease 500K Disease limit	
CGL		1M Occurrence 2M Aggregate	
AL		1M Per Accident	
Excess/Umbrella		1M Occurrence 1M Aggregate	
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

Date/Time/Comments: 9/10/19 Approval of the Lease Agreement with Palm Harbor Community Services Agency (PHCSA) for the Palm Harbor Library (Library), located at 2330 Nebraska Avenue, Palm Harbor. Reviewed Lease Agreement which contains insurance requirements under Exhibit B, including additional insured, waiver of subrogation and primary / non-contributory wording. Reviewed similar agreement under 19-687A with same insurance requirements. Removed liquor liability per Andrew Pupke no exposure for this at the library.	
NOTES: This Agreement formalizes the relationship between the County and PHCSA for the Library facility and assigns responsibility for future facility capital improvement replacements to the County, beginning 10/01/19. The lease term is five (5) years with three (3) automatic five (5) year renewals.	
The Library is a County-owned facility operated by PHCSA. PHCSA has been solely responsible for operation of the facility, including all utilities, maintenance and repairs, and capital improvements. The MSTU does not provide sufficient revenue to support capital improvement. County funding is necessary to maintain the integrity of the asset for the future. Under the Agreement, PHCSA will continue to be responsible for the utilities, and maintenance and repair; however, capital improvements will be the County's responsibility.	
The County has coordinated with Duke Energy and PHCSA to install an electric vehicle charging station at the Library. The County will be responsible to pay the utility cost for the charging station. PHCSA will invoice the County for the electricity used by the charging station on a quarterly basis corresponding to the fiscal year.	
Initial Reviewer: Valerie Edmons	Date 9/10/2019

Please note: The Insurance & Contractual Risk Division reviews requests to assess risk, assign insurance requirements and provide compliance reviews for insurance certificates. However, this review does not imply approval for any event, purchase, service or project. It is the requestor's responsibility to obtain all necessary approvals.

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2nd Reviewer:	Date Click to enter date.
Manager Review: Rick Kahler	Date 9/10/2019

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