

Instructional Equipment Request  
2015-16

FALL 03



875,000

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Building 1800 Whiteboard Replacement

Equipment Location: B1800

Name of Requestor: Michael Ansell/Lisa Everett

Division/ Unit: STEMPS

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is:  A replacement  An upgrade  New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

The whiteboards in all of the classrooms in 1800 need to be replaced. Building 1800 originally had all blackboards when it was constructed in the 1990's with a pulley system to allow multiple boards to be raised and lowered so that students could view more of the lecture/discussion at the same time. In 2012, concerns were voiced about chalk dust damaging computers in the classrooms and causing extra Maintenance; as well as the health concerns associated with chalk dust. M&O could no longer keep up with the chalk dust or provide chalk as they had in the past. A proposal was made to paint the chalk boards with a whiteboard paint to turn them into whiteboards. During the process, the lowest bidder was chosen and the minimum quality paint was applied. The white board paint was applied in a bumpy, orange-peel texture. It has been difficult to write on, difficult to erase, and really difficult to clean the boards between instructor use. Over the past two years, the whiteboard paint has degraded, and it is even more difficult to write, erase, and clean. The boards can no longer be erased without harsh solvents that further damage the whiteboards. It's like writing on a textured, stucco wall. Whiteboard markers also wear out quickly and need to be replaced more often.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

The whiteboards are a primary means of conveying instructional information in virtually all of the classes taught in building 1800. The programs include Chemistry, Biology, Physics, Astronomy, Geology, Engineering, Occupational Safety, Viticulture, etc.

Is this equipment included in your Program Review?  Yes  No

If yes, please cut and paste the appropriate wording here. If not, explain why.

We consider whiteboards in a classroom building to be basic campus maintenance. It has not been included in the program reviews of the multiple disciplines that use the 1800 building. The programs will include in the next PRU for all affected programs if necessary.

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

**Impact on teaching:** The ability to clearly communicate using the whiteboards is central to teaching and learning in our classes.

**Impact on learning:** Students have a difficult time taking notes and understanding diagrams if there are permanent marks all over the whiteboards that cannot be erased. Organic chemistry, for example, uses dots, dashes, and arrows that have subtle, but important meanings. Extra marks can only lead to confusion in an already difficult subject. Furthermore, the pulley systems that support the sliding boards are old and do not hold tight any longer. Because of this, some faculty choose not to use the sliding boards, which means that the material written on the boards cannot be slid up, impairing student's view of the material.

Per academic year, this equipment will impact:

- Number of classes or sections - More than 100 sections per academic year.
- 2000+ Number of students

### SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?  
Virtually all SLO's are affected by this primary teaching tool.

### SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.

LPC strives to serve students first and with excellent instructional equipment including readable whiteboards.

### SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?: If quality materials are used, they may last 20-40 years.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

Replacing the whiteboards and the pulley system will significantly REDUCE regular servicing and upkeep for many years.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

They will replace existing chalkboards painted with bumpy paint.

Equip. \$160,000  
TAX 5,700  
INSTALL. 15,000  
\$ 80,700

#### Part A: Initial Start-up Costs

	Costs	Comments
Equipment or Materials	60,000.00	
Shipping or Delivery charges	0	
Installation costs	TBD (15,000)	
Costs to modify facilities		
Vendor Discount	6,000.00	
Any Other Costs-training, etc.		Specify
Local Sales Tax		Included in equipment
Grand Total Costs =	\$ 75,000.00	Click the \$ and press F9 to calculate the grand total

- Quote w/  
Labor  
forthcoming  
from  
Walter  
Blevins.

A completed purchase order(s) and quote(s) for this total cost must be attached.

**Part B: On-going Annual Operating Costs**

**Costs**

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$0	
Any other costs, including labor	0	Specify
Annual Operating Costs =	\$0	How will costs be paid?

**Part C: Incremental Labor Costs**

Please describe who will be the key operator and who will perform the maintenance & repairs.

Instructors will "operate" the whiteboards and erase them. M&O will provide clean towels and squirt bottles and repair pulleys when needed.

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

Yes

Estimate the amount of time required in a month to perform this maintenance or operation

Unknown, but less than current maintenance.

Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college?

By purchasing quality products that last, we can hope for a much longer lifespan than the previous materials.

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: \_\_\_\_\_

Signatures:

M. Ansell

Requestor

Date Originated: 10/21/15

Z. Smith

Dean/Manager

Date Received 10/21/15

R. B. B. B.

Vice President

Date Received \_\_\_\_\_

**From:** Steve S. [mailto:steve.s@briteinc.com]  
**Sent:** Wednesday, September 02, 2015 8:51 AM  
**To:** Walter Blevins  
**Subject:** Brite Inc./ US Markerboard: Estimate #E240986

# US MARKERBOARD® Estimate

Brite Inc./ US Markerboard

Acct. No.      Date      Estimate #  
 1329559      9/2/2015      E240986

270 Centre Street, Unit F  
 Holbrook, MA 02343  
 Tel: 800-791-2946  
 Outside US: 781-961-8762  
 Fax: 781-767-9544  
[www.usmarkerboard.com](http://www.usmarkerboard.com)



**Bill To**  
 Walter Blevins  
 Chabot Las Positas Community College  
 Livermore CA 94551  
 510-715-4232

**Ship To**  
 Walter Blevins  
 Chabot Las Positas Community College  
 Livermore CA 94551  
 510-715-4232

Estimate is Good Until:	Sales Rep	Ship Via	Online Order ID	Expected Ship Date
10/2/2015	Steve S.	FREE SHIPPING - Std. Freight	PHONE QUOTE	

Item	Qty	Description	Rate	Amount	Tax	Options
Specials - AP	8	Custom Item	7,500.00	60,000.00		Custom Item Info: 10'H X 16"W Aluminum Framed Vertical Sliding Whiteboard With Three tracks and Three sliding Panels, Whiteboard Back Panel , Made in two pieces.
Quantity Discount		Quantity Discount. This discount is contingent on ordering all of the products listed at one time, shipping to a single location.	-10.0%	-6,000.00	Yes	

The products in this order are oversized and cannot ship via UPS, Fedex or DHL.

Products will be delivered via truck, common carrier, or LTL services. Delivery times may vary due to location and standard delivery schedule expected.

FREE  
SHIPPING -  
Std. Freight

1	As is common in all truck deliveries, these deliveries are dock-to-dock or tailgate only. Inside delivery is available to you. The added fee is determined by the carrier and we can make arrangements ahead of time for you.	0.00	0.00
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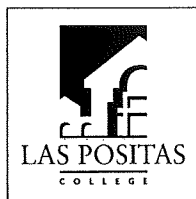
Please contact your customer service representative for more details.

**Total**\$54,000.00

PLEASE CLICK 'BUY NOW' TO PROCEED WITH YOUR ORDER,  
OR REPLY WITH QUESTIONS ABOUT YOUR ESTIMATE..  
THANK YOU.



Thank you for your estimate request. Please review all items for their correctness and make any changes necessary. Returned items are subject to a restocking fee and shipping back to the manufacturer. Average restocking fee is 25%. Custom items are non-returnable and non-refundable. PLEASE INSPECT ALL PACKAGES UPON DELIVERY AND NOTIFY ANY DAMAGES WITHIN 24 HOURS. \*\*\*Any changes in Size or Specifications will require a new estimate.



TO: Resource Allocation Committee

FROM: Dr. Lisa Everett  
Dean, Division of Science, Technology, Engineering, Math and Public Safety

Walter Blevins  
Director of Maintenance and Operations

DATE: October 26, 2015

SUBJECT: No Requisition Form for Instructional Equipment Request – B1800 Whiteboards

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Dear Committee and Administrative Services Office,

Upgrade of the sliding chalk boards to whiteboards in Building 1800 is a critical request. White boards are the most basic instructional equipment request. The request form details the need for this equipment.

This memo is to inform the committee that there is purposefully no requisition attached to the request. Lisa Everett, Dean, and Walter Blevins, Director of Maintenance and Operations, continue to work together to identify the best vendor/contractor for the upgrade. There is an estimate of the instructional equipment included.

Maintenance and Operations is trying to track down the name of the original vendor/contractor of the existing chalkboards, to see if that vendor/contractor is still in business and able to perform the upgrade to whiteboards, including an upgrade of the counter-balanced pulley system that suspends the boards.

We ask that you move the Instructional Equipment Request through the process, without a requisition attached. We ask that once the request is approved, that Maintenance and Operations be consulted as the purchase and installation of the whiteboard system is not a simple one.

Thank you.