

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: 1/6/2021
 Title: _____ Phone No: 5286
 Department: Facilities Email Address: csampite@centenary.edu

SCOPE:

Building and Room No (s): James Annex Halls and stairs

Briefly Describe Project: This project is to replace the worn out carpet in James Hall and replace tile and stair treads in stairway.

- 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) _____

SCHEDULING/COST:

Requested Completion Date: 08/01/2021 Est. Cost: 23000.00

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt / 1/15/2021 / Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite / 1/6/2021 / 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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PROJECT REQUEST FORM (page 2 of 3)

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: FY22 Capital 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. \$: 23,000

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

To maintain attractive resident facilities, this has become one of our eyesores due to missing tile and worn and stained carpet. I often think of parents when they are moving their kinds in and out of resident halls and see the flooring.

Note: The attachment includes James Proper as well and would make that request in FY23.

Facilities Director's Comments:

IT Director's Comments: Please acquire proof of required insurance.

PROJECT REQUEST FORM (page 3 of 3)

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?)
To maintain attractive resident facilities.

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

To address aging and unsightly flooring in Annex.

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





August 21, 2018

Centenary College
C/O Chris Sampite

Re: James Annex

I have provided estimates for the following areas to having the flooring resurfaced based on the current prices. Flooring prices go through changes often, so these prices are only good for 120 days. I have given a price comparison on carpet squares vs. broadloom carpet for all hallways both upstairs and downstairs. The carpet prices include new 4" cove base to be installed. I have also given a price for rubber stair treads and risers. Some of the dormitorles have rubber landings, if you would like me to quote that on James Annex as well, please let me know and I would be happy to get a landing price.

Broadloom Carpet	<u>\$13,875</u>
Carpet Squares	<u>\$16,950</u>
Stairs treads & risers	<u>\$5,490</u>

If you have any questions, please let me know. I appreciate the opportunity to provide you with these bids and hope I can help you with this project in the future!

Sincerely,

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

4344 YOUREE DRIVE SHREVEPORT, LA 71105 (318) 868-3671 FAX (318) 868-3674



August 21, 2018

Centenary College
C/O Chris Sample

Re: James Hall

I have provided estimates for the following areas to having the flooring resurfaced based on the current prices. Flooring prices go through changes often, so these prices are only good for 120 days. I have given a price comparison on carpet squares vs. broadloom carpet for all hallways both upstairs and downstairs. The carpet prices include new 4" cove base to be installed. I have also given a price for rubber stair treads and risers. Some of the dormitories have rubber landings, if you would like me to quote that on James Hall as well, please let me know and I would be happy to get a landing price.

Broadloom Carpet	<u>\$21,450</u>
Carpet Squares	<u>\$25,700</u>
Stairs treads & risers	<u>\$7,850</u>

If you have any questions, please let me know. I appreciate the opportunity to provide you with these bids and hope I can help you with this project in the future!

Sincerely,

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