

Instructional Equipment Request

SECTION 1: SUMMARY INFORMATION	N		
Timeframe for the Request:	Fall: x	Spring:	Year: 2013
Name of Requestor: Dyan Miller		D	Division/ Unit: BSBA/KINESIOLOGY
Brief Title of the Request: Digital Scales	5		Equipment Location: 202,203, 104
SECTION 2: DESCRIPTION			
Describe the specific equipment or mate (Please do not include cost data here.) Three digital eye level scales with height			d a brief explanation of how it will be used.
Check one of the following: The equipment is: x A replacem	ent	x An upg	grade
How does the equipment replace, upgra The current scales are not digital and a visible to read weight.	ade or pro ire not ac	ovide new t ccurate. Th	technology to the college? What do you currently have in place? ne current scales are 8 years old. The new scales are easily
If request is motivated by a mandate, le provide any relevant documentation. None	gal requi	rement or s	safety concern, please describe it and why it's important. Please
SECTION 3: EDUCATIONAL ITEMS			
Which educational programs or instituti Supports all Kinesiology weight training	onal purp g, and fiti	oses does ness condit	s this equipment support? itioning classes.
Is this in your Program Review?	xYes	☐ No	
If yes, please cut and paste the approp	riate wor	ding here.	If not, explain why.

SECTION 4: TEACHING AND LEARNING

When instruction is comprised unfortunately so is student learning.

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

The scales requested will be used in classes such as Weight training, Fitness Center, Women in Weights, and Adaptive Weights. It is always important to offer a variety of ways to develop strength, flexibility and core development in fitness development. The scales are used to measure the progress from strength exercise, stretching and core development. Scales be used with demonstration from the instructor as well as the diagrams posted in the activity rooms. Adaptive weights class provides special needs students with the opportunity to keep their bodies healthy, by using certain modifications and adjustments to the standard gym curriculum. This equipment will help students achieve their SLO's for all fitness and weight training classes. This equipment supports the strategic goal of teaching and learning by providing quality weight training assessment.

The need for updated equipment was discussed in program review to provide support to all physical education, health, athletics and intercollegiate programs. Based on the program review, the scales meet the needs of the general population along with students with special needs. The scales can be used in many classes to gauge the progress of fitness level. The Kinesiology department is heavily reliant on the use of equipment. Without this equipment instruction is more difficult.

Number of classes or sections (per academic year) that will be impacted: 10

Will the Tri-Valley benefit from the equipment, and if so how?

Currently our fitness rooms are only open to students so the Tri-valley will not benefit directly. Indirectly though the students that are healthier and in better shape due to working out will benefit the community.

SECTION 5: SUSTAINABILITY

What is the potential life span of the requested equipment?: 10 to 15 years

How does this equipment meet or exceed basic sustainability efforts and/or provide renewable resources to the college? Please explain

Made from steel which can be recycled.

What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform the maintenance and are the costs included in the Finance Section?

Maintenance will be performed by the Kinesiology and Athletic Assistants. The scales are inspected daily for any malfunctions. No cost for upkeep.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Are these costs included in the financial section?

Be used in PE complex 202, 203 and 104 No new storage is needed. Scales are portable and take up little space.

SECTION 6: OUTCOMES

How will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

The Kinesiology department emphasizes the importance of physical well being. Pre and post test fitness assessments is a professional evaluation tool in this subject area. The scales can help insure all the major muscle groups are exercised, toned, and strengthened by assessing weight and BMI. Any exercise that strengthens your muscles will help to reduce body fat. With regular exercise using the scales will show students the results of their efforts.

SECTION 7: FINANCIAL

Part 1

Total amount requested: 2102.25

Explain the details behind the amount requested above.

Equipment or Materials: Delivery:

610 135

Installation:

Facilities Modification:

137.25

Sales Tax: Other:

Vendor Discount (if applicable):

Total amount:

2102.25 (Attach copies of quotes or estimates)

NOTE: Requests for computer related equipment must be reviewed by LPC IT Department

IT Department Authorized	Signature:	ange of the second	
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In addition to the amount requested above, what ongoing costs will be incurred per year? This is trying to determine the total cost of ownership.
COSTS Upkeep and Maintenance: Storage: Other :
How will these ongoing costs be paid for?
Part 2
How long will this equipment last and when will it need to be replaced? When replacement is needed, how will it be paid for (such as another IER, grant, etc.) Expected to last 10 to 15 years. When replaced will use another bond if needed or apply for grant funding. Detecto Scales warrants its products for 1 year.
What outside sources of funding, discounts or help have you explored and what is the outcome? (items such as CTE and grants) None
Signatures: $9/2/10$

<Approver>

<mm/dd/yyyy>

Requestor

☐ Yes

Request Approved:

Approved by:

Date Approved:





QUOTE #TH092652

Quote:	EYE-LEVE	L DIGITAL PHYSICIAN SCALE W/HEIGHT ROD		
<u>Qty</u>	<u>SKU</u>	Description	Unit Price	Ext Amt
3. Ea	LR-6339	Eye-Level Digital Physician Scale w/Height Rod Color: White	610.00	1,830.00
	MATERIAL	S SUBTOTAL		\$1,830.00
	MATERIAL	S TOTAL		\$1,830.00
	SALES TA	X @ 7.500% (ALAMEDA COUNTY)		\$137.25
		CHARGES (ESTIMATED)		\$135.00
	TOTAL	,		\$2,102.25

Billing Address

CHABOT-LAS POSITAS COMM COLLEGE ATTN: ACCOUNTS PAYABLE 7011 KOLL CENTER PARKWAY #200 PLEASANTON, CA 94566

Shipping Address

LAS POSITAS COMM COLLEGE ATTN: WILLIAM 3000 campus hill dr LIVERMORE, CA 94551



TERMS AND CONDITIONS OF SALE (QUOTE #TH092652)

Freight charges are based on delivery to LIVERMORE, CA 94551 and are subject to change if delivery is to another location. Freight charges are also subject to change if additional services (such as power liftgate service, 24-hour call ahead notice, etc) are requested after this quote has been accepted.

Delivery timeframe: 2 week(s) from date of order.

We do not collect district tax for customers outside of Sonoma County, CA. If you are in a location that imposes district tax in addition to the standard California rate of 7.50%, you are responsible for reporting this district portion as "use tax" on your sales tax return.

Payment terms: Net 30 Days

This quote supersedes any and all previous written or verbal quotes. Materials pricing is valid for 30 days from the date shown at the top of this page.

Please verify the billing and shipping addresses as shown on the following Order Confirmation page. Additional shipping charges and/or reconsignment charges may apply if correct shipping address is not provided AT TIME OF ORDER.

Examine all shipments promptly upon receipt, and notify us of freight damage and/or shortage within five (5) calendar days of receipt. Claims of damage and/or shortage will be deemed invalid unless reported within this time period.

Any portion of the invoice associated with this proposal not paid within the specified payment terms shall be subject to a finance charge of 1-1/2% per month (18% per year) until paid in full. No shipments will be made to past due accounts.

If First Service (a division of Straightline Enterprises, Incorporated) initiates any action at law or in equity, to enforce or interpret the provisions of this proposal, or even if it retains any attorney for such purpose, whether or not suit is initiated the party prevailing in such action or dispute will be entitled to its reasonable attorney's fees incurred, in addition to cost of suit or collection. This agreement shall be governed by the laws of the State of California, no matter where it is determined that the agreement was entered into. And any action brought to enforce or interpret any term of this agreement must be commenced in the appropriate court of the County of Sonoma, State of California, and no other court or jurisdiction.

Please complete the following ORDER CONFIRMATION page and return by fax to (707) 781-1970.





Your Purchase Order Number:

ORDER CONFIRMATION

I have reviewed and understand First Service quote # **TH092652**. I acknowledge that my signature below constitutes a firm order for all products and/or services included in quote # TH092652, subject to all terms and conditions of sale as listed on the previous page.

Order Total:	\$2,102.25	
Payment Terms:	Net 30 Days	
Deposit Amount:	\$0.00	
Method of Payment:	Terms	
Shipping Method:	UPS	
Delivery Timeframe:	2 week(s) from	the date of order.
Special Instructions:	None	
Billing Address		Shipping Address
CHABOT-LAS POSITAS COMM (ATTN: ACCOUNTS PAYABLE 7011 KOLL CENTER PARKWAY PLEASANTON, CA 94566		LAS POSITAS COMM COLLEGE ATTN: WILLIAM 3000 campus hill dr LIVERMORE, CA 94551
Contact Person:	WILLIAM	
Phone Number:	(925) 485-5221	
Fax Number:	(925) 485-5253	
PLEASE PROVIDE THE	FOLLOWING	NFORMATION
Company Name:		
Your Name and Title:		
Signature:		
Order Date:	***************************************	
Comments:		

See previous page for TERMS AND CONDITIONS OF SALE.

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

SUGGESTED VENDOR FOR REIMBURSEMENT: List payee name & ssn.
SUGGESTED VENDOR FIRST SERVICE TAX ID# FOR OFFICE USE ONLY

#

	Ö	Business Office	PROGRAM	ACCT	ACCOUNT # FUND ORGE
\$ 2,102.25	TOTAL COST		incorporated in price.	nt. Include current taxes unless	Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.
\$ 135.00	ailable):	Shipping (if available):	BT#		
\$ 137.25		Tax		t Rod	Eye-Level Digital Physician Scale w/Height Rod
\$ 1,830.00		Subtotal			Comments:
5			32 / 1291	Tel: 925-424-1282 / 1291	
5			14551-7623	Livermore, CA 94551-7623	Toll Free: 800-227-1742
			ill Drive	3000 Campus Hill Drive	Tel: 707-781-1960
			ilding 2500	PE Complex, Building 2500	Petaluma, CA 94954
٠			y or PJ Johnson	C/O William Eddy or PJ Johnson	737 Southpoint Boulevard, Suite D
-			∍ge	Las Positas College	First Service
€			room # (optional):	Deliver To, include room # (optional):	Vendor Information/ Remit To:
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					(3 scales @ \$610.00 ea=\$1830.00)
\$ 1,830.00	\$ 610.00	ω	KU: LR-6339	t Rod (Color: White) Sk	Eye-Level Digital Physician Scale w/Height Rod (Color: White) SKU: LR-6339
				¬	INSTRUCTIONAL EQUIPMENT REQUEST
Air	UNIT PRICE	UNIT QTY L		(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	DESCRIPTION (PRODUCT, TYPE, SIZE,
	Mary Hargiss			1-13 BSBA	
JISITION TO:	RETURN COPY of REQUISITION TO:		DATE RED INVISION/ DEPARTMENT For inventory numbers include room # where	I IIRED DIVISION/ DEPARTMENT	DATE WEITTEN

APPROVALS

Supervisor

Coordinator/ Director

Dean/ VP/ President