SHUTESBURY CAPITAL PROJECT SUBMISSION FORM

Capital Improvement Program: FY2021

Date submitted: __________ Date of Last Edit: __________

Department Priority:

Category:
- Building
- Equipment
- Paving/Grounds
- Land/Open Space
- Vehicle

Department:

Contact:

Project Title:

Project is:
- New
- Recurring
- Resubmission
- Multiyear

What is the purpose of the project or purchase?
- Please attach repair history of item being replaced
- What is the plan for item being replaced?
- Reason for resubmitting?
- 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
- state bid list
- 3 vendor quotes

Remind vendors of prevailing wage requirement when labor is involved

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.