

# FORM C

## CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity <u>PRINCETON PUBLIC LIBRARY</u>		Date Prepared <u>DEC 2, 2019</u>	
Contact Person <u>MARY BARROLL</u>		Phone Number <u>978-464-2115</u>	

  

<p>1. Project Title &amp; Reference No.</p> <hr/> <p>2. Form of Acquisition (check appropriate)</p> <p><input checked="" type="checkbox"/> Purchase <input type="checkbox"/> Rental</p> <hr/> <p>3. Number of Units Requested <u>3</u></p> <hr/> <p>5. Purpose of Expenditure (check appropriate)</p> <p>( ) Schedule replacement</p> <p>( ) Present Equipment obsolete</p> <p>(<input checked="" type="checkbox"/>) Replace worn-out equipment</p> <p>( ) Reduce personnel time</p> <p>( ) Expanded service</p> <p>( ) New operation</p> <p>(<input checked="" type="checkbox"/>) Increased safety</p> <p>( ) Improve procedures, records, etc.</p> <p>week</p>	<p>4. Cost <u>(SEE ATTACHED)</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Per Unit</th> <th style="width: 40%;">Total</th> </tr> </thead> <tbody> <tr> <td>Purchase price or annual rental \$</td> <td>\$ <u>14,220</u></td> </tr> <tr> <td>Plus: Installation " or other costs \$</td> <td>\$ <u>13,860</u></td> </tr> <tr> <td>Less: Trade-in or other discount \$</td> <td>\$ <u>3,120</u></td> </tr> <tr> <td>Net purchase Cost or annual rental \$</td> <td>\$ <u>31,200</u></td> </tr> </tbody> </table> <hr/> <p>6. Number of Similar Items in Inventory <u>N/A</u></p> <hr/> <p>7. Estimated Use of Requested Item(s)</p> <p><u>52</u> Weeks per year <u>WATER</u> Approx. months (if seasonal)</p> <p>For the weeks used, estimate:</p> <p style="text-align: right;">Average days per</p> <p style="text-align: right;">Average hours per day used</p> <p>Estimated useful life in years</p>	Per Unit	Total	Purchase price or annual rental \$	\$ <u>14,220</u>	Plus: Installation " or other costs \$	\$ <u>13,860</u>	Less: Trade-in or other discount \$	\$ <u>3,120</u>	Net purchase Cost or annual rental \$	\$ <u>31,200</u>
Per Unit	Total										
Purchase price or annual rental \$	\$ <u>14,220</u>										
Plus: Installation " or other costs \$	\$ <u>13,860</u>										
Less: Trade-in or other discount \$	\$ <u>3,120</u>										
Net purchase Cost or annual rental \$	\$ <u>31,200</u>										

  

8. Replaced item(s)					
Item	Make	Age	Maint. Cost	Prior Year's Breakdowns	Rental Cost
A. THERMO PRIDE FURNACE	oil fired	20 yrs		<input checked="" type="checkbox"/>	
B. SLANT FIN BOILER				<input checked="" type="checkbox"/>	
C. ELEC WATER HEATER					
D.					
E.					

  

9. Recommended Disposition of Replacement Item(s)	
Possible use by other agencies	Trade-in _____ Sale _____

  

10. Submitting Authority	
Submitted by <u>Mary Barroll</u>	Date <u>DEC 2, 2019</u>
(signature)	
Position <u>LIBRARY DIRECTOR</u>	

  

11. Reserved
--------------

Source: Adapted from a form presented in "A Capital Improvement Programming Handbook", Government Finance Officers Association.

# ROYAL STEAM HEATER CO.

Established in 1889

499 Main Street

Gardner, Massachusetts 01440

Tel. No. 978-632-0770

Fax. No. 978-632-2468

December 11, 2016

Ms. Jane Weisman  
Princeton Library  
2 Town Hall Drive  
Princeton, Ma. 01541

Re: HVAC future planning,

Dear Ms. Weisman,

It was nice to meet with you and Mary Barroll, the Library Director, last week to look at the existing heating systems in the Library. As I mentioned during our walk through, I do not see anything that concerns me about the immediate health of any of your heating equipment. I know that we are scheduled to do an annual maintenance shortly and I will have a more "hands on" idea after our service tech has completed the maintenance, but the equipment all appears to be in good condition from a visual inspection only. To help prepare for the future, I present the following replacement budgets for the two major pieces of equipment for your two heating systems and for the domestic hot water tank.

Please carry a current budget of \$11,850.00, including the electrical work, to replace the ThermoPride oil-fired warm air furnace. I spoke with the manufacturer and they are a very friendly company. They still manufacture the same model you had installed many years ago and plan on keeping it in production for many years to come. There have been some efficiency changes in the blower motor and the available oil burner options, but replacing it would be a relatively simple disconnect and reconnect operation without any rerouting of the supply and return air connections, the exhaust piping, or the oil and electrical connections.

The Slant Fin boiler, which we installed in 1999, would cost \$11,550.00, including the electrical work, to replace today. The replacement model is very similar to the existing boiler, so this unit also will not require extensive re-piping or new electrical work.

The existing electric domestic water heater would cost \$2,600.00 to replace today, but there are even more reasonable options available.

All of these budget prices would work today if the work were done during normal working hours. I would assume that they might increase 20% in five years, although



December 12, 2016

that is an experienced guess and not a guarantee. The best way to extend the functional life of your equipment is to have a qualified contractor perform a yearly maintenance on each unit. Oil-fired heating equipment requires faithful maintenance in order to provide operational efficiency and extend the life of each unit. If you commit to yearly service, you will definitely postpone costly replacement of the equipment and greatly reduce the risk of emergency repairs.

I thank you for asking Royal Steam Heater Company to do your maintenance this year and I am pleased to provide these budget prices. You and Mary should be applauded by your board of trustees for looking ahead. Hopefully, they will be able to budget each year so that there will be a fund to support the future costs of replacement.

Please contact me if you have any questions with this letter.

Sincerely,

*Jay Davis Drake*

Jay Davis Drake  
President

By email 12/12/2016