



**DOVER SCHOOL  
DISTRICT**

## **DOVER SCHOOL BOARD – AGENDA**

|                   |                                         |
|-------------------|-----------------------------------------|
| Meeting Type:     | Special Session #12                     |
| Meeting Location: | Media Center (Rm 306), McConnell Center |
| Meeting Date:     | Monday, August 21, 2017                 |
| Meeting Time:     | 6:30 pm                                 |

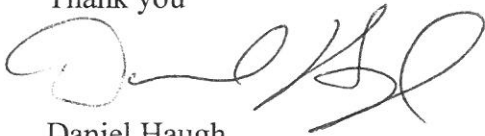
- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIENCE**
- D. CITIZEN'S FORUM (LIMITED TO AGENDA ITEMS ONLY)**
- E. CONSENT AGENDA**
  - a. Resignations
  - b. Nominations
- F. CAPITAL IMPROVEMENT PLAN**
- G. AWARD BID-MONITORS**
- H. SCHOOL BOARD MATTERS OF INTEREST**
- I. ADJOURNMENT**

August 17, 2017

To Peter Driscoll,

I am writing to inform you of my resignation as a Special Education Case Manager at Dover High School. I have thoroughly enjoyed my tenure here at Dover, and thank you for the opportunity to be part of the Dover School District for the previous five years.

Thank you

A handwritten signature in black ink, appearing to read 'Daniel Haugh', with a stylized flourish at the end.

Daniel Haugh

**OFFICE OF THE SUPERINTENDENT  
DOVER PUBLIC SCHOOLS  
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: August 21, 2017

MEMORANDUM: Nomination and Election of Teachers.

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2017-2018 school year.

| NAME              | POSITION         | SCHOOL              | REPLACING     | SALARY      | TRACK         |
|-------------------|------------------|---------------------|---------------|-------------|---------------|
| Steinfeld, Thomas | Special Educator | Dover Middle School | Brian Collopy | \$53,053.00 | MA30, Step 10 |

**SUMMARY OF CAPITAL IMPROVEMENTS PROJECT REQUESTS  
FOR SCHOOL BOARD APPROVAL OF CAPITAL IMPROVEMENTS PROGRAM, 2019-2024**

**Capital Improvements Project Requests with Funding Source, FY2019:**

1. **Alternative School Roof Replacement - NEW**  
Removal and replacement of existing white Thermoplastic polyolefin (TPO) single-ply roofing membrane. \$115,000 request funded through Facilities Capital Reserve Funds
2. **Athletic Improvements**  
Repair/replacement of athletic projects (i.e., bleachers in FY2019). \$30,000 request funded through Special Revenue Funds (Fund 3830, School Facilities)
3. **Comprehensive Facilities and Space Needs Study for the District - NEW**  
Development of a long-term facilities needs and usage plan. \$50,000 request funded through the General Fund Operating Budget
4. **Curriculum Replacement and Upgrade**  
Curriculum upgrades. \$100,000 request funded through General Operating Budget
5. **Facilities Repair/Maintenance**  
Districtwide repairs/replacement/upgrades to include, but not limited to life safety, improvement to grounds, energy efficiency upgrades, paving, etc. \$125,000 request funded through General Fund Operating Budget
6. **Furniture Replacement, Districtwide – NEW**  
Districtwide furniture replacement – build a schedule for each school. \$25,000 funded through General Fund Operating Budget
7. **Garrison Elementary School Improvements**  
Funds for Base Budget (to include, but not limited to the 3-wing renovation & core corridors around cafeteria/kitchen/boiler room, and temporary classroom space), baseball courts; Funds for Add Alternate (to include, but not limited to administration addition with new entrance & renovation, bus loop & sitework in back parking lot). \$5,500,000 request funded through Debt Financing in FY2019 (\$1.2M base budget; \$4.3M Add Alternate).
8. **Information Technology Replacement and Upgrade**  
Annual replacement of hardware (desktops, laptops, monitors, etc), Infrastructure improvements (servers, switches, etc), large scale replacement of software programs. \$140,000 request funded through General Fund Operating Budget
9. **Kitchen/Cafeteria Maintenance/Repair/Upgrade**  
Replacement of furniture (i.e., café tables), equipment, etc. \$40,000 funded through Special Revenue Funds (Fund 2800, Cafeteria Fund)
10. **Light Equipment Replacement Program**  
Replacement of district vehicles and small maintenance equipment (i.e., vans, scissor lifts, trailers). \$50,000 funded through Special Revenue Funds (Fund 3830, School Facilities)
11. **Middle School Roof Replacement**  
Replacement of shingle and EPDM roof at DMS – over two phases (years 2020 and 2023). \$525,000 request funded through Debt Financing in FY2020 and \$500,000 request funded through Debt Financing in FY2023. The first phase of this project was originally budgeted in FY2019, however, with the request for the Garrison Elementary School Improvements request in FY2019, we suggest moving this project out by one year. Confirmed with Mr. White, Facilities Director, that there would be little to no impact on the roof as it is today.

**FY2019 Requests, by Funding Source:**

Total FY2019 Request from General Fund Operating Budget: \$440,000

Total FY2019 Request from Facilities Capital Reserve Funds: \$115,000

Total FY2019 Request from Special Revenue Funds, Fund 2800: \$40,000

Total FY2019 Request from Special Revenue Funds, Fund 3830: \$80,000

Total FY2019 Request from Debt Financing: \$5,500,000

**Transfers to Capital Reserve Funds, funded through the General Fund Operating Budget, FY2019:**

1. Athletics Reserve  
Reserve for expenditures of future athletic upgrades, improvements and any replacement/repair projects. \$20,000 request
2. Curriculum Reserve  
Reserve for expenditures of future curriculum upgrade projects. \$50,000 request
3. Information Technology Reserve  
Reserve for expenditures of future IT upgrade/improvement projects. \$50,000 request
4. School Facility  
Reserve for expenditures of future facility upgrade/improvement projects. \$115,000 request

**FY2019 Requests to Transfer to Capital Reserve Funds:**

Total Y2019 Request from General Fund Operating Budget: \$235,000 (FY2018 Approved Transfer: \$155,000)

## CAPITAL IMPROVEMENTS PROJECT REQUEST

|                                                                                                                                                                   |                                               |                                                                         |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------|-----------------|
| Department<br>Contact Person, Title                                                                                                                               | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017                                                       | Phone Number    |
| 1. Alternative School Roof Replacement                                                                                                                            |                                               | 2. Category Education                                                   |                 |
| 4. Alternative School – 26 Alumni Drive                                                                                                                           |                                               | 3. Priority High                                                        |                 |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                |                                               | 5. Purpose of Project Request Add a new item to the CIP                 |                 |
| 8. Description<br>This project will entail removing and replacing approximately 8,500 SF of an existing white TPO roof installed in 2002 (warranty expired 2011). |                                               | 7. Project History (Previous CIP Year or connection to other projects): |                 |
|                                                                                                                                                                   |                                               | 9. Justification for inclusion                                          |                 |
|                                                                                                                                                                   |                                               | Criteria                                                                | Meets           |
|                                                                                                                                                                   |                                               | Protects health and Safety of employees/community                       | X               |
|                                                                                                                                                                   |                                               | Significantly improves the efficiency of existing services              | X               |
|                                                                                                                                                                   |                                               | Preserves a previous capital investment made by the City                | X               |
|                                                                                                                                                                   |                                               | Reduces future operating costs                                          | X               |
|                                                                                                                                                                   |                                               | Increases future operating revenues:                                    |                 |
| Supports efforts to promote economic vitality                                                                                                                     | X                                             |                                                                         |                 |
| Supports efforts to promote a high quality of life                                                                                                                | X                                             |                                                                         |                 |
| Responds to a Federal or State requirement                                                                                                                        | X                                             |                                                                         |                 |
|                                                                                                                                                                   |                                               | PCI # or Consequence of Failure #                                       |                 |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                           |                                               | 10A. Recommended Sources of Financing                                   |                 |
| BUDGET FY                                                                                                                                                         | TOTAL (Interest cost not included)            | COST ELEMENT                                                            | PRINCIPAL       |
|                                                                                                                                                                   |                                               |                                                                         | SECONDARY       |
| Program year FY 2019                                                                                                                                              | \$115,000                                     | Improvements to Buildings                                               | Capital Reserve |
| Program year FY 2020                                                                                                                                              | 0                                             | Choose an item.                                                         | Choose an item. |
| Program year FY 2021                                                                                                                                              | 0                                             | Choose an item.                                                         | Choose an item. |
| Program year FY 2022                                                                                                                                              | 0                                             | Choose an item.                                                         | Choose an item. |
| Program year FY 2023                                                                                                                                              | 0                                             | Choose an item.                                                         | Choose an item. |
| Program year FY 2024                                                                                                                                              | 0                                             | Choose an item.                                                         | Choose an item. |
| TOTAL SIX YEARS                                                                                                                                                   | \$115,000                                     | Note:                                                                   |                 |
| After Sixth Year                                                                                                                                                  | \$0                                           | 10B. Source of Cost Estimate: ARM Roof Consultants                      |                 |
| 11. If Equipment, Number of units requested:                                                                                                                      |                                               | 11A. Number of similar units in operation:                              |                 |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                     |                                               | 13. Equipment Cost                                                      |                 |
| Direct Costs                                                                                                                                                      |                                               | Per Unit                                                                | Total           |
| personnel:                                                                                                                                                        | number                                        | Purchase Price                                                          |                 |
|                                                                                                                                                                   | \$ amount                                     | Plus: Installation                                                      |                 |
| purchase of service                                                                                                                                               |                                               | Less: Trade In/Credit                                                   |                 |
|                                                                                                                                                                   |                                               | Net Cost                                                                |                 |
| materials & supplies                                                                                                                                              |                                               | 14. Estimated Use of Requested Equipment                                |                 |
| equipment purchases                                                                                                                                               |                                               | Weeks per year (months if seasonal):                                    |                 |
| utilities                                                                                                                                                         |                                               | For the weeks used, estimate:                                           |                 |
| other                                                                                                                                                             |                                               | Average days per week:                                                  |                 |
| Subtotal                                                                                                                                                          |                                               | Average hours per day used:                                             |                 |
| Indirect Operating Costs                                                                                                                                          |                                               | Estimated useful life in years:                                         |                 |
| fringe benefits                                                                                                                                                   |                                               | 15. Net Effect on Municipal Revenue (±)                                 |                 |
| General Admin Costs                                                                                                                                               |                                               | Taxes                                                                   |                 |
| other                                                                                                                                                             |                                               | other income                                                            |                 |
| Subtotal                                                                                                                                                          |                                               | Subtotal                                                                |                 |
| Total Operating Costs                                                                                                                                             |                                               | gain from sale of replaced assets                                       |                 |
| Debt Service (P & I)                                                                                                                                              |                                               | Total                                                                   |                 |
| Total Costs                                                                                                                                                       |                                               |                                                                         |                 |

1. Project Title: Insert title of proposed project.

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.  
  
For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

## CAPITAL IMPROVEMENTS PROJECT REQUEST

| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                             |                                    | School<br>Dr. William Harbron, Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Date<br>Phone Number                       | 8/21/2017<br>516-6800 |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------|----------|-------|---------------------------------------------------|---|------------------------------------------------------------|---|----------------------------------------------------------|---|--------------------------------|---|--------------------------------------|--|-----------------------------------------------|---|----------------------------------------------------|---|--------------------------------------------|---|-----------------------------------|--|
| 1. Athletic Improvements                                                                                                                                                                                                                                                                                                                                                                        |                                    | 2. Category Special Revenue                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                            | 3. Priority High      |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                      |                                    | 5. Purpose of Project Request Modify a project already in the CIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                              |                                    | 7. Project History (Previous CIP Year or connection to other projects):<br>FY18 \$30,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 8. Description<br>Special revenue funds will be used in conjunction with capital reserve funds to fund improvements of current and future athletic projects and programming needs, such as: <ul style="list-style-type: none"> <li>Fields, track and related equipment</li> <li>Tennis courts</li> <li>Score Boards</li> <li>Lighting</li> <li>Storage Facilities</li> <li>Bleachers</li> </ul> |                                    | 9. Justification<br>Useful Life 20 Years <table border="1"> <thead> <tr> <th>Criteria</th> <th>Meets</th> </tr> </thead> <tbody> <tr> <td>Protects health and Safety of employees/community</td> <td>X</td> </tr> <tr> <td>Significantly improves the efficiency of existing services</td> <td>X</td> </tr> <tr> <td>Preserves a previous capital investment made by the City</td> <td>X</td> </tr> <tr> <td>Reduces future operating costs</td> <td>X</td> </tr> <tr> <td>Increases future operating revenues:</td> <td></td> </tr> <tr> <td>Supports efforts to promote economic vitality</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote a high quality of life</td> <td>X</td> </tr> <tr> <td>Responds to a Federal or State requirement</td> <td>X</td> </tr> <tr> <td>PCI # or Consequence of Failure #</td> <td></td> </tr> </tbody> </table> |                                            |                       | Criteria | Meets | Protects health and Safety of employees/community | X | Significantly improves the efficiency of existing services | X | Preserves a previous capital investment made by the City | X | Reduces future operating costs | X | Increases future operating revenues: |  | Supports efforts to promote economic vitality | X | Supports efforts to promote a high quality of life | X | Responds to a Federal or State requirement | X | PCI # or Consequence of Failure # |  |
| Criteria                                                                                                                                                                                                                                                                                                                                                                                        | Meets                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Protects health and Safety of employees/community                                                                                                                                                                                                                                                                                                                                               | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Significantly improves the efficiency of existing services                                                                                                                                                                                                                                                                                                                                      | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Preserves a previous capital investment made by the City                                                                                                                                                                                                                                                                                                                                        | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Reduces future operating costs                                                                                                                                                                                                                                                                                                                                                                  | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Increases future operating revenues:                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                                                                                                                   | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                              | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                      | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                               |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                         |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10A. Recommended Sources of Financing      |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                       | TOTAL (Interest cost not included) | COST ELEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PRINCIPAL                                  | SECONDARY             |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                            | \$30,000                           | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Special Revenue                            | Choose an item.       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                                                                                                                 | \$180,000                          | Note:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                                | \$30,000                           | 10B. Source of Cost Estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                                    |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11A. Number of similar units in operation: |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                                   |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 13. Equipment Cost Per Unit Total          |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                                    |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Purchase Price                             |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| personnel:                                                                                                                                                                                                                                                                                                                                                                                      | number                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Plus: Installation                         |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                 | \$ amount                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Less: Trade In/Credit                      |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Net Cost                                   |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 14. Estimated Use of Requested Equipment   |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Weeks per year (months if seasonal): 40    |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| utilities                                                                                                                                                                                                                                                                                                                                                                                       |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For the weeks used, estimate:              |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Average days per week: 5                   |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Average hours per day used: 6              |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Estimated useful life in years: 20         |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 15. Net Effect on Municipal Revenue (±)    |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Taxes                                      |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                           |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | other income                               |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                        |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Subtotal                                   |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Operating Costs                                                                                                                                                                                                                                                                                                                                                                           |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | gain from sale of replaced assets          |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Debt Service (P & I)                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Total                                      |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Costs                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                       |          |       |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.



1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

3. **Priority:** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                         |                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------|
| 1. Comprehensive Facilities/Space Needs Study                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2. Category Education                                                   | 3. Priority Medium |
| 4. Location<br>Districtwide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 5. Purpose of Project Request Add a new item to the CIP                 |                    |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 7. Project History (Previous CIP Year or connection to other projects): |                    |
| 8. Description<br>To develop long-term facilities needs and usage plan, the District will contract a consultant to conduct a comprehensive facilities space/needs study. The study will be inclusive, but not limited to demographics, population, and functional use of educational facilities for future use. It is expected to have a projection of city growth and impact on schools; recommendations for building modifications, additions, and possible new facilities. In addition, independent evaluation of shifting attendance areas and/or modification in grade alignments for the current schools. | 9. Justification for inclusion                                          |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Criteria                                                                | Meets              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Protects health and Safety of employees/community                       | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Significantly improves the efficiency of existing services              | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Preserves a previous capital investment made by the City                | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Reduces future operating costs                                          | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Increases future operating revenues:                                    | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Supports efforts to promote economic vitality                           | X                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Supports efforts to promote a high quality of life                      | X                  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | X                                                                       |                    |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                    |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$0                                | Other                         | Choose an item.                       | Choose an item. |
| Program year FY 2021                                    | \$0                                | Other                         | Choose an item.                       | Choose an item. |
| Program year FY 2022                                    | \$0                                | Other                         | Choose an item.                       | Choose an item. |
| Program year FY 2023                                    | \$0                                | Other                         | Choose an item.                       | Choose an item. |
| Program year FY 2024                                    | \$0                                | Other                         | Choose an item.                       | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$50,000</b>                    |                               |                                       |                 |
| After Sixth Year                                        | \$0                                | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |  |                                            |  |
|----------------------------------------------|--|--------------------------------------------|--|
| 11. If Equipment, Number of units requested: |  | 11A. Number of similar units in operation: |  |
|----------------------------------------------|--|--------------------------------------------|--|

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| 12. Net Effects on Operating Expenditures (±) | 13. Equipment Cost                       |
| Direct Costs                                  | Per Unit      Total                      |
| personnel:                      number        | Purchase Price                           |
| \$ amount                                     | Plus: Installation                       |
| purchase of service                           | Less: Trade In/Credit                    |
| materials & supplies                          | <b>Net Cost</b>                          |
| equipment purchases                           |                                          |
| utilities                                     | 14. Estimated Use of Requested Equipment |
| other                                         | Weeks per year (months if seasonal):     |
| Subtotal                                      | For the weeks used, estimate:            |
| Indirect Operating Costs                      | Average days per week:                   |
| fringe benefits                               | Average hours per day used:              |
| General Admin Costs                           | Estimated useful life in years:          |
| other                                         |                                          |
| Subtotal                                      | 15. Net Effect on Municipal Revenue (±)  |
| Total Operating Costs                         | Taxes                                    |
| Debt Service (P & I)                          | other income                             |
| <b>Total Costs</b>                            | Subtotal                                 |
|                                               | gain from sale of replaced assets        |
|                                               | <b>Total</b>                             |

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*

1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

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5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

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|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                    |                                                                                                                          |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Curriculum Replacement and Upgrade                                                                                                                                                                                              | 2. Category Education                                                                                                    | 3. Priority High |
| 4. Location: District Wide                                                                                                                                                                                                         | 5. Purpose of Project Request Modify a project already in the CIP                                                        |                  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                 | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from previous CIP   FY18: \$100,000 |                  |
| 8. Description<br>Planned curriculum review and upgrade per Curriculum Cycle.<br><br>Expenditures from this account ensure that adequate funding is available for curriculum upgrades without having large increases in tax rates. | 9. Justification <span style="float:right">Useful Life XX Years</span>                                                   |                  |
|                                                                                                                                                                                                                                    | Criteria                                                                                                                 | Meets            |
|                                                                                                                                                                                                                                    | Protects health and Safety of employees/community                                                                        |                  |
|                                                                                                                                                                                                                                    | Significantly improves the efficiency of existing services                                                               | X                |
|                                                                                                                                                                                                                                    | Preserves a previous capital investment made by the City                                                                 | X                |
|                                                                                                                                                                                                                                    | Reduces future operating costs                                                                                           | X                |
|                                                                                                                                                                                                                                    | Increases future operating revenues:                                                                                     |                  |
|                                                                                                                                                                                                                                    | Supports efforts to promote economic vitality                                                                            | X                |
|                                                                                                                                                                                                                                    | Supports efforts to promote a high quality of life                                                                       | X                |
|                                                                                                                                                                                                                                    | Responds to a Federal or State requirement                                                                               | X                |
| PCI # or Consequence of Failure #                                                                                                                                                                                                  |                                                                                                                          |                  |

|                                                         |                                    |                                                                                                     |                                       |                 |
|---------------------------------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                                                                                                     | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                                                                                        | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Capital Reserve |
| Program year FY 2021                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Capital Reserve |
| Program year FY 2023                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$100,000                          | Other                                                                                               | Operating Budget                      | Capital Reserve |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$600,000</b>                   | Note: Funding from Capital Reserves may be used in conjunction with general Operating Budget funds. |                                       |                 |
| After Sixth Year                                        | \$100,000                          | 10B. Source of Cost Estimate:                                                                       |                                       |                 |

|                                              |  |                                            |  |
|----------------------------------------------|--|--------------------------------------------|--|
| 11. If Equipment, Number of units requested: |  | 11A. Number of similar units in operation: |  |
|----------------------------------------------|--|--------------------------------------------|--|

|                                                    |                                                                         |
|----------------------------------------------------|-------------------------------------------------------------------------|
| 12. Net Effects on Operating Expenditures (±)      | 13. Equipment Cost <span style="float:right">Per Unit      Total</span> |
| Direct Costs                                       | Purchase Price                                                          |
| personnel: <span style="float:right">number</span> | Plus: Installation                                                      |
| <span style="float:right">\$ amount</span>         | Less: Trade In/Credit                                                   |
| purchase of service                                | <b>Net Cost</b>                                                         |
| materials & supplies                               |                                                                         |
| equipment purchases                                | 14. Estimated Use of Requested Equipment                                |
| utilities                                          | Weeks per year (months if seasonal):                                    |
| other                                              | For the weeks used, estimate:                                           |
| Subtotal                                           | Average days per week:                                                  |
| Indirect Operating Costs                           | Average hours per day used:                                             |
| fringe benefits                                    | Estimated useful life in years:                                         |
| General Admin Costs                                |                                                                         |
| other                                              | 15. Net Effect on Municipal Revenue (±)                                 |
| Subtotal                                           | Taxes                                                                   |
| Total Operating Costs                              | other income                                                            |
| Debt Service (P & I)                               | Subtotal                                                                |
| <b>Total Costs</b>                                 | gain from sale of replaced assets                                       |
|                                                    | <b>Total</b>                                                            |

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8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (After Sixth Year). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                                                                                                      | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Phone Number<br>516-6800                                                                                                                                          |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------------------------|---|------------------------------------------------------------|---|----------------------------------------------------------|---|--------------------------------|---|--------------------------------------|---|-----------------------------------------------|---|----------------------------------------------------|---|--------------------------------------------|---|
| 1. Facilities/School Maintenance and Repairs                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | 2. Category Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3. Priority High                                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               | 5. Purpose of Project Request Modify a project already in the CIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                                       |                                               | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from a previous CIP   FY17 \$75,000, FY18: \$125,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 8. Description <ul style="list-style-type: none"> <li>Mechanical and ventilation systems to include, but not limited to plumbing and electrical upgrades</li> <li>Roof and insulation</li> <li>Window replacement</li> <li>Life Safety</li> <li>Paving and Striping</li> <li>Replacement and expansion of bathrooms</li> <li>Remodeling and enlarging of classrooms to NH state standards</li> <li>Improvement to grounds</li> <li>Energy efficiency upgrades</li> </ul> |                                               | 9. Justification <span style="float:right">Useful Life 20 Years</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">Criteria</th> <th style="width:20%;">Meets</th> </tr> <tr> <td>Protects health and Safety of employees/community</td> <td style="text-align:center">X</td> </tr> <tr> <td>Significantly improves the efficiency of existing services</td> <td style="text-align:center">X</td> </tr> <tr> <td>Preserves a previous capital investment made by the City</td> <td style="text-align:center">X</td> </tr> <tr> <td>Reduces future operating costs</td> <td style="text-align:center">X</td> </tr> <tr> <td>Increases future operating revenues:</td> <td style="text-align:center">X</td> </tr> <tr> <td>Supports efforts to promote economic vitality</td> <td style="text-align:center">X</td> </tr> <tr> <td>Supports efforts to promote a high quality of life</td> <td style="text-align:center">X</td> </tr> <tr> <td>Responds to a Federal or State requirement</td> <td style="text-align:center">X</td> </tr> <tr> <td>PCI # or Consequence of Failure #</td> <td></td> </tr> </table> |                                                                                                                                                                   | Criteria  | Meets     | Protects health and Safety of employees/community | X | Significantly improves the efficiency of existing services | X | Preserves a previous capital investment made by the City | X | Reduces future operating costs | X | Increases future operating revenues: | X | Supports efforts to promote economic vitality | X | Supports efforts to promote a high quality of life | X | Responds to a Federal or State requirement | X |
| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Meets                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Protects health and Safety of employees/community                                                                                                                                                                                                                                                                                                                                                                                                                        | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Significantly improves the efficiency of existing services                                                                                                                                                                                                                                                                                                                                                                                                               | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Preserves a previous capital investment made by the City                                                                                                                                                                                                                                                                                                                                                                                                                 | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Reduces future operating costs                                                                                                                                                                                                                                                                                                                                                                                                                                           | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Increases future operating revenues:                                                                                                                                                                                                                                                                                                                                                                                                                                     | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                                                                                                                                                                                            | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                                                                                                       | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                                                                                               | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               | 10A. Recommended Sources of Financing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TOTAL (Interest cost not included)            | COST ELEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">PRINCIPAL</th> <th style="width:50%;">SECONDARY</th> </tr> </table> | PRINCIPAL | SECONDARY |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| PRINCIPAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SECONDARY                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Choose an item.                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Capital Reserve                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Choose an item.                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Capital Reserve                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Choose an item.                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$125,000                                     | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Operating Budget Capital Reserve                                                                                                                                  |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| <b>TOTAL SIX YEARS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>\$750,000</b>                              | Note: Funding from Capital Reserves may be used in conjunction with general Operating Budget funds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$125,000                                     | 10B. Source of Cost Estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | 11A. Number of similar units in operation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | 13. Equipment Cost <span style="float:right">Per Unit      Total</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | Purchase Price                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| personnel:                                                                                                                                                                                                                                                                                                                                                                                                                                                               | number                                        | Plus: Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$ amount                                     | Less: Trade In/Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               | <b>Net Cost</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | 14. Estimated Use of Requested Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               | Weeks per year (months if seasonal):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| utilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               | For the weeks used, estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               | Average days per week:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| <b>Subtotal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               | Average hours per day used:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Estimated useful life in years:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               | 15. Net Effect on Municipal Revenue (±)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               | Taxes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                   |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes to minimize data entry and maximize space. Use additional sheets as necessary.

|                       |  |                                   |  |
|-----------------------|--|-----------------------------------|--|
| Subtotal              |  | other income                      |  |
| Total Operating Costs |  | Subtotal                          |  |
| Debt Service (P & I)  |  | gain from sale of replaced assets |  |
| Total Costs           |  | Total                             |  |

1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

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For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                       |                                                                         |                    |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------|
| 1. Furniture Replacement                                                                                              | 2. Category Education                                                   | 3. Priority Medium |
| 4. Location<br>Districtwide                                                                                           | 5. Purpose of Project Request Add a new item to the CIP                 |                    |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                    | 7. Project History (Previous CIP Year or connection to other projects): |                    |
| 8. Description<br>Replacement of districtwide furniture in all school buildings due to damage and end of useful life. | 9. Justification for inclusion                                          |                    |
|                                                                                                                       | Criteria                                                                | Meets              |
|                                                                                                                       | Protects health and Safety of employees/community                       |                    |
|                                                                                                                       | Significantly improves the efficiency of existing services              | X                  |
|                                                                                                                       | Preserves a previous capital investment made by the City                |                    |
|                                                                                                                       | Reduces future operating costs                                          |                    |
|                                                                                                                       | Increases future operating revenues:                                    |                    |
|                                                                                                                       | Supports efforts to promote economic vitality                           |                    |
|                                                                                                                       | Supports efforts to promote a high quality of life                      | X                  |
| Responds to a Federal or State requirement                                                                            |                                                                         |                    |
| PCI # or Consequence of Failure #                                                                                     |                                                                         |                    |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2021                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2023                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$25,000                           | Other                         | Operating Budget                      | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$150,000</b>                   |                               |                                       |                 |
| After Sixth Year                                        | \$25,000                           | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| 11. If Equipment, Number of units requested: | 11A. Number of similar units in operation: |
|----------------------------------------------|--------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. Net Effects on Operating Expenditures (±)<br>Direct Costs<br>personnel:                      number _____<br>\$ amount _____<br>purchase of service _____<br>materials & supplies _____<br>equipment purchases _____<br>utilities _____<br>other _____<br>Subtotal _____<br>Indirect Operating Costs _____<br>fringe benefits _____<br>General Admin Costs _____<br>other _____<br>Subtotal _____<br>Total Operating Costs _____<br>Debt Service (P & I) _____<br><b>Total Costs</b> _____ | 13. Equipment Cost      Per Unit      Total<br>Purchase Price _____<br>Plus: Installation _____<br>Less: Trade In/Credit _____<br><b>Net Cost</b> _____<br><br>14. Estimated Use of Requested Equipment<br>Weeks per year (months if seasonal): _____<br>For the weeks used, estimate:<br>Average days per week: _____<br>Average hours per day used: _____<br>Estimated useful life in years: _____<br><br>15. Net Effect on Municipal Revenue (±)<br>Taxes _____<br>other income _____<br>Subtotal _____<br>gain from sale of replaced assets _____<br><b>Total</b> _____ |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. Project Title: Insert title of proposed project.

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*



**2. Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

**3. Priority:** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

**4. Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

**5. Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

**6. Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

**7. Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

**8. Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

**9. Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

**10, 10A, 10B Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

**11 and 11A. Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

**12. Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

**13. Cost:** Provide cost data requested.

**14. Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

**15. Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

## CAPITAL IMPROVEMENTS PROJECT REQUEST

| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                                                                                 | School<br>Dr. William Harbron, Superintendent | Date<br>Phone Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 8/21/2017<br>516-6800                                                                                                       |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------------------------------------|---|------------------------------------------------------------|---|----------------------------------------------------------|---|--------------------------------|---|--------------------------------------|--|-----------------------------------------------|---|----------------------------------------------------|---|--------------------------------------------|---|-----------------------------------|--|
| 1. Garrison Elementary School Improvements                                                                                                                                                                                                                                                                                                                                                                                                          |                                               | 2. Category Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 4. Location: Garrison School – 50 Garrison Road                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | 3. Priority High                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                  |                                               | 5. Purpose of Project Request Modify a project already in the CIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 8. Description <ul style="list-style-type: none"> <li>Mechanical and ventilation systems, plumbing and electrical upgrades</li> <li>Upgrade Life Safety Systems</li> <li>3 Wing renovation &amp; core corridors around cafeteria/kitchen/boiler room (and temporary classroom space)</li> <li>Upgrade accessibility standards</li> <li>Admin Addition w/new main entrance &amp; renovation</li> <li>Bus Loop</li> <li>Address site needs</li> </ul> |                                               | 7. Project History (Previous CIP Year or connection to other projects):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | 9. Justification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | Useful Life 20 Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Criteria</th> <th>Meets</th> </tr> <tr> <td>Protects health and Safety of employees/community</td> <td>X</td> </tr> <tr> <td>Significantly improves the efficiency of existing services</td> <td>X</td> </tr> <tr> <td>Preserves a previous capital investment made by the City</td> <td>X</td> </tr> <tr> <td>Reduces future operating costs</td> <td>X</td> </tr> <tr> <td>Increases future operating revenues:</td> <td></td> </tr> <tr> <td>Supports efforts to promote economic vitality</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote a high quality of life</td> <td>X</td> </tr> <tr> <td>Responds to a Federal or State requirement</td> <td>X</td> </tr> <tr> <td>PCI # or Consequence of Failure #</td> <td></td> </tr> </table> |                                                                                                                             | Criteria  | Meets     | Protects health and Safety of employees/community | X | Significantly improves the efficiency of existing services | X | Preserves a previous capital investment made by the City | X | Reduces future operating costs | X | Increases future operating revenues: |  | Supports efforts to promote economic vitality | X | Supports efforts to promote a high quality of life | X | Responds to a Federal or State requirement | X | PCI # or Consequence of Failure # |  |
| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                            | Meets                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Protects health and Safety of employees/community                                                                                                                                                                                                                                                                                                                                                                                                   | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Significantly improves the efficiency of existing services                                                                                                                                                                                                                                                                                                                                                                                          | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Preserves a previous capital investment made by the City                                                                                                                                                                                                                                                                                                                                                                                            | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Reduces future operating costs                                                                                                                                                                                                                                                                                                                                                                                                                      | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Increases future operating revenues:                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                                                                                                                                                                       | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                                                                                  | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                                                                          | X                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                                                                             |                                               | 10A. Recommended Sources of Financing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                                                                           | TOTAL (Interest cost not included)            | COST ELEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>PRINCIPAL</th> <th>SECONDARY</th> </tr> </table> | PRINCIPAL | SECONDARY |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| PRINCIPAL                                                                                                                                                                                                                                                                                                                                                                                                                                           | SECONDARY                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                                                                                | \$5,500,000                                   | Improvements to Buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Debt Financing Choose an item.                                                                                              |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                           | Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Choose an item. Choose an item.                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                           | Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Choose an item. Choose an item.                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                           | Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Choose an item. Choose an item.                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                           | Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Choose an item. Choose an item.                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                | \$0                                           | Choose an item.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Choose an item. Choose an item.                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$5,500,000                                   | Note: \$1.2M for Base Budget; \$4.3M Add Alternate – Site & Addition Budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$0                                           | 10B. Source of Cost Estimate: Harvey Construction & Harriman Architects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | 11A. Number of similar units in operation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                                                                                       |                                               | 13. Equipment Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | Per Unit Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| personnel: number                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               | Purchase Price                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| \$ amount                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               | Plus: Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Less: Trade In/Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               | Net Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | 14. Estimated Use of Requested Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| utilities                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               | Weeks per year (months if seasonal):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               | For the weeks used, estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | Average days per week:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | Average hours per day used:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               | Estimated useful life in years:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | 15. Net Effect on Municipal Revenue (±)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               | Taxes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | other income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               | Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Debt Service (P & I)                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               | gain from sale of replaced assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Costs                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               | Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |           |           |                                                   |   |                                                            |   |                                                          |   |                                |   |                                      |  |                                               |   |                                                    |   |                                            |   |                                   |  |

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.

1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A. **10B Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                       |                                    | School<br>Dr. William Harbron, Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Date<br>Phone Number | 8/21/2017<br>516-6800 |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------|----------|-------|---------------------------------------------------|--|------------------------------------------------------------|---|----------------------------------------------------------|---|--------------------------------|---|--------------------------------------|---|-----------------------------------------------|---|----------------------------------------------------|---|--------------------------------------------|---|-----------------------------------|--|
| 1. Information Technology Replacement and Upgrade                                                                                                                                                                                                                                                                                                                                         |                                    | 2. Category Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      | 3. Priority High      |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                |                                    | 5. Purpose of Project Request Modify a project already in the CIP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                        |                                    | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from a previous CIP   FY17 \$75,000, FY18: \$125,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 8. Description <ul style="list-style-type: none"> <li>Infrastructure Improvements, including replacement of Servers/Routers/Switches</li> <li>Annual Replacement of Hardware, (Desktops, Laptops, iPads, Chromebooks, etc) on a 5 year lifespan cycle</li> <li>Replacement of print solutions and other related hardware</li> <li>Large scale replacement of software programs</li> </ul> |                                    | 9. Justification Useful Life 20 Years <table border="1"> <thead> <tr> <th>Criteria</th> <th>Meets</th> </tr> </thead> <tbody> <tr> <td>Protects health and Safety of employees/community</td> <td></td> </tr> <tr> <td>Significantly Improves the efficiency of existing services</td> <td>X</td> </tr> <tr> <td>Preserves a previous capital investment made by the City</td> <td>X</td> </tr> <tr> <td>Reduces future operating costs</td> <td>X</td> </tr> <tr> <td>Increases future operating revenues:</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote economic vitality</td> <td>X</td> </tr> <tr> <td>Supports efforts to promote a high quality of life</td> <td>X</td> </tr> <tr> <td>Responds to a Federal or State requirement</td> <td>X</td> </tr> <tr> <td>PCI # or Consequence of Failure #</td> <td></td> </tr> </tbody> </table> |                      |                       | Criteria | Meets | Protects health and Safety of employees/community |  | Significantly Improves the efficiency of existing services | X | Preserves a previous capital investment made by the City | X | Reduces future operating costs | X | Increases future operating revenues: | X | Supports efforts to promote economic vitality | X | Supports efforts to promote a high quality of life | X | Responds to a Federal or State requirement | X | PCI # or Consequence of Failure # |  |
| Criteria                                                                                                                                                                                                                                                                                                                                                                                  | Meets                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Protects health and Safety of employees/community                                                                                                                                                                                                                                                                                                                                         |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Significantly Improves the efficiency of existing services                                                                                                                                                                                                                                                                                                                                | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Preserves a previous capital investment made by the City                                                                                                                                                                                                                                                                                                                                  | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Reduces future operating costs                                                                                                                                                                                                                                                                                                                                                            | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Increases future operating revenues:                                                                                                                                                                                                                                                                                                                                                      | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                                                                                                             | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                        | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                | X                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                         |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                   |                                    | 10A. Recommended Sources of Financing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                 | TOTAL (Interest cost not included) | COST ELEMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PRINCIPAL            | SECONDARY             |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                      | \$140,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                      | \$146,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                      | \$152,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                      | \$158,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                      | \$164,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                      | \$171,000                          | Other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Operating Budget     | Choose an item.       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                                                                                                           | \$931,000                          | Note:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                          | \$178,000                          | 10B. Source of Cost Estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                              |                                    | 11A. Number of similar units in operation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                             |                                    | 13. Equipment Cost Per Unit Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                              |                                    | Purchase Price                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| personnel:                                                                                                                                                                                                                                                                                                                                                                                | number                             | Plus: Installation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                                           | \$ amount                          | Less: Trade In/Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                       |                                    | Net Cost                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                      |                                    | 14. Estimated Use of Requested Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                       |                                    | Weeks per year (months if seasonal):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| utilities                                                                                                                                                                                                                                                                                                                                                                                 |                                    | For the weeks used, estimate:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                     |                                    | Average days per week:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                  |                                    | Average hours per day used:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                  |                                    | Estimated useful life in years:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                           |                                    | 15. Net Effect on Municipal Revenue (±)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                       |                                    | Taxes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| other                                                                                                                                                                                                                                                                                                                                                                                     |                                    | other income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                  |                                    | Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Operating Costs                                                                                                                                                                                                                                                                                                                                                                     |                                    | gain from sale of replaced assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Debt Service (P & I)                                                                                                                                                                                                                                                                                                                                                                      |                                    | Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |
| Total Costs                                                                                                                                                                                                                                                                                                                                                                               |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                       |          |       |                                                   |  |                                                            |   |                                                          |   |                                |   |                                      |   |                                               |   |                                                    |   |                                            |   |                                   |  |

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.

1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                                                                                          |                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------|
| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017                                                                        | Phone Number<br>516-6800              |
| 1. Kitchen/Cafeteria Maintenance/Repair/Upgrade                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | 2. Category Special Revenue                                                              | 3. Priority High                      |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               | 5. Purpose of Project Request Modify a project already in the CIP                        |                                       |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               | 7. Project History (Previous CIP Year or connection to other projects):<br>FY18 \$40,000 |                                       |
| 8. Description<br>Ongoing repair of the infrastructure and replacement of the equipment and furniture is essential to providing high quality food and nutrition services to students. A multi-year strategic plan for improvements is under development to inform project priorities. <ul style="list-style-type: none"> <li>• Cafeteria/Kitchen Maintenance and Repairs</li> <li>• Mechanical and ventilation systems, plumbing and electrical upgrades</li> <li>• Life Safety Improvements</li> <li>• Replacement of Equipment</li> <li>• Replacement of Furniture</li> </ul> |                                               | 9. Justification                                                                         |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Useful Life 20 Years                                                                     |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Criteria                                                                                 | Meets                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Protects health and Safety of employees/community                                        | X                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Significantly improves the efficiency of existing services                               | X                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Preserves a previous capital investment made by the City                                 | X                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Reduces future operating costs                                                           | X                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Increases future operating revenues:                                                     |                                       |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               | X                                                                                        |                                       |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               | X                                                                                        |                                       |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                               | X                                                                                        |                                       |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |                                                                                          |                                       |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |                                                                                          |                                       |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TOTAL (Interest cost not included)            | COST ELEMENT                                                                             | 10A. Recommended Sources of Financing |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |                                                                                          | PRINCIPAL SECONDARY                   |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$40,000                                      | Improvements to Buildings                                                                | Special Revenue Choose an item.       |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$240,000                                     | Note:                                                                                    |                                       |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$40,000                                      | 10B. Source of Cost Estimate:                                                            |                                       |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               | 11A. Number of similar units in operation:                                               |                                       |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               | 13. Equipment Cost                                                                       |                                       |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               | Per Unit                                                                                 | Total                                 |
| personnel:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | number                                        | Purchase Price                                                                           |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ amount                                     | Plus: Installation                                                                       |                                       |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | Less: Trade In/Credit                                                                    |                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | Net Cost                                                                                 |                                       |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | 14. Estimated Use of Requested Equipment                                                 |                                       |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | Weeks per year (months if seasonal):                                                     | 40                                    |
| utilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               | For the weeks used, estimate:                                                            |                                       |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               | Average days per week:                                                                   | 5                                     |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | Average hours per day used:                                                              | 6                                     |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | Estimated useful life in years:                                                          | 20                                    |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               | 15. Net Effect on Municipal Revenue (±)                                                  |                                       |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                               | Taxes                                                                                    |                                       |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               | other income                                                                             |                                       |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               | Subtotal                                                                                 |                                       |
| Total Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                               | gain from sale of replaced assets                                                        |                                       |
| Debt Service (P & I)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               | Total                                                                                    |                                       |
| Total Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                               |                                                                                          |                                       |

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5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

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9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

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11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

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14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    |                                                                                          |                   |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    | School<br>Dr. William Harbron, Superintendent                                            | Date<br>8/21/2017 | Phone Number<br>516-6800 |
| 1. Light Equipment Replacement Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    | 2. Category Special Revenue                                                              |                   | 3. Priority High         |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    | 5. Purpose of Project Request Modify a project already in the CIP                        |                   |                          |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    | 7. Project History (Previous CIP Year or connection to other projects):<br>FY18 \$50,000 |                   |                          |
| 8. Description<br>Replace district vehicles (primarily vans) that transport students to various curricular and co-curricular activities. Replacement of maintenance equipment such as tractors, trailers, scissor lifts, Steiner and the like, as well as utility vehicles to transport equipment and materials. Several current pieces of equipment (e.g., scissor lift) are out of code and need to be replaced to meet OSHA and other safety standards. Utility vehicles are nearing end of life and will impact ability to effectively maintain facilities if not replaced. |                                    | 9. Justification Useful Life 20 Years                                                    |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Criteria                                                                                 |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Protects health and Safety of employees/community                                        |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Significantly improves the efficiency of existing services                               |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Preserves a previous capital investment made by the City                                 |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Reduces future operating costs                                                           |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Increases future operating revenues:                                                     |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | Supports efforts to promote economic vitality                                            |                   |                          |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                    |                                                                                          |                   |                          |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                    |                                                                                          |                   |                          |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                    |                                                                                          |                   |                          |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                    | 10A. Recommended Sources of Financing                                                    |                   |                          |
| BUDGET FY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TOTAL (Interest cost not included) | COST ELEMENT                                                                             | PRINCIPAL         | SECONDARY                |
| Program year FY 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| Program year FY 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| Program year FY 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| Program year FY 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| Program year FY 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| Program year FY 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50,000                           | Auto/Light Truck                                                                         | Special Revenue   | Choose an item.          |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$300,000                          | Note:                                                                                    |                   |                          |
| After Sixth Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$50,000                           | 10B. Source of Cost Estimate:                                                            |                   |                          |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    | 11A. Number of similar units in operation:                                               |                   |                          |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    | 13. Equipment Cost Per Unit Total                                                        |                   |                          |
| Direct Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                    | Purchase Price                                                                           |                   |                          |
| personnel:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | number                             | Plus: Installation                                                                       |                   |                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$ amount                          | Less: Trade In/Credit                                                                    |                   |                          |
| purchase of service                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    | Net Cost                                                                                 |                   |                          |
| materials & supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    | 14. Estimated Use of Requested Equipment                                                 |                   |                          |
| equipment purchases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    | Weeks per year (months if seasonal): 40                                                  |                   |                          |
| utilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                    | For the weeks used, estimate:                                                            |                   |                          |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    | Average days per week: 5                                                                 |                   |                          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    | Average hours per day used: 6                                                            |                   |                          |
| Indirect Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    | Estimated useful life in years: 20                                                       |                   |                          |
| fringe benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                    | 15. Net Effect on Municipal Revenue (±)                                                  |                   |                          |
| General Admin Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    | Taxes                                                                                    |                   |                          |
| other                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    | other income                                                                             |                   |                          |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    | Subtotal                                                                                 |                   |                          |
| Total Operating Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    | gain from sale of replaced assets                                                        |                   |                          |
| Debt Service (P & I)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    | Total                                                                                    |                   |                          |
| Total Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                                                                          |                   |                          |

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10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

|                                                                                                                                                                                                                                                                                                   |                                    |                                                    |                                                                         |                                       |                  |                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------|------------------|--------------------------|--|
| Department<br>Contact Person, Title                                                                                                                                                                                                                                                               |                                    | School<br>Dr. William Harbron, Superintendent      |                                                                         | Date<br>8/21/2017                     |                  | Phone Number<br>516-6800 |  |
| 1. Middle School Roof Replacement                                                                                                                                                                                                                                                                 |                                    |                                                    | 2. Category Education                                                   |                                       | 3. Priority High |                          |  |
| 4. Location: Dover Middle School                                                                                                                                                                                                                                                                  |                                    |                                                    | 5. Purpose of Project Request Modify a project already in the CIP       |                                       |                  |                          |  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                |                                    |                                                    | 7. Project History (Previous CIP Year or connection to other projects): |                                       |                  |                          |  |
| 8. Description<br>This project will entail removing and replacing approximately 65,000 SF of 20-year old asphalt architectural shingles at Dover Middle School.<br><br>It will also entail adding a new layer of EPDM (approximately 52,000 SF) on the existing EPDM roof at Dover Middle School. |                                    |                                                    | 9. Justification                                                        |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Useful Life 20 Years                                                    |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Criteria                                                                |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Protects health and Safety of employees/community                       |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Significantly improves the efficiency of existing services              |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Preserves a previous capital investment made by the City                |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Reduces future operating costs                                          |                                       |                  |                          |  |
|                                                                                                                                                                                                                                                                                                   |                                    |                                                    | Increases future operating revenues:                                    |                                       |                  |                          |  |
| Supports efforts to promote economic vitality                                                                                                                                                                                                                                                     |                                    |                                                    |                                                                         |                                       |                  |                          |  |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                |                                    |                                                    |                                                                         |                                       |                  |                          |  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                        |                                    |                                                    |                                                                         |                                       |                  |                          |  |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                 |                                    |                                                    |                                                                         |                                       |                  |                          |  |
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%)                                                                                                                                                                                                                                           |                                    |                                                    |                                                                         | 10A. Recommended Sources of Financing |                  |                          |  |
| BUDGET FY                                                                                                                                                                                                                                                                                         | TOTAL (Interest cost not included) | COST ELEMENT                                       | PRINCIPAL                                                               | SECONDARY                             |                  |                          |  |
| Program year FY 2019                                                                                                                                                                                                                                                                              | \$0                                | Choose an item.                                    | Choose an item.                                                         | Choose an item.                       |                  |                          |  |
| Program year FY 2020                                                                                                                                                                                                                                                                              | \$525,000                          | Improvements to Buildings                          | Debt Financing                                                          | Choose an item.                       |                  |                          |  |
| Program year FY 2021                                                                                                                                                                                                                                                                              | \$0                                | Choose an item.                                    | Choose an item.                                                         | Choose an item.                       |                  |                          |  |
| Program year FY 2022                                                                                                                                                                                                                                                                              | \$0                                | Choose an item.                                    | Choose an item.                                                         | Choose an item.                       |                  |                          |  |
| Program year FY 2023                                                                                                                                                                                                                                                                              | \$500,000                          | Improvements to Buildings                          | Debt Financing                                                          | Choose an item.                       |                  |                          |  |
| Program year FY 2024                                                                                                                                                                                                                                                                              | \$0                                | Choose an item.                                    | Choose an item.                                                         | Choose an item.                       |                  |                          |  |
| TOTAL SIX YEARS                                                                                                                                                                                                                                                                                   | \$1,025,000                        | Note:                                              |                                                                         |                                       |                  |                          |  |
| After Sixth Year                                                                                                                                                                                                                                                                                  | \$0                                | 10B. Source of Cost Estimate: ARM Roof Consultants |                                                                         |                                       |                  |                          |  |
| 11. If Equipment, Number of units requested:                                                                                                                                                                                                                                                      |                                    |                                                    | 11A. Number of similar units in operation:                              |                                       |                  |                          |  |
| 12. Net Effects on Operating Expenditures (±)                                                                                                                                                                                                                                                     |                                    |                                                    | 13. Equipment Cost                                                      |                                       |                  |                          |  |
| Direct Costs                                                                                                                                                                                                                                                                                      |                                    |                                                    | Per Unit                                                                |                                       |                  |                          |  |
| personnel:                                                                                                                                                                                                                                                                                        |                                    |                                                    | Purchase Price                                                          |                                       |                  |                          |  |
| number                                                                                                                                                                                                                                                                                            |                                    |                                                    | Plus: Installation                                                      |                                       |                  |                          |  |
| \$ amount                                                                                                                                                                                                                                                                                         |                                    |                                                    | Less: Trade In/Credit                                                   |                                       |                  |                          |  |
| purchase of service                                                                                                                                                                                                                                                                               |                                    |                                                    | Net Cost                                                                |                                       |                  |                          |  |
| materials & supplies                                                                                                                                                                                                                                                                              |                                    |                                                    | 14. Estimated Use of Requested Equipment                                |                                       |                  |                          |  |
| equipment purchases                                                                                                                                                                                                                                                                               |                                    |                                                    | Weeks per year (months if seasonal):                                    |                                       |                  |                          |  |
| utilities                                                                                                                                                                                                                                                                                         |                                    |                                                    | For the weeks used, estimate:                                           |                                       |                  |                          |  |
| other                                                                                                                                                                                                                                                                                             |                                    |                                                    | Average days per week:                                                  |                                       |                  |                          |  |
| Subtotal                                                                                                                                                                                                                                                                                          |                                    |                                                    | Average hours per day used:                                             |                                       |                  |                          |  |
| Indirect Operating Costs                                                                                                                                                                                                                                                                          |                                    |                                                    | Estimated useful life in years:                                         |                                       |                  |                          |  |
| fringe benefits                                                                                                                                                                                                                                                                                   |                                    |                                                    | 15. Net Effect on Municipal Revenue (±)                                 |                                       |                  |                          |  |
| General Admin Costs                                                                                                                                                                                                                                                                               |                                    |                                                    | Taxes                                                                   |                                       |                  |                          |  |
| other                                                                                                                                                                                                                                                                                             |                                    |                                                    | other income                                                            |                                       |                  |                          |  |
| Subtotal                                                                                                                                                                                                                                                                                          |                                    |                                                    | Subtotal                                                                |                                       |                  |                          |  |
| Total Operating Costs                                                                                                                                                                                                                                                                             |                                    |                                                    | gain from sale of replaced assets                                       |                                       |                  |                          |  |
| Debt Service (P & I)                                                                                                                                                                                                                                                                              |                                    |                                                    | Total                                                                   |                                       |                  |                          |  |
| Total Costs                                                                                                                                                                                                                                                                                       |                                    |                                                    |                                                                         |                                       |                  |                          |  |

This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.

1. **Project Title:** Insert title of proposed project.
2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority:** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.  
  
For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                         |                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Transfer to Capital Reserve – Athletics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2. Category Education                                                                                                   | 3. Priority High |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 5. Purpose of Project Request Modify a project already in the CIP                                                       |                  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from previous   CIP FY18: \$20,000 |                  |
| 8. Description<br>Transfer of funds from the operating budget into the existing School Athletics reserve account for payment of future athletic upgrades, improvements and any replacement and or repair projects.<br><br>To ensure adequate funding is available for athletic upgrade and improvement projects without having large increases in tax rates. Capital Reserve funds are used in conjunction with General Operating Funds and Special Revenue Funds generated from athletic gate receipts and field user fees. | 9. Justification <span style="float: right;">Useful Life XX Years</span>                                                |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Criteria                                                                                                                | Meets            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Protects health and Safety of employees/community                                                                       |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Significantly improves the efficiency of existing services                                                              | X                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Preserves a previous capital investment made by the City                                                                | X                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Reduces future operating costs                                                                                          | X                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Increases future operating revenues:                                                                                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Supports efforts to promote economic vitality                                                                           | X                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Supports efforts to promote a high quality of life                                                                      | X                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Responds to a Federal or State requirement                                                                              | X                |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                         |                  |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2021                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2023                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$20,000                           | Other                         | Operating Budget                      | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$120,000</b>                   |                               |                                       |                 |
| After Sixth Year                                        | \$20,000                           | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| 11. If Equipment, Number of units requested: | 11A. Number of similar units in operation: |
|----------------------------------------------|--------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. Net Effects on Operating Expenditures (±)<br>Direct Costs<br>personnel: <span style="float: right;">number</span><br><span style="float: right;">\$ amount</span><br>purchase of service<br>materials & supplies<br>equipment purchases<br>utilities<br>other<br>Subtotal<br>Indirect Operating Costs<br>fringe benefits<br>General Admin Costs<br>other<br>Subtotal<br>Total Operating Costs<br>Debt Service (P & I)<br>Total Costs | 13. Equipment Cost <span style="float: right;">Per Unit</span> <span style="float: right;">Total</span><br>Purchase Price<br>Plus: Installation<br>Less: Trade In/Credit<br>Net Cost<br><br>14. Estimated Use of Requested Equipment<br>Weeks per year (months if seasonal):<br>For the weeks used, estimate:<br>Average days per week:<br>Average hours per day used:<br>Estimated useful life in years:<br><br>15. Net Effect on Municipal Revenue (±)<br>Taxes<br>other income<br>Subtotal<br>gain from sale of replaced assets<br>Total |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

1. Project Title: Insert title of proposed project.

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority:** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.  
  
For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                        |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Transfer to Capital Reserve - Curriculum                                                                                                                                                                                                                                                                                                                               | 2. Category Education                                                                                                                  | 3. Priority High |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                                                                | 5. Purpose of Project Request Modify a project already in the CIP                                                                      |                  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                                                                        | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from previous   CIP FY17 \$45,000, FY18: \$45,000 |                  |
| 8. Description<br>Transfer of funds from the operating budget into reserve account for payment of future large curriculum upgrade projects. This reserve fund will be used in conjunction with the annual curriculum funding in the general operating budget to ensure adequate funding is available for curriculum upgrades without having large increases in tax rates. | 9. Justification                                                                                                                       |                  |
|                                                                                                                                                                                                                                                                                                                                                                           | Useful Life XX Years                                                                                                                   |                  |
|                                                                                                                                                                                                                                                                                                                                                                           | Criteria                                                                                                                               | Meets            |
|                                                                                                                                                                                                                                                                                                                                                                           | Protects health and Safety of employees/community                                                                                      |                  |
|                                                                                                                                                                                                                                                                                                                                                                           | Significantly improves the efficiency of existing services                                                                             | X                |
|                                                                                                                                                                                                                                                                                                                                                                           | Preserves a previous capital investment made by the City                                                                               | X                |
|                                                                                                                                                                                                                                                                                                                                                                           | Reduces future operating costs                                                                                                         | X                |
|                                                                                                                                                                                                                                                                                                                                                                           | Increases future operating revenues:                                                                                                   |                  |
|                                                                                                                                                                                                                                                                                                                                                                           | Supports efforts to promote economic vitality                                                                                          | X                |
| Supports efforts to promote a high quality of life                                                                                                                                                                                                                                                                                                                        | X                                                                                                                                      |                  |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                                                                                                | X                                                                                                                                      |                  |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                        |                  |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$100,000                          | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2021                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$100,000                          | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2023                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$100,000                          | Other                         | Operating Budget                      | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$450,000</b>                   |                               |                                       |                 |
| After Sixth Year                                        | \$50,000                           | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |  |                                            |  |
|----------------------------------------------|--|--------------------------------------------|--|
| 11. If Equipment, Number of units requested: |  | 11A. Number of similar units in operation: |  |
|----------------------------------------------|--|--------------------------------------------|--|

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| 12. Net Effects on Operating Expenditures (±) | 13. Equipment Cost                       |
| Direct Costs                                  | Per Unit                                 |
| personnel:                      number        | Purchase Price                           |
| \$ amount                                     | Plus: Installation                       |
| purchase of service                           | Less: Trade In/Credit                    |
| materials & supplies                          | <b>Net Cost</b>                          |
| equipment purchases                           |                                          |
| utilities                                     | 14. Estimated Use of Requested Equipment |
| other                                         | Weeks per year (months if seasonal):     |
| Subtotal                                      | For the weeks used, estimate:            |
| Indirect Operating Costs                      | Average days per week:                   |
| fringe benefits                               | Average hours per day used:              |
| General Admin Costs                           | Estimated useful life in years:          |
| other                                         |                                          |
| Subtotal                                      | 15. Net Effect on Municipal Revenue (±)  |
| Total Operating Costs                         | Taxes                                    |
| Debt Service (P & I)                          | other income                             |
| <b>Total Costs</b>                            | Subtotal                                 |
|                                               | gain from sale of replaced assets        |
|                                               | <b>Total</b>                             |

1. Project Title: Insert title of proposed project.

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.
- For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

## CAPITAL IMPROVEMENTS PROJECT REQUEST

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                                                                             |                                                                                                                                        |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Transfer to Capital Reserve – Information Technology                                                                                                                                                                                                                                     | 2. Category Education                                                                                                                  | 3. Priority High |
| 4. Location: District Wide                                                                                                                                                                                                                                                                  | 5. Purpose of Project Request Modify a project already in the CIP                                                                      |                  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                          | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from previous   CIP FY17 \$50,000, FY18: \$50,000 |                  |
| 8. Description<br>Transfer of funds from the operating budget into the existing School Information Technology reserve account for payment of future IT upgrade/improvement projects. Capital Reserve funds are used in conjunction with general Operating Budget and E-Rate reimbursements. | 9. Justification Useful Life XX Years                                                                                                  |                  |
|                                                                                                                                                                                                                                                                                             | Criteria                                                                                                                               | Meets            |
|                                                                                                                                                                                                                                                                                             | Protects health and Safety of employees/community                                                                                      | X                |
|                                                                                                                                                                                                                                                                                             | Significantly improves the efficiency of existing services                                                                             | X                |
|                                                                                                                                                                                                                                                                                             | Preserves a previous capital investment made by the City                                                                               | X                |
|                                                                                                                                                                                                                                                                                             | Reduces future operating costs                                                                                                         | X                |
|                                                                                                                                                                                                                                                                                             | Increases future operating revenues:                                                                                                   |                  |
|                                                                                                                                                                                                                                                                                             | Supports efforts to promote economic vitality                                                                                          | X                |
|                                                                                                                                                                                                                                                                                             | Supports efforts to promote a high quality of life                                                                                     | X                |
| Responds to a Federal or State requirement                                                                                                                                                                                                                                                  |                                                                                                                                        | X                |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                           |                                                                                                                                        |                  |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2021                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2023                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$300,000</b>                   |                               |                                       |                 |
| After Sixth Year                                        | \$50,000                           | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| 11. If Equipment, Number of units requested: | 11A. Number of similar units in operation: |
|----------------------------------------------|--------------------------------------------|

|                                               |                                          |
|-----------------------------------------------|------------------------------------------|
| 12. Net Effects on Operating Expenditures (±) | 13. Equipment Cost Per Unit Total        |
| Direct Costs                                  | Purchase Price                           |
| personnel: number                             | Plus: Installation                       |
| \$ amount                                     | Less: Trade In/Credit                    |
| purchase of service                           | <b>Net Cost</b>                          |
| materials & supplies                          |                                          |
| equipment purchases                           | 14. Estimated Use of Requested Equipment |
| utilities                                     | Weeks per year (months if seasonal):     |
| other                                         | For the weeks used, estimate:            |
| Subtotal                                      | Average days per week:                   |
| Indirect Operating Costs                      | Average hours per day used:              |
| fringe benefits                               | Estimated useful life in years:          |
| General Admin Costs                           |                                          |
| other                                         | 15. Net Effect on Municipal Revenue (±)  |
| Subtotal                                      | Taxes                                    |
| Total Operating Costs                         | other income                             |
| Debt Service (P & I)                          | Subtotal                                 |
| <b>Total Costs</b>                            | gain from sale of replaced assets        |
|                                               | <b>Total</b>                             |

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*



1. **Project Title:** Insert title of proposed project.

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.

3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.

4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.

5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.

6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.

7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.

8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.

9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.

10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.

11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.

12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.

For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.

13. **Cost:** Provide cost data requested.

14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.

15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

## CAPITAL IMPROVEMENTS PROJECT REQUEST

|                                     |                                               |                   |                          |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|
| Department<br>Contact Person, Title | School<br>Dr. William Harbron, Superintendent | Date<br>8/21/2017 | Phone Number<br>516-6800 |
|-------------------------------------|-----------------------------------------------|-------------------|--------------------------|

|                                                                                                                                                                                                                                                                                                                               |                                                                                                                                        |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Transfer to Capital Reserve – School Facility                                                                                                                                                                                                                                                                              | 2. Category Education                                                                                                                  | 3. Priority High |
| 4. Location: District Wide                                                                                                                                                                                                                                                                                                    | 5. Purpose of Project Request Modify a project already in the CIP                                                                      |                  |
| 6. Master Plan Chapter, Section and page #<br>Community Facilities                                                                                                                                                                                                                                                            | 7. Project History (Previous CIP Year or connection to other projects):<br>Continued from previous   CIP FY17 \$50,000, FY18: \$50,000 |                  |
| 8. Description<br>Transfer of funds from the operating budget into the existing School Facility reserve account for payment of future facility upgrade/improvement projects. This reserve fund will be used to ensure adequate funding is available for school facility upgrades without having large increases in tax rates. | 9. Justification Useful Life XX Years                                                                                                  |                  |
|                                                                                                                                                                                                                                                                                                                               | Criteria                                                                                                                               | Meets            |
|                                                                                                                                                                                                                                                                                                                               | Protects health and Safety of employees/community                                                                                      |                  |
|                                                                                                                                                                                                                                                                                                                               | Significantly improves the efficiency of existing services                                                                             | X                |
|                                                                                                                                                                                                                                                                                                                               | Preserves a previous capital investment made by the City                                                                               | X                |
|                                                                                                                                                                                                                                                                                                                               | Reduces future operating costs                                                                                                         | X                |
|                                                                                                                                                                                                                                                                                                                               | Increases future operating revenues:                                                                                                   |                  |
|                                                                                                                                                                                                                                                                                                                               | Supports efforts to promote economic vitality                                                                                          | X                |
|                                                                                                                                                                                                                                                                                                                               | Supports efforts to promote a high quality of life                                                                                     | X                |
|                                                                                                                                                                                                                                                                                                                               | Responds to a Federal or State requirement                                                                                             | X                |
| PCI # or Consequence of Failure #                                                                                                                                                                                                                                                                                             |                                                                                                                                        |                  |

|                                                         |                                    |                               |                                       |                 |
|---------------------------------------------------------|------------------------------------|-------------------------------|---------------------------------------|-----------------|
| 10. Cost (Years 2 – 6 use an inflationary factor of 4%) |                                    |                               | 10A. Recommended Sources of Financing |                 |
| BUDGET FY                                               | TOTAL (Interest cost not included) | COST ELEMENT                  | PRINCIPAL                             | SECONDARY       |
| Program year FY 2019                                    | \$115,000                          | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2020                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2021                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2022                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2023                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| Program year FY 2024                                    | \$50,000                           | Other                         | Operating Budget                      | Choose an item. |
| <b>TOTAL SIX YEARS</b>                                  | <b>\$365,000</b>                   |                               |                                       |                 |
| After Sixth Year                                        | \$50,000                           | 10B. Source of Cost Estimate: |                                       |                 |

|                                              |                                            |
|----------------------------------------------|--------------------------------------------|
| 11. If Equipment, Number of units requested: | 11A. Number of similar units in operation: |
|----------------------------------------------|--------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|-------|----------------|--|--|--------------------|--|--|-----------------------|--|--|-----------------|--|--|-------------------------------------------------|--|--------------------------------------|--|-------------------------------|--|------------------------|--|-----------------------------|--|---------------------------------|--|------------------------------------------------|--|-------|--|--------------|--|----------|--|-----------------------------------|--|--------------|--|
| <b>12. Net Effects on Operating Expenditures (±)</b><br>Direct Costs<br>personnel:                      number<br>\$ amount<br>purchase of service<br>materials & supplies<br>equipment purchases<br>utilities<br>other<br>Subtotal<br>Indirect Operating Costs<br>fringe benefits<br>General Admin Costs<br>other<br>Subtotal<br>Total Operating Costs<br>Debt Service (P & I)<br><b>Total Costs</b> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">13. Equipment Cost</td> <td style="width: 20%;">Per Unit</td> <td style="width: 20%;">Total</td> </tr> <tr> <td>Purchase Price</td> <td></td> <td></td> </tr> <tr> <td>Plus: Installation</td> <td></td> <td></td> </tr> <tr> <td>Less: Trade In/Credit</td> <td></td> <td></td> </tr> <tr> <td><b>Net Cost</b></td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>14. Estimated Use of Requested Equipment</b></td> </tr> <tr> <td>Weeks per year (months if seasonal):</td> <td></td> </tr> <tr> <td>For the weeks used, estimate:</td> <td></td> </tr> <tr> <td>Average days per week:</td> <td></td> </tr> <tr> <td>Average hours per day used:</td> <td></td> </tr> <tr> <td>Estimated useful life in years:</td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>15. Net Effect on Municipal Revenue (±)</b></td> </tr> <tr> <td>Taxes</td> <td></td> </tr> <tr> <td>other income</td> <td></td> </tr> <tr> <td>Subtotal</td> <td></td> </tr> <tr> <td>gain from sale of replaced assets</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> </tr> </table> | 13. Equipment Cost | Per Unit | Total | Purchase Price |  |  | Plus: Installation |  |  | Less: Trade In/Credit |  |  | <b>Net Cost</b> |  |  | <b>14. Estimated Use of Requested Equipment</b> |  | Weeks per year (months if seasonal): |  | For the weeks used, estimate: |  | Average days per week: |  | Average hours per day used: |  | Estimated useful life in years: |  | <b>15. Net Effect on Municipal Revenue (±)</b> |  | Taxes |  | other income |  | Subtotal |  | gain from sale of replaced assets |  | <b>Total</b> |  |
| 13. Equipment Cost                                                                                                                                                                                                                                                                                                                                                                                    | Per Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Total              |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Purchase Price                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Plus: Installation                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Less: Trade In/Credit                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| <b>Net Cost</b>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| <b>14. Estimated Use of Requested Equipment</b>                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Weeks per year (months if seasonal):                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| For the weeks used, estimate:                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Average days per week:                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Average hours per day used:                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Estimated useful life in years:                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| <b>15. Net Effect on Municipal Revenue (±)</b>                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Taxes                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| other income                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| Subtotal                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| gain from sale of replaced assets                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |          |       |                |  |  |                    |  |  |                       |  |  |                 |  |  |                                                 |  |                                      |  |                               |  |                        |  |                             |  |                                 |  |                                                |  |       |  |              |  |          |  |                                   |  |              |  |

1. **Project Title:** Insert title of proposed project.

*This form should be completed for each project whether it is for a new project, project modification, or cancellation of a previously approved project. The form uses drop down boxes, to minimize data entry and maximize space. Use additional sheets as necessary.*

2. **Category:** Pick, from the pull down menu, which category the project will be listed under. For roadway reconstruction projects that affect utilities, use the combined category.
3. **Priority** Pick, from the pull down menu, the priority of the project. A project listed in an outer year should not have a high priority. Likewise, those projects in the current year should not rank low. Emergency projects are ones which normally would begin in year 5 or 6 but are earlier for a life safety reason.
4. **Location:** Indicate the location or boundary limits of the proposed project. If a site is required but has not been selected, this should be indicated; or, if a site is tentative, provide as much accuracy as possible. A map may be attached.
5. **Purpose of Project Request Form:** Pick, from the pull down menu, if the project is new, a modification, cancellation or emergency. For equipment pick an option that indicates the need to purchase the equipment.
6. **Master Plan Chapter, Section and Page #:** Pick, from the pull down menu, the chapter of the Master Plan where the item is recommended; type in the section and page number.
7. **Project History:** If the project is currently in the CIP, indicate the previous year of project. Additionally, describe the expected relationships of this project to existing or planned facilities and services.
8. **Description:** Explain the nature of the project and indicate whether the project is to replace existing facilities, equipment or land, or is an addition involving an increase in service delivery. Also, summarize the probable impact of the project on the environment or the municipality, if applicable. The description of land acquisition and construction projects should include dimensions, overall characteristics, unusual conditions, and any other pertinent information. Include references to any supporting studies or other relevant background information regarding the project.
9. **Justification for inclusion:** Indicate how a project meets the City's stated goals and criteria for inclusion in the CIP. A "Y" should be inserted at each applicable criteria. Document the PCI Code, if it is a road reconstruction. Explain the selection of the time period proposed.
- 10, 10A, 10B **Cost and Recommended Sources of Financing:** Insert the appropriate fiscal year for the budget (1st Year) and each program year (2nd through 6th), based upon an inflationary factor of four percent (4%). Then, indicate the proposed project expenditures for each fiscal year in the six-year budget and program; and any expenditure beyond the sixth year (**After Sixth Year**). Next (10A), use the pull down menu and identify the cost element for each year (Engineering, Acquisition etc). Next, use the pull down menus to select the recommended sources of financing. If more than one source is anticipated list both sources. Finally (10B), indicate the source of a cost estimate.
- 11 and 11A. **Number of Units Requested/in Operation:** Indicate the total number of units to be purchased, as well as the number of units of similar equipment items in the inventory of the requesting department.
12. **Net Effects on Operating Expenditures:** Indicate the effect of the project on the operating expenditures for each category shown. Estimate the budgetary impact of each change, in dollars, if possible, otherwise indicate the change with a  $\pm$  in the project's first year. Changes in operating costs in subsequent years should also be noted if different from first-year changes.  
  
For personnel, show the estimated increase or decrease in the number of employees, and in salary or wage expenses. For purchase of services, show costs related to services received from suppliers, such as contract labor. Identify any entries for "other". Debt service costs will be computed later by the Finance Department as an annual debt service cost (principal and interest) over the project's life.
13. **Cost:** Provide cost data requested.
14. **Estimated Use of Requested Item(s):** Indicate the number of weeks per year the item is expected to be used and estimate the average usage for the specified period. Also show estimated useful life of the item based on planned usage.
15. **Net Effects on Municipal Revenue:** Indicate the effect of the project on municipal revenue in each category shown in terms of an increase or decrease ( $\pm$ ) over the first year of the project's life. If possible, estimate the amount of change in income in subsequent years if substantially different from the first year. Income changes might be due to removal of property from tax rolls; a change in its assessed valuation; a change in fees or rents collected; or other causes.

**Dover Garrison Elm School  
Add Alt - Site & Addition Budget  
8-15-17**

|                  |                                                                                                                                                                     |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Project name     | Dover Garrison Add 8/15                                                                                                                                             |
| Estimator        | CD, JB & JM                                                                                                                                                         |
| Labor rate table | NH                                                                                                                                                                  |
| Job size         | 6300 sf                                                                                                                                                             |
| Duration         | 7 mths                                                                                                                                                              |
| Bid date         | 8/15/2017 2:00 PM                                                                                                                                                   |
| Notes            | Exclusions<br>- Testing - By Owner<br>- F.F.& E. - unloading, uncrating, disposal of crating and installation<br>- Electrical power, gas and water consumption cost |
| Report format    | Sorted by 'Group phase/Phase'<br>'Detail' summary                                                                                                                   |

| Group  | Phase | Description        | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price | Sub Amount | Sub Name | Total Cost/Unit | Total Amount |
|--------|-------|--------------------|------------------|-----------------|--------------|--------------------|-----------------|-----------|------------|----------|-----------------|--------------|
| 1000   |       | GENERAL CONDITIONS | 7.00 mo          | /mo             |              | /mo                |                 |           | 321,117    |          | 45,873.89       | 321,117      |
| 2000   |       | EARTHWORK & DEMO   | 6,300.00 sf      | /sf             |              | 5.05 /sf           | 31,800          |           | 985,392    |          | 161.46          | 1,017,192    |
| 3000   |       | CONCRETE           | 6,300.00 sf      | /sf             |              | 3.19 /sf           | 20,097          |           | 27,803     |          | 7.60            | 47,900       |
| 4000   |       | MASONRY            | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 117,458    |          | 18.64           | 117,458      |
| 5000   |       | METALS             | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 187,050    |          | 29.69           | 187,050      |
| 6000   |       | WOOD & PLASTIC     | 6,300.00 sf      | 11.05 /sf       | 69,600       | /sf                |                 |           | 65,200     |          | 21.40           | 134,800      |
| 7000   |       | THERMAL/MOISTURE   | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 155,100    |          | 24.62           | 155,100      |
| 8000   |       | DOORS & WINDOWS    | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 104,667    |          | 16.61           | 104,667      |
| 9000   |       | FINISHES           | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 183,100    |          | 29.06           | 183,100      |
| 10000  |       | SPECIALTIES        | 6,300.00 sf      | 0.14 /sf        | 850          | 0.47 /sf           | 2,950           |           | 5,700      |          | 1.51            | 9,500        |
| 12000  |       | FURNISHINGS        | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 930        |          | 0.15            | 930          |
| 210000 |       | FIRE SUPPRESSION   | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 23,000     |          | 3.65            | 23,000       |
| 220000 |       | PLUMBING           | 6,300.00 sd      | /sd             |              | /sd                |                 |           | 70,456     |          | 11.18           | 70,456       |
| 230000 |       | HVAC               | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 293,760    |          | 46.63           | 293,760      |
| 260000 |       | ELECTRICAL         | 6,300.00 sf      | /sf             |              | /sf                |                 |           | 295,000    |          | 46.83           | 295,000      |

## Estimate Totals

| Description                    | Amount    | Totals           | Hours         | Rate             | Cost Basis | Cost per Unit      | Percent of Total |
|--------------------------------|-----------|------------------|---------------|------------------|------------|--------------------|------------------|
| Labor                          | 70,450    |                  | 1,200.000 hrs |                  |            | 11.183 /sf         | 2.05%            |
| Material                       | 54,847    |                  |               |                  |            | 8.706 /sf          | 1.60%            |
| Subcontract                    | 2,835,733 |                  |               |                  |            | 450.116 /sf        | 82.57%           |
| Equipment                      |           |                  |               |                  |            |                    |                  |
| Other                          |           |                  |               |                  |            |                    |                  |
|                                | 2,961,030 | 2,961,030        |               |                  |            | 470.005 /sf        | 86.22            |
| NH Performance & Payment Bond  | 27,306    |                  |               |                  | B          | 4.334 /sf          | 0.80%            |
| Builders Risk Insurance        | 4,293     |                  |               | 1.250 \$ / 1,000 | T          | 0.681 /sf          | 0.13%            |
| General Liability & Umbrella P | 23,869    |                  |               | 0.695 %          | T          | 3.789 /sf          | 0.70%            |
| Pre Construction Services %    | 15,082    |                  |               | 0.500 %          | T          | 2.394 /sf          | 0.44%            |
| CM Fee %                       | 106,105   |                  |               | 3.500 %          | T          | 16.842 /sf         | 3.09%            |
| Design Con Lump Sum            | 75,000    |                  |               |                  | L          | 11.905 /sf         | 2.18%            |
| Contingency Lump Sum           | 50,000    |                  |               |                  | L          | 7.937 /sf          | 1.46%            |
| Escalation %                   | 171,720   |                  |               | 5.000 %          | T          | 27.257 /sf         | 5.00%            |
| <b>Total</b>                   |           | <b>3,434,405</b> |               |                  |            | <b>545.144 /sf</b> |                  |

| Group | Phase | Description                                            | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price | Sub Amount | Sub Name  | Total Cost/Unit | Total Amount |
|-------|-------|--------------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|-----------|------------|-----------|-----------------|--------------|
| 1000  |       | <b>GENERAL CONDITIONS</b>                              |                  |                 |              |                    |                 |           |            |           |                 |              |
|       | 1050  | <b>General Conditions</b>                              |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | General Conditions                                     | 7.00 mn          | -               | -            | -                  | -               | 45,873.89 | 321,117    |           | 45,873.89       | 321,117      |
| 2000  |       | <b>EARTHWORK &amp; DEMO</b>                            |                  |                 |              |                    |                 |           |            |           |                 |              |
|       | 2001  | <b>Sitework</b>                                        |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Mobilization                                           | 1.00 ls          | -               | -            | -                  | -               | 3,500.00  | 3,500      |           | 3,500.00        | 3,500        |
|       |       | Silt and tree protection                               | 1.00 ls          | -               | -            | -                  | -               | 8,000.00  | 8,000      |           | 8,000.00        | 8,000        |
|       |       | Site demolition                                        | 1.00 ls          | -               | -            | -                  | -               | 16,500.00 | 16,500     |           | 16,500.00       | 16,500       |
|       |       | Clear & Grub                                           | 1.00 ls          | -               | -            | -                  | -               | 6,000.00  | 6,000      |           | 6,000.00        | 6,000        |
|       |       | Over excavation for building addition                  | 1.00 ls          | -               | -            | -                  | -               | 15,000.00 | 15,000     |           | 15,000.00       | 15,000       |
|       |       | Import of structural fills                             | 1.00 ls          | -               | -            | -                  | -               | 25,000.00 | 25,000     |           | 25,000.00       | 25,000       |
|       |       | Slab prep. For building addition                       | 1.00 ls          | -               | -            | -                  | -               | 18,000.00 | 18,000     |           | 18,000.00       | 18,000       |
|       |       | Parking lot subgrade                                   | 1.00 ls          | -               | -            | -                  | -               | 24,000.00 | 24,000     |           | 24,000.00       | 24,000       |
|       |       | Flatwork subgrade                                      | 1.00 ls          | -               | -            | -                  | -               | 25,000.00 | 25,000     |           | 25,000.00       | 25,000       |
|       |       | Parking lot gravels                                    | 1.00 ls          | -               | -            | -                  | -               | 74,000.00 | 74,000     |           | 74,000.00       | 74,000       |
|       |       | Flatwork gravels                                       | 1.00 ls          | -               | -            | -                  | -               | 2,500.00  | 2,500      |           | 2,500.00        | 2,500        |
|       |       | Export of excavated material                           | 1.00 ls          | -               | -            | -                  | -               | 55,000.00 | 55,000     |           | 55,000.00       | 55,000       |
|       |       | Drainage Improvements                                  | 1.00 ls          | -               | -            | -                  | -               | 24,000.00 | 24,000     |           | 24,000.00       | 24,000       |
|       |       | Granite curbing                                        | 1.00 ls          | -               | -            | -                  | -               | 12,000.00 | 12,000     |           | 12,000.00       | 12,000       |
|       |       | Bollard excavation and backfill                        | 1.00 ls          | -               | -            | -                  | -               | 3,500.00  | 3,500      |           | 3,500.00        | 3,500        |
|       |       | Asphalt paving and striping                            | 1.00 ls          | -               | -            | -                  | -               | 80,000.00 | 80,000     |           | 80,000.00       | 80,000       |
|       |       | Loam and seeding                                       | 1.00 ls          | -               | -            | -                  | -               | 10,000.00 | 10,000     |           | 10,000.00       | 10,000       |
|       |       | S.W.P.P.                                               | 1.00 ls          | -               | -            | -                  | -               | 2,500.00  | 2,500      |           | 2,500.00        | 2,500        |
|       |       | E&B Site Lighting Conduit                              | 416.00 lf        | -               | -            | -                  | -               | 20.00     | 8,320      |           | 20.00           | 8,320        |
|       |       | Precast Site Light Bases                               | 7.00 ea          | -               | -            | -                  | -               | 750.00    | 5,250      |           | 750.00          | 5,250        |
|       |       | Interior E&B Plumbing Lines - Addition                 | 1.00 ls          | -               | -            | -                  | -               | 2,000.00  | 2,000      |           | 2,000.00        | 2,000        |
|       |       | Temp Fencing - Addition                                | 174.00 lf        | -               | -            | -                  | -               | 8.00      | 1,392      |           | 8.00            | 1,392        |
|       |       | Temp Gate(s) - Addition                                | 1.00 ea          | -               | -            | -                  | -               | 500.00    | 500        |           | 500.00          | 500          |
|       |       | Interior Structural Fill At Ramp to Gym                | 20.00 cy         | -               | -            | -                  | -               | 35.00     | 700        |           | 35.00           | 700          |
|       | 2005  | <b>Sitework - Bus Loop</b>                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Subgrade                                               | 1.00 ls          | -               | -            | -                  | -               | 42,000.00 | 42,000     |           | 42,000.00       | 42,000       |
|       |       | Gravels                                                | 1.00 ls          | -               | -            | -                  | -               | 94,000.00 | 94,000     |           | 94,000.00       | 94,000       |
|       |       | Export cut material                                    | 1.00 ls          | -               | -            | -                  | -               | 28,000.00 | 28,000     |           | 28,000.00       | 28,000       |
|       |       | Pavement                                               | 1.00 ls          | -               | -            | -                  | -               | 63,000.00 | 63,000     |           | 63,000.00       | 63,000       |
|       |       | Loam shoulders/Hydro Seed                              | 1.00 ls          | -               | -            | -                  | -               | 18,000.00 | 18,000     |           | 18,000.00       | 18,000       |
|       |       | Retaining Wall                                         | 1.00 ls          | -               | -            | -                  | -               | 50,000.00 | 50,000     | Allowance | 50,000.00       | 50,000       |
|       |       | Concrete Sidewalks Form/ Pour / Place                  | 2,796.00 sf      | -               | -            | -                  | -               | 5.00      | 13,530     |           | 5.00            | 13,530       |
|       |       | Concrete Readymix 4,000 PSI                            | 35.00 cy         | -               | -            | 120.00 /cy         | 4,200           | -         | -          |           | 120.00          | 4,200        |
|       |       | Welded Wire Mesh                                       | 30.00 sht        | -               | -            | 15.00 /sht         | 450             | -         | -          |           | 15.00           | 450          |
|       |       | E&B Site Lighting Conduit                              | 1,300.00 lf      | -               | -            | -                  | -               | 20.00     | 26,000     |           | 20.00           | 26,000       |
|       |       | Precast Site Light Bases                               | 18.00 ea         | -               | -            | -                  | -               | 750.00    | 13,500     |           | 750.00          | 13,500       |
|       |       | Granite curbing                                        | 1.00 ls          | -               | -            | -                  | -               | 10,000.00 | 10,000     |           | 10,000.00       | 10,000       |
|       |       | Clear & Grub                                           | 1.00 ls          | -               | -            | -                  | -               | 7,500.00  | 7,500      |           | 7,500.00        | 7,500        |
|       |       | Drainage                                               | 1.00 ls          | -               | -            | -                  | -               | 15,000.00 | 15,000     |           | 15,000.00       | 15,000       |
|       |       | Electrical and Light Poles                             | 1.00 ls          | -               | -            | -                  | -               | 40,000.00 | 40,000     |           | 40,000.00       | 40,000       |
|       | 2030  | <b>Demolition</b>                                      |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Demolition                                             | 1.00 ls          | -               | -            | -                  | -               | 22,000.00 | 22,000     | ABS       | 22,000.00       | 22,000       |
|       | 2800  | <b>Site Improvements</b>                               |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Concrete Sidewalks Form/ Pour / Place                  | 12,000.00 sf     | -               | -            | -                  | -               | 5.00      | 60,000     |           | 5.00            | 60,000       |
|       |       | Concrete Readymix 4,000 PSI                            | 150.00 cy        | -               | -            | 120.00 /cy         | 18,000          | -         | -          |           | 120.00          | 18,000       |
|       |       | Welded Wire Mesh                                       | 390.00 sht       | -               | -            | 15.00 /sht         | 5,700           | -         | -          |           | 15.00           | 5,700        |
|       |       | Premold Joint Filler                                   | 3,000.00 lf      | -               | -            | 0.45 /lf           | 1,350           | -         | -          |           | 0.45            | 1,350        |
|       |       | Concrete Bricks                                        | 1,500.00 ea      | -               | -            | 0.50 /ea           | 750             | -         | -          |           | 0.50            | 750          |
|       |       | Dumpster Pad Form / Pour / Place                       | 240.00 sf        | -               | -            | -                  | -               | 5.00      | 1,200      |           | 5.00            | 1,200        |
|       |       | Concrete Readymix 4,000 PSI for Dumpster Pad           | 10.00 cy         | -               | -            | 120.00 /cy         | 1,200           | -         | -          |           | 120.00          | 1,200        |
|       |       | Welded Wire Mesh                                       | 10.00 sht        | -               | -            | 15.00 /sht         | 150             | -         | -          |           | 15.00           | 150          |
|       | 2825  | <b>Fencing</b>                                         |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Black Chain Link Fencing 6-foot High                   | 700.00 lf        | -               | -            | -                  | -               | 45.00     | 31,500     |           | 45.00           | 31,500       |
|       |       | Dumpster Pad Enclosure Allowance                       | 1.00 ls          | -               | -            | -                  | -               | 7,500.00  | 7,500      |           | 7,500.00        | 7,500        |
|       | 2900  | <b>Landscaping</b>                                     |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Landscaping Allowance                                  | 1.00 ls          | -               | -            | -                  | -               | 20,000.00 | 20,000     |           | 20,000.00       | 20,000       |
| 3000  |       | <b>CONCRETE</b>                                        |                  |                 |              |                    |                 |           |            |           |                 |              |
|       | 3010  | <b>Concrete Subs</b>                                   |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Concrete Formwork -Foundation Labor - Addition 8-10-17 | 32.00 cy         | -               | -            | -                  | -               | 350.00    | 11,200     |           | 350.00          | 11,200       |
|       |       | Readymix Concrete 3,000 PSI - Addition 8-10-17         | 32.00 cy         | -               | -            | 115.00 /cy         | 3,680           | -         | -          |           | 115.00          | 3,680        |

| Group       | Phase       | Description                                                   | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price  | Sub Amount | Sub Name  | Total Cost/Unit | Total Amount |
|-------------|-------------|---------------------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|------------|------------|-----------|-----------------|--------------|
|             | <b>3010</b> | <b>Concrete Subs</b>                                          |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Rebar (Assume 125lbs/ CY)- Addition 8-10-17                   | 2.00 tons        | -               | -            | 1,150.00 /tons     | 2,300           | 600.00     | 1,200      |           | 1,750.00        | 3,500        |
|             |             | Foundation Insulation - Addition 8-10-17                      | 400.00 sf        | -               | -            | 1.00 /sf           | 400             | 0.35       | 140        |           | 1.35            | 540          |
|             |             | Concrete Pump Interior - Addition 8-10-17                     | 0.50 day         | -               | -            | -                  | -               | 1,250.00   | 625        |           | 1,250.00        | 625          |
|             |             | Interior Footing & Wall at Existing Gym 8-10-17               | 5.00 cy          | -               | -            | -                  | -               | 350.00     | 1,750      |           | 350.00          | 1,750        |
|             |             | ReadyMix for Gym Foundation Wall 8-10-17                      | 5.00 cy          | -               | -            | 115.00 /cy         | 575             |            |            |           | 115.00          | 575          |
|             |             | Rebar for Wall at Gym 8-10-17                                 | 0.31 ton         | -               | -            | 1,150.00 /ton      | 360             | 600.00     | 188        |           | 1,750.00        | 548          |
|             | <b>3015</b> | <b>Flatwork Sub</b>                                           |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Slab on Grade Labor Addition- 8-10-17                         | 4,300.00 sf      | -               | -            | -                  | -               | 2.00       | 8,600      |           | 2.00            | 8,600        |
|             |             | Poly Vapor Barrier Addition - 8-10-17                         | 4,600.00 sf      | -               | -            | 0.15 /sf           | 720             | -          | -          |           | 0.15            | 720          |
|             |             | Premold Joint Filler Addition                                 | 1,000.00 lf      | -               | -            | 0.45 /lf           | 450             | -          | -          |           | 0.45            | 450          |
|             |             | Readymix Concrete 3,000 PSI Addition - 8-10-17                | 49.00 cy         | -               | -            | 115.00 /cy         | 5,635           | -          | -          |           | 115.00          | 5,635        |
|             |             | Misc Conc Admixtures Addition - 8-10-17                       | 49.00 cy         | -               | -            | 10.00 /cy          | 490             | -          | -          |           | 10.00           | 490          |
|             |             | Concrete Pumps                                                | 1.00 days        | -               | -            | -                  | -               | 1,100.00   | 1,100      |           | 1,100.00        | 1,100        |
|             |             | Welded Wire Mesh Addition - 8-10-17                           | 135.00 sqts      | -               | -            | 15.00 /sqts        | 2,025           | -          | -          |           | 15.00           | 2,025        |
|             |             | Concrete Brick - Addition                                     | 90.00 ea         | -               | -            | 0.50 /ea           | 30              | -          | -          |           | 0.50            | 30           |
|             |             | Form Concrete Ramp & Stairs                                   | 1.00 ls          | -               | -            | -                  | -               | 750.00     | 750        |           | 750.00          | 750          |
|             |             | Concrete ReadyMix For Ramp and Stairs - 8-10-17               | 3.00 cy          | -               | -            | 115.00 /cy         | 345             | 750.00     | 2,250      |           | 865.00          | 2,595        |
|             |             | Barrier-1, 8-10-17                                            | 49.00 cy         | -               | -            | 63.00 /cy          | 3,087           | -          | -          |           | 63.00           | 3,087        |
| <b>4000</b> |             | <b>MASONRY</b>                                                |                  |                 |              |                    |                 |            |            |           |                 |              |
|             | <b>4100</b> | <b>Masonry</b>                                                |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Masonry Sub 8-8-17                                            | 1.00 ls          | -               | -            | -                  | -               | 111,908.00 | 111,908    | Pynn      | 111,908.00      | 111,908      |
|             | <b>4110</b> | <b>CMU Walls</b>                                              |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Masonry CMU Walls M18 (8-Inch) Admin - carried in sub price   | 1,590.00 sf      | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|             |             | Infill Old Door Opening - Admin - carried in sub price        | 88.00 sf         | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|             |             | Install HM Door Frames Admin 8-11-17                          | 9.00 ea          | -               | -            | -                  | -               | 200.00     | 1,800      |           | 200.00          | 1,800        |
|             |             | Infill Exterior Wall (CMU & Brick) - carried in sub price     | 107.00 sf        | -               | -            | 0.00 /sf           | 0               |            |            | Pynn      |                 |              |
|             |             | Create New Doors Openings Admin                               | 5.00 ea          | -               | -            | -                  | -               | 750.00     | 3,750      |           | 750.00          | 3,750        |
|             | <b>4140</b> | <b>Economy Brick</b>                                          |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Brick Veneer @ Exterior Admin Walls - carried in sub price    | 750.00 sf        | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
| <b>5000</b> |             | <b>METALS</b>                                                 |                  |                 |              |                    |                 |            |            |           |                 |              |
|             | <b>5100</b> | <b>Structural Steel</b>                                       |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Structural Steel for Administration Additions                 | 27.00 ton        | -               | -            | -                  | -               | 6,200.00   | 167,400    |           | 6,200.00        | 167,400      |
|             |             | Canopy Framing Main Entrance                                  | 1.00 ls          | -               | -            | -                  | -               |            |            |           |                 |              |
|             |             | Upgrade Steel for Snow Load @ Admin                           | 1,965.00 sf      | -               | -            | -                  | -               | 10.00      | 19,650     |           | 10.00           | 19,650       |
|             | <b>5500</b> | <b>Misc. Metal</b>                                            |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Aluminum Column Covers New Main Entrance - See Trespa Takeoff | 0.00 ea          | -               | -            | -                  | -               | 3,800.00   | 0          |           | 0.00            | 0            |
| <b>6000</b> |             | <b>WOOD &amp; PLASTIC</b>                                     |                  |                 |              |                    |                 |            |            |           |                 |              |
|             | <b>6100</b> | <b>Rough Carpentry</b>                                        |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Rough Carpentry (blocking & misc.)                            | 1.00 ls          | -               | -            | -                  | -               | 5,000.00   | 5,000      |           | 5,000.00        | 5,000        |
|             |             | Support Labor                                                 | 30.00 wk         | 2,320.00 /wk    | 69,600       | -                  | -               | -          | -          |           | 2,320.00        | 69,600       |
|             |             | Temp Enclosures                                               | 1.00 ls          | -               | -            | -                  | -               | 5,000.00   | 5,000      | Allowance | 5,000.00        | 5,000        |
|             | <b>6600</b> | <b>Arch. Millwork</b>                                         |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | Reception Counters / Top In Admin - 8-7-17                    | 34.00 lf         | -               | -            | -                  | -               | 400.00     | 13,600     |           | 400.00          | 13,600       |
|             |             | Mail Room Base / Uppers / Top Admin - 8-7-17                  | 17.00 lf         | -               | -            | -                  | -               | 450.00     | 7,650      |           | 450.00          | 7,650        |
|             |             | Mail Slots - Admin                                            | 1.00 ea          | -               | -            | -                  | -               | 7,500.00   | 7,500      |           | 7,500.00        | 7,500        |
|             |             | Exam Room Base / Uppers & Top - Admin                         | 14.00 lf         | -               | -            | -                  | -               | 450.00     | 6,300      |           | 450.00          | 6,300        |
|             |             | Base Cab & Top Work Rm - Admin - 8-7-17                       | 23.00 lf         | -               | -            | -                  | -               | 350.00     | 8,050      |           | 350.00          | 8,050        |
|             |             | Upper Cabinets Work Rm - Admin - 8-7-17                       | 16.00 lf         | -               | -            | -                  | -               | 150.00     | 2,400      |           | 150.00          | 2,400        |
|             |             | Window Sills in Administration 8-7-17                         | 45.00 lf         | -               | -            | -                  | -               | 20.00      | 900        |           | 20.00           | 900          |
|             |             | P/L Counter at Waiting - Admin                                | 10.00 lf         | -               | -            | -                  | -               | 75.00      | 750        |           | 75.00           | 750          |
|             |             | Base/ Uppers & P/L Top Kitchen - Admin                        | 7.00 lf          | -               | -            | -                  | -               | 450.00     | 3,150      |           | 450.00          | 3,150        |
|             |             | Base Cab & Top Conference Room - 8-7-17                       | 14.00 lf         | -               | -            | -                  | -               | 350.00     | 4,900      |           | 350.00          | 4,900        |
| <b>7000</b> |             | <b>THERMAL/MOISTURE</b>                                       |                  |                 |              |                    |                 |            |            |           |                 |              |
|             | <b>7210</b> | <b>Building Insulation</b>                                    |                  |                 |              |                    |                 |            |            |           |                 |              |
|             |             | 3" Rigid - At Veneer - Carried by masonry sub 8-9-17          | 739.00 sf        | -               | -            | 0.00 /sf           | 0               | 0.00       | 0          |           | 0.00            | 0            |
|             |             | 3" Rigid - At Trespa Wall - 8-9-17                            | 650.00 sf        | -               | -            | -                  | -               | 3.00       | 1,950      |           | 3.00            | 1,950        |
|             |             | Spray Foam Below Windows - Admin                              | 685.00 sf        | -               | -            | -                  | -               | 4.00       | 2,740      |           | 4.00            | 2,740        |



| Group | Phase | Description                                                                 | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price | Sub Amount | Sub Name  | Total Cost/Unit | Total Amount |
|-------|-------|-----------------------------------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|-----------|------------|-----------|-----------------|--------------|
|       | 7262  | <b>Air Vapor Barrier System</b>                                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Vapor Barrier Sheet Membrane - 8-8-17                                       | 1,600.00 sf      | -               | -            | -                  | -               | 5.00      | 8,000      |           | 5.00            | 8,000        |
|       | 7440  | <b>Aluminum Composite Panel</b>                                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Column Wrap @ Canopy - 12'-0" Height - 8-7-17 - TRESPA                      | 135.00 sf        | -               | -            | -                  | -               | 25.00     | 3,375      |           | 25.00           | 3,375        |
|       |       | Curved Fascia @ Canopy - 1'-6" Height - 8-7-17 - TRESPA                     | 70.00 sf         | -               | -            | -                  | -               | 25.00     | 1,750      |           | 25.00           | 1,750        |
|       |       | Underside of Canopy - 8-7-17 - ALCAN                                        | 175.00 sf        | -               | -            | -                  | -               | 16.00     | 2,800      |           | 16.00           | 2,800        |
|       |       | Adjacent to new Entrance - 20'-0" Height - 8-7-17 - TRESPA                  | 335.00 sf        | -               | -            | -                  | -               | 25.00     | 8,375      |           | 25.00           | 8,375        |
|       |       | Parapet - 6'-0" Height - 8-7-17 - TRESPA                                    | 300.00 sf        | -               | -            | -                  | -               | 25.00     | 7,500      |           | 25.00           | 7,500        |
|       | 7500  | <b>Membrane Roofing</b>                                                     |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Roofing, WD Blocking, Insulation - 8-7-17                                   | 4,135.00 sf      | -               | -            | -                  | -               | 14.49     | 59,900     | Academy   | 14.49           | 59,900       |
|       |       | Block, Set Curb & Flash Skylights                                           | 60.00 lf         | -               | -            | -                  | -               | 35.00     | 2,100      |           | 35.00           | 2,100        |
|       |       | Block, Set Curb & Flash RTU's & Exhaust Fans                                | 58.00 lf         | -               | -            | -                  | -               | 35.00     | 1,980      |           | 35.00           | 1,980        |
|       | 7750  | <b>Skylights</b>                                                            |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Skylight 3' x 3'                                                            | 9.00 sf          | -               | -            | -                  | -               | 350.00    | 3,150      |           | 350.00          | 3,150        |
|       |       | 8' x 8' Skylight                                                            | 1.00 ea          | -               | -            | -                  | -               | 43,000.00 | 43,000     | Pentucket | 43,000.00       | 43,000       |
|       | 7920  | <b>Joint Sealants</b>                                                       |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Joint Sealants Admin                                                        | 1.00 ls          | -               | -            | -                  | -               | 5,000.00  | 5,000      |           | 5,000.00        | 5,000        |
|       |       | Misc Fire Stopping / Sealant Admin                                          | 1.00 ls          | -               | -            | -                  | -               | 3,500.00  | 3,500      |           | 3,500.00        | 3,500        |
| 8000  |       | <b>DOORS &amp; WINDOWS</b>                                                  |                  |                 |              |                    |                 |           |            |           |                 |              |
|       | 8100  | <b>Doors, Frames &amp; Hardware</b>                                         |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Admin Waiting Rm 103                                                        | 1.00 ea          | -               | -            | -                  | -               | 1,451.00  | 1,451      |           | 1,451.00        | 1,451        |
|       |       | Nurse Waiting Room 133                                                      | 1.00 ea          | -               | -            | -                  | -               | 1,410.00  | 1,410      |           | 1,410.00        | 1,410        |
|       |       | Private Restrooms Rooms 110,135 - 8-7-17                                    | 2.00 ea          | -               | -            | -                  | -               | 731.00    | 1,462      |           | 731.00          | 1,462        |
|       |       | Gym Entry (Pairs)                                                           | 1.00 pr          | -               | -            | -                  | -               | 4,345.00  | 4,345      |           | 4,345.00        | 4,345        |
|       |       | Gym Entry (Single)                                                          | 1.00 ea          | -               | -            | -                  | -               | 2,422.00  | 2,422      |           | 2,422.00        | 2,422        |
|       |       | Office Doors Rooms 104,106,107, 113-115, 132, 133A 8-7-17                   | 9.00 ea          | -               | -            | -                  | -               | 913.00    | 8,217      |           | 913.00          | 8,217        |
|       |       | Non Rated Storage Doors Rms 103B,111,133B - 8-7-17                          | 3.00 ea          | -               | -            | -                  | -               | 1,127.00  | 3,381      |           | 1,127.00        | 3,381        |
|       |       | Borrowed Light Frame Room 132 & 133A & 133 - 8-7-17                         | 3.00 ea          | -               | -            | -                  | -               | 350.00    | 1,050      |           | 350.00          | 1,050        |
|       |       | Borrowed Light Frame Room 103                                               | 1.00 ea          | -               | -            | -                  | -               | 2,250.00  | 2,250      |           | 2,250.00        | 2,250        |
|       |       | Private Restrooms Rooms 143                                                 | 1.00 ea          | -               | -            | -                  | -               | 676.00    | 676        |           | 676.00          | 676          |
|       |       | Main Entrance (Pairs) - Glazed Doors & HM Frames 8-7-17                     | 4.00 pr          | -               | -            | -                  | -               | 4,502.00  | 18,008     |           | 4,502.00        | 18,008       |
|       |       | Double Door @ Corridor 124                                                  | 1.00 pr          | -               | -            | -                  | -               | 4,345.00  | 4,345      |           | 4,345.00        | 4,345        |
|       |       | Cafe Door 1hr Rated                                                         | 1.00 ea          | -               | -            | -                  | -               | 3,200.00  | 3,200      |           | 3,200.00        | 3,200        |
|       | 8100  | <b>Access Control Hardware</b>                                              |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Security / Access Control Allowance                                         | 1.00 ls          | -               | -            | -                  | -               | 10,000.00 | 10,000     | Allowance | 10,000.00       | 10,000       |
|       | 8300  | <b>Special Doors</b>                                                        |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Fire Rated Shutter @ Sliding Reception Window                               | 1.00 ea          | -               | -            | -                  | -               | 5,500.00  | 5,500      |           | 5,500.00        | 5,500        |
|       |       | Won Door - Admin Wing Corridor 10'x 8'                                      | 1.00 ea          | -               | -            | -                  | -               | 16,000.00 | 16,000     |           | 16,000.00       | 16,000       |
|       | 8410  | <b>Aluminum Entrances</b>                                                   |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Auto Door Openers Main Entrance - 8-7-17                                    | 3.00 ea          | -               | -            | -                  | -               | 2,200.00  | 6,600      |           | 2,200.00        | 6,600        |
|       | 8430  | <b>Storefronts</b>                                                          |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Punch Windows Admin & Within Trespa Panel Wall                              | 1.00 ls          | -               | -            | -                  | -               | 14,000.00 | 14,000     | Pentucket | 14,000.00       | 14,000       |
|       | 8800  | <b>Glass &amp; Glazing</b>                                                  |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Sliding Glass Window - Admin                                                | 1.00 ea          | -               | -            | -                  | -               | 350.00    | 350        |           | 350.00          | 350          |
| 9000  |       | <b>FINISHES</b>                                                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       | 9250  | <b>Gypsum Drywall</b>                                                       |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Engineered Shop Drawings                                                    | 1.00 ls          | -               | -            | -                  | -               | 2,500.00  | 2,500      |           | 2,500.00        | 2,500        |
|       |       | Exterior Perimeter Walls to Administration - 8-7-17                         | 1,300.00 sf      | -               | -            | -                  | -               | 10.00     | 13,000     |           | 10.00           | 13,000       |
|       |       | Exterior Wall Between Roof Lines Admin - 8-7-17                             | 381.00 sf        | -               | -            | -                  | -               | 10.00     | 3,810      |           | 10.00           | 3,810        |
|       |       | Frame Columns                                                               | 2.00 ea          | -               | -            | -                  | -               | 450.00    | 900        |           | 450.00          | 900          |
|       |       | Type 213A, 213N, 213A Walls - Admin - 8-7-17                                | 2,792.00 sf      | -               | -            | -                  | -               | 6.50      | 18,148     |           | 6.50            | 18,148       |
|       |       | Type 112N, 113N, Walls - Admin - 8-7-17                                     | 534.00 sf        | -               | -            | -                  | -               | 6.25      | 3,338      |           | 6.25            | 3,338        |
|       |       | Type 216, Walls - Admin 8-7-17                                              | 1,880.00 sf      | -               | -            | -                  | -               | 6.75      | 12,690     |           | 6.75            | 12,690       |
|       |       | Drywall Surrounds at Skylights 5'-0"H                                       | 64.00 sf         | -               | -            | -                  | -               | 50.00     | 3,200      |           | 50.00           | 3,200        |
|       |       | Misc Soffit Allowance                                                       | 1.00 ls          | -               | -            | -                  | -               | 5,000.00  | 5,000      |           | 5,000.00        | 5,000        |
|       |       | Install Borrowed Light Frames - 8-7-17                                      | 3.00 ea          | -               | -            | -                  | -               | 150.00    | 450        |           | 150.00          | 450          |
|       |       | Install HM Door Frames - 8-7-17                                             | 16.00 ea         | -               | -            | -                  | -               | 125.00    | 2,000      |           | 125.00          | 2,000        |
|       |       | Drywall Ceilings Shown Admin 8-7-17                                         | 482.00 sf        | -               | -            | -                  | -               | 6.00      | 2,772      |           | 6.00            | 2,772        |
|       |       | Fire Rated Wall for Won Door - Admin                                        | 165.00 sf        | -               | -            | -                  | -               | 12.00     | 1,980      |           | 12.00           | 1,980        |
|       | 9300  | <b>Ceramic Tile</b>                                                         |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Porcelain Tile Floor with Anti-Fracture - Entry Lobby and Corridor - 8-7-17 | 2,475.00 sf      | -               | -            | -                  | -               | 11.00     | 27,225     |           | 11.00           | 27,225       |
|       |       | Porcelain Tile Base - Entry Lobby and Corridors - 8-7-17                    | 395.00 lf        | -               | -            | -                  | -               | 15.00     | 5,925      |           | 15.00           | 5,925        |
|       |       | Porcelain Tile Floor with Anti-Fracture - Secure Entry - 8-7-17             | 310.00 sf        | -               | -            | -                  | -               | 11.00     | 3,410      |           | 11.00           | 3,410        |
|       |       | Porcelain Tile Base - Secure Entry - 8-7-17                                 | 80.00 lf         | -               | -            | -                  | -               | 15.00     | 1,200      |           | 15.00           | 1,200        |



| Group  | Phase | Description                                         | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price  | Sub Amount | Sub Name       | Total Cost/Unit | Total Amount |
|--------|-------|-----------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|------------|------------|----------------|-----------------|--------------|
| 9100   |       | <b>Ceramic Tile</b>                                 |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Porcelain Tile Floor with Anti-Fracture - Restrooms | 377.00 sf        | -               | -            | -                  | -               | 11.00      | 4,147      |                | 11.00           | 4,147        |
|        |       | Porcelain Tile Walls - Restrooms - 8-7-17           | 1,482.00 sf      | -               | -            | -                  | -               | 11.00      | 16,302     |                | 11.00           | 16,302       |
| 9500   |       | <b>Acoustic Ceilings</b>                            |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | ACT Ceilings in Admin - 8-7-17                      | 5,100.00 sf      | -               | -            | -                  | -               | 3.50       | 17,850     |                | 3.50            | 17,850       |
| 9600   |       | <b>Flooring</b>                                     |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Floor Prep Admin                                    | 2,900.00 sf      | -               | -            | -                  | -               | 1.50       | 4,200      |                | 1.50            | 4,200        |
| 9640   |       | <b>Wood Flooring</b>                                |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Patch Wood Gym Floor                                | 185.00 sf        | -               | -            | -                  | -               | 20.00      | 3,300      |                | 20.00           | 3,300        |
| 9650   |       | <b>Resilient Floors &amp; Base</b>                  |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | VCT - Admin 8-7-17                                  | 1,390.00 sf      | -               | -            | -                  | -               | 2.50       | 3,375      |                | 2.50            | 3,375        |
|        |       | Vinyl Base - Admin - 8-7-17                         | 890.00 sf        | -               | -            | -                  | -               | 3.00       | 2,640      |                | 3.00            | 2,640        |
| 9680   |       | <b>Carpet</b>                                       |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Carpeting - Admin (Allowance of \$35/sy) - 8-7-17   | 185.00 sy        | -               | -            | -                  | -               | 35.00      | 5,775      |                | 35.00           | 5,775        |
|        |       | Entrance Mat - Admin - 8-7-17                       | 310.00 sf        | -               | -            | -                  | -               | 25.00      | 7,750      |                | 25.00           | 7,750        |
| 9900   |       | <b>Painting</b>                                     |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Painting - Gypsum Ceilings 8-8-17                   | 470.00 sf        | -               | -            | -                  | -               | 0.55       | 259        |                | 0.55            | 259          |
|        |       | Paint Walls in Admin - 8-8-17                       | 13,800.00 sf     | -               | -            | -                  | -               | 0.45       | 6,255      |                | 0.45            | 6,255        |
|        |       | Paint New HM Doors & Frames Admin 8-8-17            | 24.00 ea         | -               | -            | -                  | -               | 100.00     | 2,400      |                | 100.00          | 2,400        |
|        |       | Paint New HM Borrowed Light Frames 8-8-17           | 4.00 ea          | -               | -            | -                  | -               | 300.00     | 1,200      |                | 300.00          | 1,200        |
| 10000  |       | <b>SPECIALTIES</b>                                  |                  |                 |              |                    |                 |            |            |                |                 |              |
| 10150  |       | <b>Toilet Partitions</b>                            |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Toilet Partitions - Poly H/C                        | 1.00 ea          | -               | -            | -                  | -               | 1,300.00   | 1,300      |                | 1,300.00        | 1,300        |
|        |       | Toilet Partitions - Poly Standard                   | 2.00 ea          | -               | -            | -                  | -               | 1,100.00   | 2,200      |                | 1,100.00        | 2,200        |
| 10400  |       | <b>Signs</b>                                        |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Room Signage                                        | 20.00 ea         | -               | -            | -                  | -               | 110.00     | 2,200      |                | 110.00          | 2,200        |
| 10800  |       | <b>Toilet Accessories</b>                           |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Paper Towel Dispensers (OFCI) - 8-14-17             | 4.00 ea          | 50.00 /ea       | 200          | -                  | -               | -          | -          |                | 50.00           | 200          |
|        |       | Soap Dispensers (OFCI) 8-14-17                      | 5.00 ea          | 50.00 /ea       | 250          | -                  | -               | -          | -          |                | 50.00           | 250          |
|        |       | Framed Mirrors - 8-14-17                            | 5.00 ea          | -               | -            | 175.00 /ea         | 875             | -          | -          |                | 175.00          | 875          |
|        |       | Grab Bars 18-Inch 8-14-17                           | 3.00 ea          | -               | -            | 150.00 /ea         | 450             | -          | -          |                | 150.00          | 450          |
|        |       | Grab Bars 36-Inch 8-14-17                           | 3.00 ea          | -               | -            | 200.00 /ea         | 600             | -          | -          |                | 200.00          | 600          |
|        |       | Grab Bars 42-Inch 8-14-17                           | 3.00 ea          | -               | -            | 250.00 /ea         | 750             | -          | -          |                | 250.00          | 750          |
|        |       | Toilet Paper Dispensers (OFCI) 8-14-17              | 5.00 ea          | 50.00 /ea       | 250          | -                  | -               | -          | -          |                | 50.00           | 250          |
|        |       | Coat Hooks 8-14-17                                  | 5.00 ea          | 5.00 /ea        | 25           | 5.00 /ea           | 25              | -          | -          |                | 10.00           | 50           |
|        |       | Sanitary Napkin Disposal 8-14-17                    | 5.00 ea          | 25.00 /ea       | 125          | 50.00 /ea          | 250             | -          | -          |                | 75.00           | 375          |
|        |       | <b>Waste Receptacles (OFOI)</b>                     | ea               | -               | -            | -                  | -               | -          | -          | By Owner       | -               | -            |
| 12000  |       | <b>FURNISHINGS</b>                                  |                  |                 |              |                    |                 |            |            |                |                 |              |
| 12020  |       | <b>Blinds &amp; Shades</b>                          |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Window Shades Addition                              | 6.00 ea          | -               | -            | -                  | -               | 155.00     | 930        |                | 155.00          | 930          |
| 210000 |       | <b>FIRE SUPPRESSION</b>                             |                  |                 |              |                    |                 |            |            |                |                 |              |
| 211300 |       | <b>Fire-Suppression Sprinkler Systems</b>           |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Sprinkler System 8-7-17                             | 6,300.00 sf      | -               | -            | -                  | -               | 3.65       | 23,000     |                | 3.65            | 23,000       |
| 220000 |       | <b>PLUMBING</b>                                     |                  |                 |              |                    |                 |            |            |                |                 |              |
| 220100 |       | <b>Plumbing</b>                                     |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Plumbing Subcontract 8-7-17                         | 1.00 ls          | -               | -            | -                  | -               | 70,455.00  | 70,455     |                | 70,455.00       | 70,455       |
| 230000 |       | <b>HVAC</b>                                         |                  |                 |              |                    |                 |            |            |                |                 |              |
| 230100 |       | <b>HVAC</b>                                         |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | HVAC Subcontract 8-7-17                             | 1.00 ls          | -               | -            | -                  | -               | 293,760.00 | 293,760    |                | 293,760.00      | 293,760      |
|        |       | <b>Linear Grilles at Casework - By Div 23</b>       | 1.00 ls          | -               | -            | -                  | -               | -          | -          | Included Below | -               | -            |
| 260000 |       | <b>ELECTRICAL</b>                                   |                  |                 |              |                    |                 |            |            |                |                 |              |
| 260100 |       | <b>Electrical</b>                                   |                  |                 |              |                    |                 |            |            |                |                 |              |
|        |       | Electrical                                          | 1.00 ls          | -               | -            | -                  | -               | 215,000.00 | 215,000    |                | 215,000.00      | 215,000      |
|        |       | Site Electrical & Site Lighting                     | 1.00 ls          | -               | -            | -                  | -               | 80,000.00  | 80,000     |                | 80,000.00       | 80,000       |
|        |       | <b>Power / Wire Trailer</b>                         | 1.00 ls          | -               | -            | -                  | -               | -          | -          | Included Below | -               | -            |
|        |       | <b>Generator</b>                                    | 1.00 ls          | -               | -            | -                  | -               | -          | -          | Excluded       | -               | -            |

## Estimate Totals

| Description                    | Amount    | Totals           | Hours         | Rate             | Cost Basis | Cost per Unit      | Percent of Total |
|--------------------------------|-----------|------------------|---------------|------------------|------------|--------------------|------------------|
| Labor                          | 70,450    |                  | 1,200,000 hrs |                  |            | 11.183 /sf         | 2.05%            |
| Material                       | 54,847    |                  |               |                  |            | 8.706 /sf          | 1.60%            |
| Subcontract                    | 2,835,733 |                  |               |                  |            | 450.116 /sf        | 82.57%           |
| Equipment                      |           |                  |               |                  |            |                    |                  |
| Other                          |           |                  |               |                  |            |                    |                  |
|                                | 2,961,030 | 2,961,030        |               |                  |            | 472.005 /sf        | 86.22            |
| NH Performance & Payment Bond  | 27,306    |                  |               |                  | B          | 4.334 /sf          | 0.80%            |
| Builders Risk Insurance        | 4,293     |                  |               | 1.250 \$ / 1,000 | T          | 0.681 /sf          | 0.13%            |
| General Liability & Umbrella P | 23,869    |                  |               | 0.695 %          | T          | 3.789 /sf          | 0.70%            |
| Pre Construction Services %    | 15,082    |                  |               | 0.500 %          | T          | 2.394 /sf          | 0.44%            |
| CM Fee %                       | 106,105   |                  |               | 3.500 %          | T          | 15.842 /sf         | 3.09%            |
| Design Con Lump Sum            | 75,000    |                  |               |                  | L          | 11.905 /sf         | 2.18%            |
| Contingency Lump Sum           | 50,000    |                  |               |                  | L          | 7.937 /sf          | 1.46%            |
| Escalation %                   | 171,720   |                  |               | 5.000 %          | T          | 27.257 /sf         | 5.00%            |
| <b>Total</b>                   |           | <b>3,434,405</b> |               |                  |            | <b>545.144 /sf</b> |                  |

**Dover Garrison Elm School  
Base Budget - Renovation Only  
8-15-17**

|                         |                                                                                                                                                                                                                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project name</b>     | Dover Garrison Elem 8/15                                                                                                                                                                                                                                                              |
| <b>Estimator</b>        | CD, JB & JM                                                                                                                                                                                                                                                                           |
| <b>Labor rate table</b> | NH                                                                                                                                                                                                                                                                                    |
| <b>Job size</b>         | 40000 sf                                                                                                                                                                                                                                                                              |
| <b>Bid date</b>         | 8/15/2017 2:00 PM                                                                                                                                                                                                                                                                     |
| <b>Notes</b>            | Exclusions<br>- Testing - By Owner<br>- F.F. & E. - unloading, uncrating, disposal of crating and installation<br>- Moving Existing Desks, Furniture, Computers and Bookcases<br>- Electrical power, gas and water consumption cost<br>- Generator - If Required please add \$150,000 |
| <b>Report format</b>    | Sorted by 'Group phase/Phase'<br>'Detail' summary                                                                                                                                                                                                                                     |

| Group  | Phase | Description        | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price | Sub Amount | Sub Name | Total Cost/Unit | Total Amount |
|--------|-------|--------------------|------------------|-----------------|--------------|--------------------|-----------------|-----------|------------|----------|-----------------|--------------|
| 1000   |       | GENERAL CONDITIONS | 17.40 mo         | /mo             |              | /mo                |                 |           | 798,206    |          | 45,873.89       | 798,206      |
| 2000   |       | EARTHWORK & DEMO   | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 355,530    |          | 8.89            | 355,530      |
| 3000   |       | CONCRETE           | 40,000.00 sf     | /sf             |              | 0.20 /sf           | 7,955           |           | 20,250     |          | 0.71            | 28,205       |
| 4000   |       | MASONRY            | 40,000.00 sf     | /sf             |              | 0.12 /sf           | 4,800           |           | 192,450    |          | 4.93            | 197,250      |
| 5000   |       | METALS             | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 122,010    |          | 3.05            | 122,010      |
| 6000   |       | WOOD & PLASTIC     | 40,000.00 sf     | 4.35 /sf        | 174,000      | /sf                |                 |           | 266,115    |          | 11.00           | 440,115      |
| 7000   |       | THERMAL/MOISTURE   | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 71,813     |          | 1.80            | 71,813       |
| 8000   |       | DOORS & WINDOWS    | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 397,368    |          | 9.93            | 397,368      |
| 9000   |       | FINISHES           | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 490,845    |          | 12.27           | 490,845      |
| 10000  |       | SPECIALTIES        | 40,000.00 sf     | 0.08 /sf        | 3,335        | 0.26 /sf           | 10,560          |           | 72,950     |          | 2.17            | 86,845       |
| 12000  |       | FURNISHINGS        | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 14,880     |          | 0.37            | 14,880       |
| 210000 |       | FIRE SUPPRESSION   | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 195,000    |          | 4.88            | 195,000      |
| 220000 |       | PLUMBING           | 40,000.00 sd     | /sd             |              | /sd                |                 |           | 274,542    |          | 6.86            | 274,542      |
| 230000 |       | HVAC               | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 1,212,245  |          | 30.31           | 1,212,245    |
| 260000 |       | ELECTRICAL         | 40,000.00 sf     | /sf             |              | /sf                |                 |           | 1,014,600  |          | 25.37           | 1,014,600    |

## Estimate Totals

| Description                    | Amount    | Totals           | Hours         | Rate             | Cost Basis | Cost per Unit      | Percent of Total |
|--------------------------------|-----------|------------------|---------------|------------------|------------|--------------------|------------------|
| Labor                          | 177,335   |                  | 3,000.000 hrs |                  |            | 4.433 /sf          | 2.80%            |
| Material                       | 23,315    |                  |               |                  |            | 0.583 /sf          | 0.37%            |
| Subcontract                    | 5,498,904 |                  |               |                  |            | 137.470 /sf        | 88.85%           |
| Equipment                      |           |                  |               |                  |            |                    |                  |
| Other                          |           |                  |               |                  |            |                    |                  |
|                                | 5,699,454 | 5,699,454        |               |                  |            | 142.486 /sf        | 90.02            |
| NH Performance & Payment Bond  | 46,887    |                  |               |                  | B          | 1.172 /sf          | 0.74%            |
| Builders Risk Insurance        | 7,914     |                  |               | 1.250 \$ / 1,000 | T          | 0.198 /sf          | 0.12%            |
| General Liability & Umbrella P | 44,002    |                  |               | 0.695 %          | T          | 1.100 /sf          | 0.69%            |
| Pre Construction Services %    | 26,991    |                  |               | 0.500 %          | T          | 0.725 /sf          | 0.46%            |
| CM Fee %                       | 203,954   |                  |               | 3.500 %          | T          | 5.098 /sf          | 3.22%            |
| Design Con Lump Sum            | 150,000   |                  |               |                  | L          | 3.750 /sf          | 2.37%            |
| Contingency Lump Sum           | 150,000   |                  |               |                  | L          | 3.750 /sf          | 2.37%            |
| <b>Total</b>                   |           | <b>6,331,202</b> |               |                  |            | <b>158.280 /sf</b> |                  |

| Group | Phase | Description                                                     | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price  | Sub Amount | Sub Name  | Total Cost/Unit | Total Amount |
|-------|-------|-----------------------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|------------|------------|-----------|-----------------|--------------|
| 1000  |       | <b>GENERAL CONDITIONS</b>                                       |                  |                 |              |                    |                 |            |            |           |                 |              |
|       | 1050  | <b>General Conditions</b>                                       |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | General Conditions 8-7-17                                       | 17.40 mn         | -               | -            | -                  | -               | 45,873.89  | 798,208    |           | 45,873.89       | 798,208      |
| 2000  |       | <b>EARTHWORK &amp; DEMO</b>                                     |                  |                 |              |                    |                 |            |            |           |                 |              |
|       | 2001  | <b>Sitework</b>                                                 |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Temp Fencing - Reno Wings 8-7-17                                | 660.00 lf        | -               | -            | -                  | -               | 8.00       | 7,680      |           | 8.00            | 7,680        |
|       |       | Temp Gate(s) - Reno Wings - 8-7-17                              | 4.00 ea          | -               | -            | -                  | -               | 500.00     | 2,000      |           | 500.00          | 2,000        |
|       |       | Earthwork for New Electrical Service - 8-7-17                   | 253.00 lf        | -               | -            | -                  | -               | 30.00      | 7,500      |           | 30.00           | 7,500        |
|       |       | New Transformer Pad - Precast - 8-7-17                          | 1.00 ls          | -               | -            | -                  | -               | 3,000.00   | 3,000      |           | 3,000.00        | 3,000        |
|       | 2005  | <b>Subwork - Basketball Courts</b>                              |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Subgrade                                                        | 1.00 ls          | -               | -            | -                  | -               | 12,000.00  | 12,000     |           | 12,000.00       | 12,000       |
|       |       | Gravel base                                                     | 1.00 ls          | -               | -            | -                  | -               | 38,000.00  | 38,000     |           | 38,000.00       | 38,000       |
|       |       | Pavement and markings                                           | 1.00 ls          | -               | -            | -                  | -               | 29,000.00  | 29,000     |           | 29,000.00       | 29,000       |
|       |       | Basketball hoop excavation and backfill                         | 1.00 ls          | -               | -            | -                  | -               | 1,500.00   | 1,500      |           | 1,500.00        | 1,500        |
|       |       | New Basketball Hoops                                            | 4.00 ea          | -               | -            | -                  | -               | 2,500.00   | 10,000     |           | 2,500.00        | 10,000       |
|       | 2050  | <b>Demolition</b>                                               |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Demo in Kindergarten Wing 30 8-9-17                             | 1.00 ls          | -               | -            | -                  | -               | 2,000.00   | 2,000      |           | 2,000.00        | 2,000        |
|       |       | Demo Temporary Classrooms in Gym                                | 1.00 ls          | -               | -            | -                  | -               | 8,000.00   | 8,000      | ABS       | 8,000.00        | 8,000        |
|       |       | Demolition and disposal - Per Plans                             | 1.00 ls          | -               | -            | -                  | -               | 143,000.00 | 143,000    | ABS       | 143,000.00      | 143,000      |
|       | 2035  | <b>Asbestos Removal</b>                                         |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Boiler Materials                                                | 1.00 ls          | -               | -            | -                  | -               | 8,000.00   | 8,000      | Allowance | 8,000.00        | 8,000        |
|       |       | Fittings & Pipe Covering                                        | 1.00 ls          | -               | -            | -                  | -               | 7,500.00   | 7,500      | Allowance | 7,500.00        | 7,500        |
|       |       | Vinyl Asbestos Tile & Mastic Wing # 1C & 2D                     | 11,937.00 sf     | -               | -            | -                  | -               | 4.94       | 59,000     | ABS       | 4.94            | 59,000       |
|       |       | Chalk boards                                                    | 15.00 ea         | -               | -            | -                  | -               | 350.00     | 5,250      | ABS       | 350.00          | 5,250        |
|       | 2800  | <b>Site Improvements</b>                                        |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Ductbank Concrete Place                                         | 250.00 lf        | -               | -            | -                  | -               | 10.00      | 2,500      |           | 10.00           | 2,500        |
|       |       | Ductbank Concrete Material                                      | 40.00 cy         | -               | -            | -                  | -               | 115.00     | 4,600      |           | 115.00          | 4,600        |
|       | 2900  | <b>Landscaping</b>                                              |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Landscaping Allowance                                           | 1.00 ls          | -               | -            | -                  | -               | 5,000.00   | 5,000      | Allowance | 5,000.00        | 5,000        |
| 3000  |       | <b>CONCRETE</b>                                                 |                  |                 |              |                    |                 |            |            |           |                 |              |
|       | 3015  | <b>Flatwork Sub</b>                                             |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Slab Trench Patch - Pour / Place & Finish - Reno - 8-10-17      | 2,750.00 sf      | -               | -            | -                  | -               | 5.00       | 13,500     |           | 5.00            | 13,500       |
|       |       | Pins / Epoxy - Reno - 8-10-17                                   | 1.00 ls          | -               | -            | -                  | -               | 3,000.00   | 3,000      |           | 3,000.00        | 3,000        |
|       |       | Welded Wire Mesh- Reno - 8-10-17                                | 95.00 sqft       | -               | -            | 15.00 /sqft        | 1,275           |            |            |           | 15.00           | 1,275        |
|       |       | Poly Vapor Barrier- Reno - 8-10-17                              | 3,000.00 sf      | -               | -            | 0.15 /sf           | 450             |            |            |           | 0.15            | 450          |
|       |       | Concrete Pumps- Reno - 8-10-17                                  | 3.00 days        | -               | -            | -                  | -               | 1,250.00   | 3,750      |           | 1,250.00        | 3,750        |
|       |       | Concrete Readymix                                               | 35.00 cy         | -               | -            | 115.00 /cy         | 4,025           |            |            |           | 115.00          | 4,025        |
|       |       | Barrier-1                                                       | 35.00 cy         | -               | -            | 63.00 /cy          | 2,205           |            |            |           | 63.00           | 2,205        |
| 4000  |       | <b>MASONRY</b>                                                  |                  |                 |              |                    |                 |            |            |           |                 |              |
|       | 4100  | <b>Masonry</b>                                                  |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Masonry Sub                                                     | 1.00 ls          | -               | -            | -                  | -               | 113,000.00 | 113,000    | Pynn      | 113,000.00      | 113,000      |
|       | 4115  | <b>CMU Walls</b>                                                |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Demo & Infill Around Square Duct Penetrations - 8-9-17          | 74.00 ea         | -               | -            | -                  | -               | 750.00     | 55,500     | Pynn      | 750.00          | 55,500       |
|       |       | Masonry Patch - Allowance                                       | 1.00 ls          | -               | -            | -                  | -               | 5,000.00   | 5,000      |           | 5,000.00        | 5,000        |
|       |       | CMU Walls 8-inch Walls Reno - Included in sub number            | 831.00 sf        | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | CMU Walls 6-inch Walls - included in sub number                 | 404.00 sf        | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | CMU Walls 4-inch Walls - Included in sub number                 | 4,410.00 sf      | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | Install HM Door Frames                                          | 10.00 ea         | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | Extend Corridor Walls - 8-10-17 - use drywall                   | 0.00 sf          | -               | -            | -                  | -               |            |            |           |                 |              |
|       |       | Exterior Brick Veneer - included in sub number                  | 788.00 sf        | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | Masonry Rebar                                                   | 1.00 ls          | -               | -            | 4,800.00 /ls       | 4,800           |            |            |           | 4,800.00        | 4,800        |
|       |       | Patch Walls Behind Chalkboards                                  | 1.00 ls          | -               | -            | -                  | -               | 12,000.00  | 12,000     |           | 12,000.00       | 12,000       |
|       |       | Infill Under Old Sliding Door Openings - included in sub number | 788.00 sf        | -               | -            | -                  | -               |            |            | Pynn      |                 |              |
|       |       | Repair Cracked CMU Wall in JC near Kitchen                      | 1.00 ls          | -               | -            | -                  | -               | 350.00     | 350        |           | 350.00          | 350          |
|       |       | Masonry Patch at New HM Exterior Frames at Wing 30 8-9-17       | 7.00 ea          | -               | -            | -                  | -               | 200.00     | 1,400      |           | 200.00          | 1,400        |
|       |       | Masonry Patch - Remove Doors in Corridor 124 Wing 30 - 8-9-17   | 1.00 ea          | -               | -            | -                  | -               | 200.00     | 200        |           | 200.00          | 200          |
|       | 4117  | <b>Masonry Veneers</b>                                          |                  |                 |              |                    |                 |            |            |           |                 |              |
|       |       | Patching Existing Veneer @ Wing 20 - 8-14-17                    | 1.00 ls          | -               | -            | -                  | -               | 5,000.00   | 5,000      | Allowance | 5,000.00        | 5,000        |



| Group | Phase | Description                                                                 | Takeoff Quantity   | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price  | Sub Amount | Sub Name         | Total Cost/Unit | Total Amount |
|-------|-------|-----------------------------------------------------------------------------|--------------------|-----------------|--------------|--------------------|-----------------|------------|------------|------------------|-----------------|--------------|
| 5000  |       | <b>METALS</b>                                                               |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       | 5100  | <b>Structural Steel</b>                                                     |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Split Joint Reinforcing for AHU's                                           | 18.00 ea           | -               | -            | -                  | -               | 5,000.00   | 90,000     |                  | 5,000.00        | 90,000       |
|       |       | Steel Angle Frames for Exhaust Fans                                         | 7.00 ea            | -               | -            | -                  | -               | 1,500.00   | 10,500     |                  | 1,500.00        | 10,500       |
|       | 5500  | <b>Misc. Metal</b>                                                          |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Seismic Clips                                                               | 1.00 ls            | -               | -            | -                  | -               | 5,000.00   | 5,000      |                  | 5,000.00        | 5,000        |
|       |       | Unforeseen Misc Metals                                                      | 1.00 ls            | -               | -            | -                  | -               | 10,000.00  | 10,000     |                  | 10,000.00       | 10,000       |
|       |       | Lintels for Square Duct Penetrations                                        | 84.00 ea           | -               | -            | -                  | -               | 65.00      | 5,460      |                  | 65.00           | 5,460        |
|       |       | Lintels for New Windows @ Wing 30 8-9-17                                    | 7.00 ea            | -               | -            | -                  | -               | 150.00     | 1,050      |                  | 150.00          | 1,050        |
| 6000  |       | <b>WOOD &amp; PLASTIC</b>                                                   |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       | 6100  | <b>Rough Carpentry</b>                                                      |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Rough Carpentry (blocking & misc.)                                          | 1.00 ls            |                 |              |                    |                 | 10,000.00  | 10,000     |                  | 10,000.00       | 10,000       |
|       |       | Support Labor                                                               | 75.00 hr           | 2,320.00 /wk    | 174,000      |                    |                 | -          | -          |                  | 2,320.00        | 174,000      |
|       |       | Temp Enclosures                                                             | 1.00 ls            | -               | -            | -                  | -               | 10,000.00  | 10,000     | Allowance        | 10,000.00       | 10,000       |
|       | 6600  | <b>Arch. Millwork</b>                                                       |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Coat Hooks on Wood with Boot Units - Temp Classrooms - 8-14-17              | 8.00 ea            | -               | -            | -                  | -               | 250.00     | 2,000      |                  | 250.00          | 2,000        |
|       |       | Sink Base Units w/ PL Tops in Classrooms                                    | 155.00 lf          | -               | -            | -                  | -               | 425.00     | 65,875     |                  | 425.00          | 65,875       |
|       |       | Book Case w/ P/L Tops in Classrooms                                         | 614.00 lf          | -               | -            | -                  | -               | 260.00     | 159,640    |                  | 260.00          | 159,640      |
|       |       | Wardrobe Cabinets in Classrooms 4'-0"W                                      | 17.00 ea           | -               | -            | -                  | -               | 500.00     | 8,500      |                  | 500.00          | 8,500        |
|       |       | Coat Hooks on Wood with Boot Units 14 lf / ea                               | 26.00 ea           | -               | -            | -                  | -               | 250.00     | 6,500      |                  | 250.00          | 6,500        |
|       |       | Wardrobe Cabinets in Classrooms 3'-0"W                                      | 12.00 ea           | -               | -            | -                  | -               | 300.00     | 3,600      |                  | 300.00          | 3,600        |
| 7000  |       | <b>THERMAL/MOISTURE</b>                                                     |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       | 7210  | <b>Building Insulation</b>                                                  |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Closed Cell Spray Foam Ins., 3" R-18 - Kindergarten 8-11-17                 | 770.00 sf          | -               | -            | -                  | -               | 7.00       | 5,390      |                  | 7.00            | 5,390        |
|       |       | Patch Existing Building Insulation                                          | 1.00 ls            | -               | -            | -                  | -               | 5,000.00   | 5,000      | Allowance        | 5,000.00        | 5,000        |
|       |       | Spray Foam Around Windows                                                   | 1.00 ls            | -               | -            | -                  | -               | 7,500.00   | 7,500      |                  | 7,500.00        | 7,500        |
|       |       | Spray Foam Below Windows                                                    | 1,477.00 sf        | -               | -            | -                  | -               | 4.00       | 5,908      |                  | 4.00            | 5,908        |
|       | 7262  | <b>Air Vapor Barrier System</b>                                             |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Vapor Barrier Sheet Membrane @ Sliding Door Masonry Infil - 8-9-17          | 768.00 sf          | -               | -            | -                  | -               | 5.00       | 3,940      |                  | 5.00            | 3,940        |
|       | 7440  | <b>Aluminum Composite Panel</b>                                             |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Existing Canopy Undersides - Provide Alcan - Remove Plywood                 | 300.00 sf          | -               | -            | -                  | -               | 16.00      | 4,800      |                  | 16.00           | 4,800        |
|       | 7500  | <b>Membrane Roofing</b>                                                     |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Block, Set Curb & Flash RTU's                                               | 265.00 lf          | -               | -            | -                  | -               | 35.00      | 9,275      |                  | 35.00           | 9,275        |
|       | 7920  | <b>Joint Sealants</b>                                                       |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Joint Sealants                                                              | 1.00 ls            | -               | -            | -                  | -               | 20,000.00  | 20,000     |                  | 20,000.00       | 20,000       |
|       |       | Misc Fire Stopping / Sealants                                               | 1.00 ls            | -               | -            | -                  | -               | 10,000.00  | 10,000     |                  | 10,000.00       | 10,000       |
| 8000  |       | <b>DOORS &amp; WINDOWS</b>                                                  |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       | 8100  | <b>Doors, Frames &amp; Hardware</b>                                         |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | New HM Door with Glass @ Vestibule/Corridor 192 - 8-9-17                    | 1.00 ls            | -               | -            | -                  | -               | 5,000.00   | 5,000      |                  | 5,000.00        | 5,000        |
|       |       | Classroom Doors in Existing Frames - Wing 10 & Wing 20 - 8-9-17             | 19.00 ea           | -               | -            | -                  | -               | 810.00     | 15,390     |                  | 810.00          | 15,390       |
|       |       | Classroom Pass Thru Doors in Existing Frames - Wing 10 & 20 - 8-9-17        | 12.00 ea           | -               | -            | -                  | -               | 810.00     | 9,720      |                  | 810.00          | 9,720        |
|       |       | Corridor Double Doors - 8-9-17                                              | 5.00 prs           | -               | -            | -                  | -               | 4,230.00   | 21,150     |                  | 4,230.00        | 21,150       |
|       |       | Private Restrooms Rooms 198                                                 | 1.00 ea            | -               | -            | -                  | -               | 731.00     | 731        |                  | 731.00          | 731          |
|       |       | Private Restrooms Rooms 172                                                 | 1.00 ea            | -               | -            | -                  | -               | 731.00     | 731        |                  | 731.00          | 731          |
|       |       | Cafeteria Entry Doors - Pair                                                | 1.00 prs           | -               | -            | -                  | -               | 4,775.00   | 4,775      |                  | 4,775.00        | 4,775        |
|       |       | Rated Mechanical Room Doors - 8-9-17                                        | 9.00 ea            | -               | -            | -                  | -               | 946.00     | 8,514      |                  | 946.00          | 8,514        |
|       |       | Exterior HM x HM Doors                                                      | 3.00 ea            | -               | -            | -                  | -               | 1,175.00   | 3,525      |                  | 1,175.00        | 3,525        |
|       |       | Classroom Doors in New Frames - Wing A - 8-9-17                             | 11.00 ea           | -               | -            | -                  | -               | 998.00     | 10,958     |                  | 998.00          | 10,958       |
|       |       | Classroom Pass Thru Doors in New Frames - Wing A - 8-9-17                   | 6.00 ea            | -               | -            | -                  | -               | 998.00     | 5,976      |                  | 998.00          | 5,976        |
|       | 8180  | <b>Access Control Hardware</b>                                              |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Security / Access Control Allowance                                         | 1.00 ls            | -               | -            | -                  | -               | 25,000.00  | 25,000     | Allowance        | 25,000.00       | 25,000       |
|       | 8450  | <b>Storefronts</b>                                                          |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Glazing Sub                                                                 | 1.00 ls            | -               | -            | -                  | -               | 285,000.00 | 285,000    | Pentucket        | 285,000.00      | 285,000      |
|       |       | <b>Storefront - 8-10-17 - included above</b>                                | <b>4,313.00 sf</b> | -               | -            | -                  | -               |            |            | <b>Pentucket</b> |                 |              |
|       |       | <b>Operable Windows 8-10-17 - included above</b>                            | <b>126.00 ea</b>   | -               | -            | -                  | -               |            |            | <b>Pentucket</b> |                 |              |
|       |       | <b>Remove Existing Windows</b>                                              | <b>4,313.00 sf</b> | -               | -            | -                  | -               |            |            | <b>w/Demo</b>    |                 |              |
|       |       | <b>Remove Existing Patio Doors</b>                                          | <b>6.00 ea</b>     | -               | -            | -                  | -               |            |            | <b>w/Demo</b>    |                 |              |
|       |       | Small Punch Window Electric Room                                            | 1.00 ea            | -               | -            | -                  | -               | 1,500.00   | 1,500      |                  | 1,500.00        | 1,500        |
| 9000  |       | <b>FINISHES</b>                                                             |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       | 9250  | <b>Gypsum Drywall</b>                                                       |                    |                 |              |                    |                 |            |            |                  |                 |              |
|       |       | Drywall - Infill above masonry walls - Wing 30 - 8-10-17                    | 534.00 sf          | -               | -            | -                  | -               | 8.00       | 4,272      |                  | 8.00            | 4,272        |
|       |       | Drywall - Infill above demo'd masonry openings - four (4) locations 8-10-17 | 4.00 ea            | -               | -            | -                  | -               | 100.00     | 400        |                  | 100.00          | 400          |

| Group | Phase | Description                                                              | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price | Sub Amount | Sub Name  | Total Cost/Unit | Total Amount |
|-------|-------|--------------------------------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|-----------|------------|-----------|-----------------|--------------|
| 9250  |       | <b>Gypsum Drywall</b>                                                    |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Temp Drywall Partition 213A - 9'-4" Height - 8-7-17                      | 5,663.00 sf      | -               | -            | -                  | -               | 8.00      | 39,978     |           | 8.00            | 39,978       |
|       |       | Drywall Partition 113N - 12'-0" Height - 8-7-17 - fur-cut walls in CR 20 | 3,219.00 sf      | -               | -            | -                  | -               | 8.00      | 19,914     |           | 8.00            | 19,914       |
|       |       | Drywall Partition 213A - 12'-0" Height - 8-7-17                          | 746.00 sf        | -               | -            | -                  | -               | 6.25      | 4,663      |           | 6.25            | 4,663        |
|       |       | Drywall Partition 216A - 12'-0" Height - 8-7-17                          | 447.00 sf        | -               | -            | -                  | -               | 6.50      | 2,908      |           | 6.50            | 2,908        |
|       |       | Enclose Kindergarten Roof Soffit - Short Wall                            | 384.00 sf        | -               | -            | -                  | -               | 10.00     | 3,840      |           | 10.00           | 3,840        |
| 9300  |       | <b>Ceramic Tile</b>                                                      |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Porcelain Tile Floor with Anti-Fracture - Reno - 8-7-17                  | 1,598.00 sf      | -               | -            | -                  | -               | 11.00     | 16,588     |           | 11.00           | 16,588       |
|       |       | Porcelain Tile Base - Reno - 8-7-17                                      | 487.00 sf        | -               | -            | -                  | -               | 15.00     | 7,305      |           | 15.00           | 7,305        |
|       |       | Wall Tile - Full height - 8-7-17                                         | 5,366.00 sf      | -               | -            | -                  | -               | 11.00     | 59,026     |           | 11.00           | 59,026       |
| 9500  |       | <b>Acoustical Ceilings</b>                                               |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | ACT in Kindergarten Rooms - 8-9-17                                       | 2,172.00 sf      | -               | -            | -                  | -               | 3.50      | 7,602      |           | 3.50            | 7,602        |
|       |       | Wall Panels & Baffles in Gym - 8-7-17                                    | 1.00 ls          | -               | -            | -                  | -               | 10,000.00 | 10,000     |           | 10,000.00       | 10,000       |
|       |       | ACT in Classrooms & Corridors - 8-7-17                                   | 31,769.00 sf     | -               | -            | -                  | -               | 3.50      | 111,192    |           | 3.50            | 111,192      |
|       |       | Vinyl Face GWB - Main Kitchen                                            | 444.00 sf        | -               | -            | -                  | -               | 4.25      | 1,887      |           | 4.25            | 1,887        |
| 9600  |       | <b>Flooring</b>                                                          |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Floor Prep                                                               | 9,647.00 sf      | -               | -            | -                  | -               | 1.50      | 14,471     |           | 1.50            | 14,471       |
| 9640  |       | <b>Wood Flooring</b>                                                     |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Plug / Refinish Gym Floor                                                | 7,184.00 sf      | -               | -            | -                  | -               | 2.75      | 19,756     | HCC       | 2.75            | 19,756       |
|       |       | Game Lines                                                               | 1.00 ls          | -               | -            | -                  | -               | 1,800.00  | 1,800      | HCC       | 1,800.00        | 1,800        |
|       |       | School Logo - Allowance                                                  | 1.00 ls          | -               | -            | -                  | -               | 500.00    | 500        | Allowance | 500.00          | 500          |
| 9650  |       | <b>Resilient Fibers &amp; Base</b>                                       |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Vinyl 6" Base Temp Classrooms                                            | 1,341.00 lf      | -               | -            | -                  | -               | 3.00      | 4,023      |           | 3.00            | 4,023        |
|       |       | VCT Classrooms & Corridors - 8-7-17                                      | 27,340.00 sf     | -               | -            | -                  | -               | 2.50      | 68,100     |           | 2.50            | 68,100       |
|       |       | Vinyl 6" Base Classrooms and Corridors - 8-7-17                          | 4,545.00 lf      | -               | -            | -                  | -               | 3.00      | 13,635     |           | 3.00            | 13,635       |
| 9680  |       | <b>Carpet</b>                                                            |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Carpet at Gym Temp Classrooms (\$30/sy allowance) - 8-7-17               | 801.00 sy        | -               | -            | -                  | -               | 30.00     | 24,030     |           | 30.00           | 24,030       |
| 9800  |       | <b>Painting</b>                                                          |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Painting Temp Classroom Walls 5'-4" - 8-7-17                             | 9,935.00 sf      | -               | -            | -                  | -               | 0.45      | 4,471      |           | 0.45            | 4,471        |
|       |       | Painting Existing CMU Walls in Gym                                       | 8,389.00 sf      | -               | -            | -                  | -               | 0.55      | 4,780      |           | 0.55            | 4,780        |
|       |       | Paint Gym Structure & Deck                                               | 7,874.00 sf      | -               | -            | -                  | -               | 1.60      | 11,611     |           | 1.60            | 11,611       |
|       |       | Paint Existing HM Doors & Frames in Gym - 8-10-17                        | 9.00 ea          | -               | -            | -                  | -               | 150.00    | 900        |           | 150.00          | 900          |
|       |       | Paint GWB & CMU - 8-10-17                                                | 41,336.00 sf     | -               | -            | -                  | -               | 0.45      | 18,588     |           | 0.45            | 18,588       |
|       |       | Paint HM Frames 8-10-17                                                  | 33.00 ea         | -               | -            | -                  | -               | 100.00    | 8,300      |           | 100.00          | 8,300        |
|       |       | Paint HM Frame - Pair 8-10-17                                            | 10.00 pr         | -               | -            | -                  | -               | 125.00    | 1,250      |           | 125.00          | 1,250        |
|       |       | Paint Existing Exterior Canopies                                         | 1.00 ea          | -               | -            | -                  | -               | 2,500.00  | 2,500      |           | 2,500.00        | 2,500        |
|       |       | Paint New HM Doors                                                       | 1.00 ea          | -               | -            | -                  | -               | 160.00    | 160        |           | 160.00          | 160          |
|       |       | Paint Exterior Railings at Gym                                           | 1.00 ls          | -               | -            | -                  | -               | 7,500.00  | 7,500      |           | 7,500.00        | 7,500        |
| 10000 |       | <b>SPECIALTIES</b>                                                       |                  |                 |              |                    |                 |           |            |           |                 |              |
| 10100 |       | <b>Visual Display Boards</b>                                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Marker Boards for Temp Classrooms 4'X 8' - 8-14-17                       | 8.00 ea          | -               | -            | -                  | -               | 500.00    | 4,000      |           | 500.00          | 4,000        |
|       |       | Marker Boards for Classrooms 4'X 8' - 8-14-17                            | 50.00 ea         | -               | -            | -                  | -               | 500.00    | 25,000     |           | 500.00          | 25,000       |
|       |       | Teckboards 4' x 4' - 8-7-17                                              | 50.00 ea         | -               | -            | -                  | -               | 250.00    | 12,500     |           | 250.00          | 12,500       |
| 10150 |       | <b>Toilet Partitions</b>                                                 |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Toilet Partitions - Poly H/C - 8-14-17                                   | 6.00 ea          | -               | -            | -                  | -               | 1,300.00  | 7,800      |           | 1,300.00        | 7,800        |
|       |       | Toilet Partitions - Poly Standard - 8-14-17                              | 13.00 ea         | -               | -            | -                  | -               | 1,100.00  | 14,300     |           | 1,100.00        | 14,300       |
|       |       | Urinal Screens - 8-14-17                                                 | 5.00 ea          | -               | -            | -                  | -               | 350.00    | 1,750      |           | 350.00          | 1,750        |
| 10400 |       | <b>Signs</b>                                                             |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Room Signage                                                             | 60.00 ea         | -               | -            | -                  | -               | 110.00    | 6,600      |           | 110.00          | 6,600        |
|       |       | Temporary Signage                                                        | 1.00 ls          | -               | -            | -                  | -               | 1,000.00  | 1,000      |           | 1,000.00        | 1,000        |
| 10800 |       | <b>Toilet Accessories</b>                                                |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Paper Towel Dispensers (OFCI) - 8-14-17                                  | 15.00 ea         | 50.00 /ea       | 750          | -                  | -               | -         | -          |           | 50.00           | 750          |
|       |       | Soap Dispensers (OFCI) - 8-14-17                                         | 19.00 ea         | 50.00 /ea       | 950          | -                  | -               | -         | -          |           | 50.00           | 950          |
|       |       | Framed Mirrors - 8-14-17                                                 | 24.00 ea         | -               | -            | 175.00 /ea         | 4,200           | -         | -          |           | 175.00          | 4,200        |
|       |       | Grab Bars 18-inch - 8-14-17                                              | 9.00 ea          | -               | -            | 190.00 /ea         | 1,350           | -         | -          |           | 190.00          | 1,350        |
|       |       | Grab Bars 36-inch - 8-14-17                                              | 9.00 ea          | -               | -            | 200.00 /ea         | 1,800           | -         | -          |           | 200.00          | 1,800        |
|       |       | Grab Bars 42-inch - 8-14-17                                              | 9.00 ea          | -               | -            | 250.00 /ea         | 2,250           | -         | -          |           | 250.00          | 2,250        |
|       |       | Toilet Paper Dispensers (OFCI) - 8-14-17                                 | 22.00 ea         | 50.00 /ea       | 1,100        | -                  | -               | -         | -          |           | 50.00           | 1,100        |
|       |       | Coat Hooks - 8-14-17                                                     | 22.00 ea         | 5.00 /ea        | 110          | 5.00 /ea           | 110             | -         | -          |           | 10.00           | 220          |
|       |       | Sanitary Napkin Disposal                                                 | 17.00 ea         | 25.00 /ea       | 425          | 50.00 /ea          | 850             | -         | -          |           | 75.00           | 1,275        |
|       |       | <b>Waste Receptacles (OFOI)</b>                                          | ea               | -               | -            | -                  | -               | -         | -          | By Owner  | -               | -            |
| 12000 |       | <b>FURNISHINGS</b>                                                       |                  |                 |              |                    |                 |           |            |           |                 |              |
| 12020 |       | <b>Blinds &amp; Shades</b>                                               |                  |                 |              |                    |                 |           |            |           |                 |              |
|       |       | Window Shades Classrooms - 8-14-17                                       | 58.00 ea         | -               | -            | -                  | -               | 155.00    | 14,890     |           | 155.00          | 14,890       |

| Group  | Phase  | Description                                        | Takeoff Quantity | Labor Cost/Unit | Labor Amount | Material Cost/Unit | Material Amount | Sub Price    | Sub Amount | Sub Name       | Total Cost/Unit | Total Amount |
|--------|--------|----------------------------------------------------|------------------|-----------------|--------------|--------------------|-----------------|--------------|------------|----------------|-----------------|--------------|
| 210000 |        | <b>FIRE SUPPRESSION</b>                            |                  |                 |              |                    |                 |              |            |                |                 |              |
|        | 211300 | <del>Fire Suppression Sprinkler Systems</del>      |                  |                 |              |                    |                 |              |            |                |                 |              |
|        |        | Sprinkler - New Head Locations                     | 40,000.00 sf     | -               | -            | -                  | -               | 3.00         | 120,000    |                | 3.00            | 120,000      |
|        |        | Sprinkler - Replace all Mains                      | 1.00 ls          | -               | -            | -                  | -               | 65,000.00    | 65,000     |                | 65,000.00       | 65,000       |
|        |        | Kindergarten Wing - Sprinkler - Provide Wet System | 1.00 ls          | -               | -            | -                  | -               | 10,000.00    | 10,000     |                | 10,000.00       | 10,000       |
| 220000 |        | <b>PLUMBING</b>                                    |                  |                 |              |                    |                 |              |            |                |                 |              |
|        | 220100 | <b>Plumbing</b>                                    |                  |                 |              |                    |                 |              |            |                |                 |              |
|        |        | Plumbing Subcontract 8-7-17                        | 1.00 ls          | -               | -            | -                  | -               | 241,542.00   | 241,542    |                | 241,542.00      | 241,542      |
|        |        | Plumbing cut/patch                                 | 1.00 ls          | -               | -            | -                  | -               | 23,000.00    | 23,000     |                | 23,000.00       | 23,000       |
|        |        | Misc Firestopping                                  | 1.00 ls          | -               | -            | -                  | -               | 10,000.00    | 10,000     |                | 10,000.00       | 10,000       |
| 230000 |        | <b>HVAC</b>                                        |                  |                 |              |                    |                 |              |            |                |                 |              |
|        | 230100 | <b>HVAC</b>                                        |                  |                 |              |                    |                 |              |            |                |                 |              |
|        |        | HVAC Subcontract 8-7-17                            | 1.00 ls          | -               | -            | -                  | -               | 1,204,945.00 | 1,204,945  |                | 1,204,945.00    | 1,204,945    |
|        |        | HVAC cut/patch                                     | 1.00 ls          | -               | -            | -                  | -               | 5,000.00     | 5,000      |                | 5,000.00        | 5,000        |
|        |        | <b>Linear Grilles at Casework - By Div 23</b>      | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | Kindergarten Wing - New Grilles                    | 2,300.00 sf      | -               | -            | -                  | -               | 1.00         | 2,300      |                | 1.00            | 2,300        |
| 260000 |        | <b>ELECTRICAL</b>                                  |                  |                 |              |                    |                 |              |            |                |                 |              |
|        | 260100 | <b>Electrical</b>                                  |                  |                 |              |                    |                 |              |            |                |                 |              |
|        |        | Electrical 8-17-17                                 | 1.00 ls          | -               | -            | -                  | -               | 830,000.00   | 830,000    |                | 830,000.00      | 830,000      |
|        |        | Temp Classrooms 8-7-17                             | 1.00 ls          | -               | -            | -                  | -               | 75,000.00    | 75,000     |                | 75,000.00       | 75,000       |
|        |        | Security Allowance                                 | 1.00 ls          | -               | -            | -                  | -               | 25,000.00    | 25,000     |                | 25,000.00       | 25,000       |
|        |        | <b>Interior Lighting &amp; Controls</b>            | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | <b>Fire Alarm - Addressable Fire Lite</b>          | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | <b>Wireless Clock System</b>                       | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | <b>Intercom P.A. System</b>                        | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | <b>Phone System</b>                                | 1.00 ls          | -               | -            | -                  | -               |              |            | Excluded       |                 |              |
|        |        | <b>P/W HVAC Equipment, New Outlets / Misc</b>      | 1.00 ls          | -               | -            | -                  | -               |              |            | Included Below |                 |              |
|        |        | <b>Generator</b>                                   | 1.00 ls          | -               | -            | -                  | -               |              |            | Excluded       |                 |              |
|        |        | Kindergarten Wing - New Lights                     | 2,300.00 sf      | -               | -            | -                  | -               | 2.00         | 4,600      |                | 2.00            | 4,600        |
|        |        | Electrical Service - Upgrade - Backcharges         | 1.00 ls          | -               | -            | -                  | -               | 80,000.00    | 80,000     | Allowance      | 80,000.00       | 80,000       |

## Estimate Totals

| Description                    | Amount    | Totals           | Hours         | Rate             | Cost Basis | Cost per Unit      | Percent of Total |
|--------------------------------|-----------|------------------|---------------|------------------|------------|--------------------|------------------|
| Labor                          | 177,335   |                  | 3,000.000 hrs |                  |            | 4.433 /sf          | 2.80%            |
| Material                       | 23,315    |                  |               |                  |            | 0.583 /sf          | 0.37%            |
| Subcontract                    | 5,498,804 |                  |               |                  |            | 137.470 /sf        | 86.85%           |
| Equipment                      |           |                  |               |                  |            |                    |                  |
| Other                          |           |                  |               |                  |            |                    |                  |
|                                | 5,699,454 | 5,699,454        |               |                  |            | 142.486 /sf        | 90.02            |
| NH Performance & Payment Bond  | 49,887    |                  |               |                  | B          | 1.172 /sf          | 0.74%            |
| Builders Risk Insurance        | 7,914     |                  |               | 1.250 \$ / 1,000 | T          | 0.198 /sf          | 0.12%            |
| General Liability & Umbrella P | 44,002    |                  |               | 0.885 %          | T          | 1.100 /sf          | 0.69%            |
| Pre Construction Services %    | 28,991    |                  |               | 0.500 %          | T          | 0.725 /sf          | 0.48%            |
| CM Fee %                       | 203,954   |                  |               | 3.500 %          | T          | 5.099 /sf          | 3.22%            |
| Design Con Lump Sum            | 150,000   |                  |               |                  | L          | 3.750 /sf          | 2.37%            |
| Contingency Lump Sum           | 150,000   |                  |               |                  | L          | 3.750 /sf          | 2.37%            |
| <b>Total</b>                   |           | <b>6,331,202</b> |               |                  |            | <b>158.280 /sf</b> |                  |





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PRELIMINARY  
NOT FOR  
CONSTRUCTION

ALTERNATE  
SITE  
COVERVIEW  
PLAN

WILLIAM R. HARBRON, Ed.D.  
Superintendent of Schools  
[w.harbron@dover.k12.nh.us](mailto:w.harbron@dover.k12.nh.us)

LIBBY SIMMONS  
Business Administrator  
[l.simmons@dover.k12.nh.us](mailto:l.simmons@dover.k12.nh.us)



CHRISTINE BOSTON, Ed.D.  
Director of Pupil Personnel Services  
[c.boston@dover.k12.nh.us](mailto:c.boston@dover.k12.nh.us)

PAULA GLYNN  
Director of Curriculum, Instruction and  
Assessment  
[p.glynn@dover.k12.nh.us](mailto:p.glynn@dover.k12.nh.us)

THE DOVER SCHOOL DISTRICT  
SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

JEFFREY E. MYERS  
Director of Technology  
[j.myers@dover.k12.nh.us](mailto:j.myers@dover.k12.nh.us)

**TO:** Members Dover School Board  
Dr. William R. Harbron, Superintendent of Schools  
**FROM:** Jeffrey Myers, Director of Technology  
**DATE:** August 17, 2017  
**RE:** Dell UltraSharp U2417H 24" Monitor w/5 yr Adv Exch Warranty

On August 7, 2017, the Dover School District published an RFB to purchase one-hundred (100) Dell UltraSharp 24" Infinity Edge Monitor - U2417H. The bid requested pricing with a 5-year Advanced Exchange warranty coverage (over the standard 3-year warranty).

The MSRP on the Dell.com website (w/3-year warranty) is \$349.99. The actual Dell online sale price is \$269.99. Bids from eleven (11) different vendors were received by the August 16<sup>th</sup> deadline, as follows:

**MONITOR W/5-YEAR WARRANTY PRICING (PER UNIT):**

|                    |                 |              |          |
|--------------------|-----------------|--------------|----------|
| <b>Sterling</b>    | <b>\$211.83</b> | SHI          | \$292.00 |
| Staples            | \$244.00        | Trinity3 LLC | \$339.00 |
| Kyocera            | \$280.08        | Ockers       | \$397.28 |
| RTM Communications | \$289.95        |              |          |

**MONITOR W/4-YEAR WARRANTY PRICING (PER UNIT):**

|            |          |
|------------|----------|
| Nessit LLC | \$237.00 |
|------------|----------|

**MONITOR W/3-YEAR WARRANTY PRICING (PER UNIT):**

|                             |          |               |          |
|-----------------------------|----------|---------------|----------|
| Nessit LLC                  | \$231.00 | Ockers        | \$261.33 |
| Southern Computer Warehouse | \$249.91 | Zones Inc.    | \$270.55 |
| Adorama                     | \$258.00 | Trinity 3 LLC | \$319.00 |
| RTM Communications          | \$257.54 |               |          |

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

### **PURCHASING RATIONALE:**

The HD monitors being purchased will replace outdated faculty and staff ANALOG (VGA) monitors that are not compatible with our newest computers / tablets and do not meet modern display quality requirements. Most monitors will be deployed to classroom teachers across all schools. The model selected was based upon quality, affordability, expected life expectancy, and compatibility with existing school district equipment.

### **RECOMMENDATION:**

The vendor **Sterling**, based out of Round Rock, TX, provided the most competitive pricing of **\$211.83** per unit with a 5-year warranty, for a total cost of **\$21,183.00** for 100 devices. Their current lead time for the purchase of at least 25 units in mid to late August is one (1) business day, meeting the RFB availability requirement.

As such, I would request that the School Board proceed with an award to **Sterling** for the purchase of 100 Dell UltraSharp 24" Monitors (U2417H) in the amount of **\$21,183.00**. The funding of this equipment is included in the 2017-18 Capital Improvement Plan and is budgeted under the General Operating Budget. Thank you.

Jeffrey E. Myers  
Director of Technology