

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

Please provide the following information regarding your project request:

Name: David Orr Date: 2/4/2021
 Title: _____ Phone No: 5087
 Department: Athletics Email Address: dorr@centenary.edu

SCOPE:

Building and Room No (s): _____

Briefly Describe Project: Added light pole to Mayo field to improve lighting following the Mayo field reconstruction project of 2018

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) Athletic Field Upgrade

SCHEDULING/COST:

Requested Completion Date: 07/01/2021 Est. Cost: 40,000

AUTHORIZED SIGNATURES:

IT Related Approval: Scott Merritt 2/4/2021 / Scott Merritt
For IT purchases
 Facilities Approval: Chris Sampite 2/4/2021 / Chris sampite
Building renovations/modifications
 Department Head: _____ / _____ / _____
 Vice President: David Orr 2/4/2021 / David Orr

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

F/O/A/P: _____ / _____ / _____ / _____

DocuSigned by:
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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: Capital - Athletics

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. \$: 40,000

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

Current lighting at Mayo field does not provide a safe competitive environment for evening/night competitions. This occurred due to the renovation of Mayo field and the lengthening of the playing field. Additional lighting is required to provide a safe competition environment.

This will be an important project for the soccer field as lighting is not sufficient.

IT Director's Comments: NA

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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?)

There are no current limitations, and this opportunity to upgrade the lighting (which is necessary now) may reduce the Capital expenditure on renovating Mayo field for Football in the future.

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

This project needed to have occurred in FY19, however the funds were not available. Thus, it is a project in need.

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?

If not approved, it could reduce the future opportunity to host athletic events during the evening, which is essential for student-athletes to avoid academic interruption during weekdays.

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



WILHITE ELECTRIC CO., INC.

PROPOSAL

Centenary College
2911 Centenary Boulevard
Shreveport, La. 71104

September 18, 2019

Attn: Chris Sampite

Project: Soccer Field-Add Pole & Fixtures

DESCRIPTION OF WORK: Provide materials, labor and equipment to add new pole and fixtures on the East side of the field. The following is included:

- 70-foot steel pole with two (2) cross arms.
- 36" concrete foundation with anchor bolts.
- Twelve (12) 1500-watt Metal Halide Fixtures.
- 1" conduit from new pole to existing 480-volt panel.
- Add 60amp breaker in existing panel.
- Aim new fixtures and re-aim the two (2) southern poles as per manufacture recommendations to increase light levels at the south end.

Please note that Centenary will be responsible for approval of location of new pole in the City right-of-way.

The price for the above-described work will cost \$ 39,750.00
Thirty-Nine Thousand Seven Hundred Fifty Dollars and No Cents -----

No work shall commence until proposal is signed and returned with-in 30 days.

Accepted By: _____ Proposed By: Wilhite Electric Co., Inc.

Signed By: _____ Signed By: Keith Wilhite

Date: _____ Date: September 18, 2019

4450 Viking Bossier City, Louisiana 71111

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