

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name: Chris Sampite Date: 1/13/2021
 Title: _____ Phone No: 5286
 Department: Facilities Email Address: csampite@centenary.edu

SCOPE:

Building and Room No (s): Fitness Center Gym

Briefly Describe Project: replace floor covering used for events and activities.

- Type of Project: (check all that apply):
- Office Renovation
 - Classroom
 - Landscaping
 - Lab Renovation
 - Residence Hall
 - Building Repairs
 - Feasibility Study
 - IT
 - Deferred Maint.
 - Other (please describe) Gym floor

SCHEDULING/COST:

Requested Completion Date: 08/31/2021 Est. Cost: 30,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 1/15/2021 / Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite / 1/13/2021 / Chris Sampite
Building renovations/modifications
 Department Head: _____ / _____ / _____
 Vice President: Robert Blue / 1/19/2021 / Robert Blue

(Forward to VPFA@centenary.edu)
Date of Cabinet Approval _____

F/O/A/P: _____

DocuSigned by: Robert Blue
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Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds Operating Budget Funds

Specify: Enhancement funds

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. \$: 30,000

This is total cost for carpet. I show a little over the quoted price in the case of inflation.

Q3. What is the academic need or business need that this project will fulfill?

This is for event needs as the current carpet is old and shredding around the edges. It's really looking bad and does not cover the entire gym.

Facilities Director's Comments:

IT Director's Comments:

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APPENDIX

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)
No limitations other than replacing old carpet.

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

To improve the flooring for events.

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

No

Q7. If this project request is not approved, what effect will this have on your operation?

None.

Q8. Is this a one-time annual cost? YES NO If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? YES NO





December 4, 2019

Centenary College
C/O Chris Sampite

Re: Gym Carpet

The price below is for an indoor/outdoor carpet with a rubber backing attached for the gym floor to be rolled out when needed. The quote is to have the entire gym, wall to wall, covered in the floor so that it will create little movement and double-faced tape should not be needed to hold it in place. The amount provided is for 9 rolls at 107' long each. No edging will be done on any of this carpet and the attached rubber backing is to help with any movement as well as to keep it from scratching the existing gym floor. There are 2 styles available, both which have several color options. The price below is for the carpet, tax, and freight.

\$28,900

If you have any questions, please let me know. I appreciate the opportunity to provide you with this quote and hope I can help with your upcoming project.

Sincerely,

Mary Oates
318-868-3671 (work)
318-422-4007 (cell)
mary@houseofcarpets.net

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