

# SHUTESBURY CAPITAL PROJECT SUBMISSION FORM

## Capital Improvement Program: FY2021

Date submitted: \_\_\_\_\_ Date of Last Edit: \_\_\_\_\_

Department Priority:

Category:	Building	<input type="checkbox"/>	<input type="checkbox"/> Urgent/Legally Required
	Equipment	<input type="checkbox"/>	
	Paving/Grounds	<input type="checkbox"/>	<input type="checkbox"/> Maintain Service
	Land/Open Space	<input type="checkbox"/>	
	Vehicle	<input type="checkbox"/>	<input type="checkbox"/> Enhancement

Project Title:

Department:

Contact:

Project is:

New	<input type="checkbox"/>	What is the purpose of the project or purchase?
Recurring	<input type="checkbox"/>	Please attach repair history of item being replaced What is the plan for item being replaced?
Resubmission	<input type="checkbox"/>	Reason for resubmitting?
Multiyear	<input type="checkbox"/>	Phase ___ of ___

### Description:

Provide project/purchase description, including cost factors and expected useful life.

### Benefits of Project and Impact if Not Funded:

List potential efficiencies or service improvements.

### Discuss Operating Budget Impact:

Explain the project/purchase short- and long-term impacts on the town's operating budget of the project/ purchase.

### Required Cost Estimates:

Please attach state bid or vendor estimates to Capital Project Submission Form

<input type="checkbox"/>	state bid list
<input type="checkbox"/>	3 vendor quotes

Remind vendors of prevailing wage requirement when labor is involved

<input type="checkbox"/>	The formal bid process will be followed after funding is secured. If you wish the Town Administrator to commence a formal bid process contingent upon funding being secured please see Town Administrator.
--------------------------	--