



3

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage: http://grapevine/pbc/InstructionalEquipment.php

Name of Requestor: Mike Rinaldi / Cindy B Rosefield

Division/Unit : A & C - Music / Theater

Brief title of request (equipment or materials being requested must be similar, related or part of a system.

Storage carts for music stands and chairs

Request amount (unit cost and total cost including tax and shipping. Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.): This should come from the vendor quote

Table with 2 columns: Item (s) cost, Amount. Rows include Tax (.00975), Shipping, Installation, Facilities Modification, Other, and Total Cost.

Attach copy of quote(s), estimate(s) and requisition(s): (Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Large Stand Carts and Chair Carts to be used in the MCA Main Stage theater for all Performing Arts events. 039C203 (2) Cart, Large w/stand (music stand) 127A661 (4) Chair Storage Truck

Is this in your Program Review? Yes [ ] No [x]

Yes. These carts will be used for Music, Theater Arts and Dance performing arts classes and performances.

As stated in our program review, "Equipment needs to be tied to the new building". This request relates specifically to Master Plan PA target 2 (Fully develop an Instrumental Music program) and Target 5 (Prepare for and participate in the planning of the Performing Arts Facility - College Center for the Arts). Measurable Objective of Target 5 is to make concrete recommendations about equipment required for the spaces. As stated in our Program Review, "Equipment needs will be tied to the new building, and everything that is purchased at this time will need to be considered in light of its future usefulness in the new facility." This request will support our goal to offer a complete instructional music program.

These carts were suppose to be purchased when the music stands and chairs were purchased through the FFE of the Mertes Center, yet somehow, they were dropped when "money was running short".

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

As mentioned above, these were suppose to be purchased as a unit when the music stands and chairs were bought. It was a package deal from Wenger. So, from having to haul around 50 plus chairs and stands for every performance from below the stage and back, this will be an upgrade! We now are storing the music stands and chairs in the pit and storage area below the Main Stage. These carts will be a time and space saver.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

***Instructional and Service Impact***

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

The carts will save at least 3/4 of an hour for set up and take down per event, a total of up to two hours of time devoted to setting up when it should take merely minutes. Since we have no extra theater or performing arts assistance, it is the responsibility of the instructor and students to do this set up/take down.

The positive impact will be felt by all. Faculty members, students and Mike Rinaldi, the one Theater technical person we have, will have more time dedicated to dress rehearsals and performances.

The people doing the set up will not have to expend as much energy thus saving energy and using that energy towards a positive and productive performance.

Instructors, staff and students will all use the carts!

***Impact on Enrollment***

**Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?**

When students don't have to waste time setting up and tearing down, this will be a positive impact. Students and instructors alike get really tired having to do wasteful set-ups and take downs.

This was a part of the original equipment that arrived for the opening of the Mertes Center for the Arts that was left off the purchasing.

So yes, as was written in the original document:

Having the proper instrumental equipment will encourage students to sign up for our music classes and attracting students with varying levels of greater musical skills. This is important for creating a healthy competition and collaboration within the groups.

Students and instructors will be able to increase their musical repertoire by learning and performing a wider range of styles.

Students will gain greater proficiency on their instruments.

The requested equipment will provide much needed and beneficial enhancement to instruction, teaching and learning in support of the AA Degree in Music. Not to mention our community.

We will be able to host concerts and festivals ranging from collegiate to Jr High, competitive to non-competitive.

Las Positas College will become more open for music conferences, master classes and workshops due to the fact we will own instruments, proper equipment.

The positive impact of having this equipment is monumental, for teaching and learning in the classroom as well as within the community.

The equipment will be used by LPC instructors and students, traveling and local professional musicians/groups and may be used for community groups in conjunction with the college.

**Access**

**How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?**

It allows for smarter use of time and space and anyone can wheel the carts around. So much easier than, one chair or music stand at a time.

**Outcomes**

**How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?**

This will cover and support the college's Institutional Strategic Goals number 1, 2, 4, 5, 6, 9 and 10.

**Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)**

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?

a) 20 years plus

b) Yes. With the opening of the CCA, there is proper storage in both the Black Box and the Main Stage theaters. This will be used mainly in the Main Stage.

c) No.

d) None

***Visibility/Profile within Community***

**Is this a “flagship” item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?**

No but it is pretty silly not to have the proper equipment. Especially when the Theater spaces will be rented out to the community and they ask why the stands and chairs are not in moving carts.

Yes, it will enhance the image of the college in the community!!! They will think we are thoughtful in our designing and use of a beautiful new theater and facilities.



**Commitment to Sustainability**

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

It saves people energy - sustainable practice in human life.

**Health, Safety & Security**

Does this equipment address any health, safety & security concerns? If so, please explain below.

Again, this is a health and safety matter. Stands and chairs need to be placed in the least hazardous location. Loose chairs and stands tend to block exit routes and we certainly don't want that!

**Signatures (required)**

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by Cindy B Rosefield

Dean/  
Unit Head [Signature]

IT Department Signature \_\_\_\_\_

Vice President [Signature]

LPC VP Business/President \_\_\_\_\_ LPC Business Office Use (Account Number) \_\_\_\_\_

# Customer Quotation



Quote: 793911

Date: 9/16/2011

Effective: For 30 days only

Ship Within: 30 days ARO

Prepared For: Ms. Cindy Rosefield  
 Las Positas College  
 3033 Collier Canyon Rd  
 Livermore, CA 94551-9797

Delivery Within:

Tax: Not Included

Terms: NET 30/PENDING CREDIT APPROVAL

F.O.B. Point: Destination

Regarding: Large Stand Carts and Chair Carts

Page: 1

Item	Description	Quantity	Unit Price	Price
039C203	CART,LARGE W/STAND PURCHASE	2	402.00	804.00
127A661	CHAIR STORAGE TRUCK,W/PURCHASE	4	296.00	1,184.00
	Total Product Charge			1,988.00
	Frnt Charges			127.00
	Handling			60.00
	Sales Tax			179.20
	Total Charge			2,354.20
<p>*****</p> <p>Freight charges shown are for shipment via common carrier truck. Customer is responsible for unloading and moving items into the building, without truck driver assistance.</p> <p>Other delivery options will incur additional charges. Please call for pricing.</p> <p>*****</p>				

\* Terms and Conditions of Sale appear on following page.

Submitted By: Dale Anhorn  
 Sales Representative

Phone: 800-733-0393 Ext 463 Fax: 507-455-4258  
 Email: dale.anhorn@wengercorp.com

*Dale Anhorn*  
 WENGER CORPORATION  
 555 Park Drive, PO Box 448  
 Owatonna, MN 55060-0448  
 Phone 800.4WENGER (493-6437)  
 Fax 507.455.4258  
 Parts & Service 800.887.7145

WENGER CORPORATION  
 CANADA OFFICE  
 Phone 800.268.0148

WORLDWIDE  
 Phone 1.507.455.4100  
 Fax 1.507.774.8576  
 WEB SITE  
 www.wengercorp.com



