

**Vermont Gas Systems, Inc.**

FY2021 Expense Projects & Capital Investments exceeding \$100K

Approval & Spec Sheet

Date: 2/1/2021

Project Name & Owner: Small Tools - Matt Anderson

Project & Work Order (project task) Number(s): P1387 & W3940

Submitted by & Department: Matt Anderson - 3020 Distribution Maintenance

**Project Summary & Benefit:** The small tools budget is a comprehensive budget of individual tools costing over \$1,000.00. The budget is for the entire operations department and covers tools used primarily on a daily basis. The majority of the tools are regular items that need to be replaced due to regular use. It is important to keep the small tools in new or close to new condition to ensure the safety of our employees and our customers. Many of the tools are required to perform required tasks safely and correctly.

**Schedule/Timing of In-Service:** October 2021 - September 2022

**What type of cost?**  Capital  Expense

**Other Notes (include business case and estimated useful life of capital purchase):**

**Assessment of Alternatives**  
The VGS operations team evaluates the condition of its small tools and conducts regular assessments of the tools and equipment necessary to perform operations work. Investment in new or replacement tools is typically based on an assessment that the alternative, typically retention of existing tools or engaging contractors to perform the work, is more expensive, less efficient, or inconsistent with our mission to provide safe and effective service to our customers.

**BUDGET (add lines as needed)**

Vendor	Product/Service	Type Of Known & Measurable Documentation Provided	Label on Documentation	FY2022	
			Found within Backup	Capital Spend	Expenses
Haub	Welders	Quote	Welders	\$43,021.66	
Sensit	Sensit Gold G2 (10)	Quote	Sensit	\$18,173.50	
Heath	DPIR (2)	Quote	DPIR	\$30,650.00	
UPSCO	McEleroy 1LC Machine (2)	Quote	1LC	\$5,135.60	
Instramart	Combustion Analyzer (10)	Quote	Combustion Analyzer	\$23,805.00	
Anatum	GPS (2)	Invoice	GPS	\$16,916.00	
Utilitronics	Locator	Invoice	Locator	\$4,606.00	
<b>Internal Components of Budget:</b>					
<b>PROJECT TOTALS</b>				<b>\$142,308</b>	<b>\$0</b>
Contingency				\$6,680	
<b>PROJECT TOTAL, INCLUDING CONTINGENCY</b>				<b>\$148,988</b>	<b>\$0</b>

**Prior to Spend/Contract Commitment**  
All projects over \$100,000 must be presented and approved by the Project Steering Committee

**Subsequent approval, if required based upon the criteria below:**

If the project RE-forecast is greater than 15% or \$25,000 (unless otherwise assigned) over the original budget and/or the schedule has shifted into a new fiscal year, the project must be presented to the VP, of that area for additional approval.  
If the re-forecast is greater than \$250,000 the project must be presented to the VP of Finance for additional approval

Threshold if otherwise assigned \_\_\_\_\_

Updated Forecast Project Total: _____	\$148,988	Variance > \$25,000 <b>0</b>	Variance > 15% <b>0%</b>
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Schedule: \_\_\_\_\_