LAS POSITAS COLLEGE

(13)

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: Gerry Gire, Nan Ho, Michael Ansell

Division/Unit MSEPS

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

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

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

Item(s) Cost	$ 10,925.00
Tax (0.0875)	$ 955.94
Shipping	$ 500.00 max.
Installation	$ -0-
Facilities Modification	$ -0-
Other	$
	$
Total Cost	$ 12,380.94 **note

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)

Item is requested to replace significantly damaged upholstery on 50 BioFit laboratory chair seats and 5 chair backs.

These special ergonomic lab chairs are used for seating by both Biology and Chemistry laboratory students during their 3 hour lab courses while performing lab experiments at various bench heights, using microscopes, listening to lectures or presentations, etc. In one year, our current inventory of 130 laboratory chairs serves over 1,250 Biology students and 550 Chemistry students. They are considered standard laboratory equipment.

**Note: BioFit has offered nearly a 40% discount if we place this order with a Visa or MasterCard. Total cost using the Visa/MasterCard option would be $7,628.56.

Is this in your Program Review? Yes ☑ No ☐

Our Biology Program Review (and Maintenance Form) states, "We need to provide adequate laboratory supplies, equipment, and technology, including replacements and upgrades.... Students use hands-on learning in biology labs that require access to equipment, technology and supplies..."

In our Chemistry Program Review (and Maintenance Form) documents: "We identified as a specific challenge increased use of lab equipment (Page 12)." On Page 13, we noted that "To address these challenges, we plan to request an increase in...b) funding to replace laboratory and safety equipment... The equipment being requested above are standard laboratory equipment listed under the inventory of needs for this maintenance form."

Is it a replacement? Yes ☒ **Upgrade?** Yes☐ **New technology?** Yes☐

Please explain?

The current stock of BioFit ergonomic laboratory chairs were purchased in 1997 with the opening of the current science building. The 14 year old chairs are used by more than 1,500 LPC students each year in Biology and Chemistry. While the frames and pneumatic lifts have a lifetime warranty, the upholstery on 50 of the current inventory of BioFit 4P41 & 4P62 lab chairs has started to show its age. The vinyl upholstery on these chairs has developed significant tears such that the padding is now exposed on many. Some chairs are at risk of becoming safety issues with the inability to clean the padding of infectious material and potential carcinogenic chemicals used in many of our labs as well as catching on the clothing of students.

The requested seats and backs will replace the damaged upholstery on those chairs. Upholstery patches are not recommended by the vendor due to the amount of use and fabric stretching. Purchasing only the needed seat or back saves significant cost from purchasing a new BioFit laboratory chair which retails at a cost 3-4 times the replacement cost.

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?

In Biology Program Review under Maintenance:
"Student use hands-on learning in biology labs that require: access to equipment, technology, and supplies; teaching materials that support instruction, and lab-appropriate and ergonomic furniture and facilities."

Seat and back replacements for the damaged BioFit laboratory chairs will have a positive impact on instruction and/or teaching and learning in the classroom. Each biology and chemistry lab lasts nearly 3 hours per session, a significant part of which is done while being seated.

Students will no longer try to move chairs around in order to find one that is not as damaged to be seated on. This will give them more time to focus on listening and learning. Additionally, the instructor will not spend wasted time getting the class settled down after the "musical chairs" event. The faculty, students and staff will not spend time trying to clean down a badly torn chair seat after a laboratory requiring the students to glove up for animal dissections, handling infectious organisms, or the use of other hazardous chemicals. Students will feel more confident that they have not contaminated their clothing with hidden laboratory dangers.

Impact on Enrollment

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

These laboratory chairs are critical components of our equipment in order for our labs to function properly. Without proper and adequate seats for the students, the labs will be negatively impacted. Losing 50 chairs will dramatically decrease the number of students able to participate in the labs. Replacing the affected upholstery on these 50 chairs will have a positive impact on enrollment.

Our focus is to create a lab environment where learning is maximized with the best technology and access to equipment. Student continually create demand for our courses based on the quality of instruction and access to industry-standard equipment. One hallmark of our program is our focus on hands-on learning of skills that students will need in their educational and career pathways.

Access

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

These specially developed BioFit chairs are ergonomic with both back and seat height adjustments as well as seat angle. They are wide bodied seats and can comfortably hold the most demanding body sizes. BioFit lab chairs are known in the industry for providing one of the most comfortable lab seats available. If the student is comfortable, the chair does not distract from learning the task at hand.

Outcomes

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

In our Biology Maintenance section of the Program Review:
"We place high priority on the teaching and learning of how to care for, how to apply, and how to safely use everything in the lab. Some of many examples of items needed to support instruction include organs for dissection, gel electrophoresis apparatus, stethoscopes, LAB CHAIRS, anatomical models, glassware, chemicals, microscope slides, laminating supplies, prep room instrumentation and equipment needed to prepare labs, and reagents for experiments."

In our Chemistry Program Maintenance Form for Lab Curriculum Implementation, we stated the following benefits to student learning outcomes:

To learn chemistry is to do chemistry. To teach chemistry is to show how chemistry is done. The laboratory work is a critical component of teaching and learning chemistry. This is where students:
1) learn general experimental methods and techniques,
2) improve their analytical skills,
3) are able to relate actual observations and experimental conclusions through the various activities that reinforce and enhance the learning of conceptual material.

Without the ability to run safe laboratories, activities that promote student learning would be limited to paper exercises and computer simulations, which do not support the hands-on nature of learning chemistry.

This last statement summarizes the consequence related to learning outcomes in the laboratory if our request is not funded.

In addition, in the same form, we also addressed how laboratory activities support SLO's.

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. Replacing the damaged seats or backs would allow the chairs to have another lifespan of 15 years as the pneumatic lift controls serve the life of the chair.

b. The seats and backs will replace the damaged units and not require any additional space needs.

c. There are no operating costs for these replacements.

d. There are no regular servicing or maintenance requirements, other than an occasional cleaning off of the seat by the user with disinfectant or cleaner as recommended at the end of a laboratory session.

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?

These special BioFit laboratory chairs are state-of-the-art, premium ergonomic chairs used in many educational and healthcare facilities. They serve to represent a high commitment to an optimal learning environment.

Our Biology and Chemistry programs offer outstanding hands-on learning that brings recognition to our programs and attracts students to LPC. These experiences provide students with industry-standard techniques, which they can use to in their transfer, career technical, or professional careers. To be a good steward of this substantial financial investment from our community, LPC must continue to ensure students are properly and extensively trained in laboratory procedures.

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?

Our science programs believe in sustainable practices of "reducing, reusing, and recycling" materials. Replacing the damaged seats and backs follows the sustainable practice of reusing items which will immediately double the life of the current chairs.

We have not requested to purchase 50 new chairs, but to reuse these chairs after replacing the damaged upholstery sections. The design of this request to in keeping with the College's commitment to sustainable practices.

Health, Safety & Security

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

This request directly addresses health and safety concerns.

The 50 damaged chairs offer a portal for infectious, carcinogenic, and other hazardous agents to enter deep into the seat. No amount of surface cleaning will eliminate the risk of these hazards deeper inside the chair. As the student sits on the cushions, the body pressure may allow these hazards to be exposed and possibly contaminate their clothing.

Additionally, the larger tears are easy to catch clothing on and cause lab accidents as students are moving around the lab, on and off these chairs as well as past these chairs.

Signatures (required)

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

IT Department Signature

Requested by Guy Gne **Dean/ Unit Head** Neal Ely **Vice President** Malony 9/26/11

LPC VP Business/President _____ **LPC Business Office Use (Account Number)** _____

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

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FOR REIMBURSEMENT: List payee name & ssn. TAX ID# Phone: 1-800-597-0246

VENDOR: **BioFit Engineered Products** P.O. Box 109 Waterville, OH 43566 FAX:
419-823-1342 Attn. Chris Campbell ext. 1527 or Chris.Campbell@biofit.com

Track # Fall IER #1

FOR OFFICE USE ONLY

STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DEPARTMENT		RETURN COPY of REQUISITION TO:
Gerry Gire	**19-Sep-11**		Science	**Room: 1812**	L.Camino **Gerry Gire**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	PRODUCT #	UNIT	QTY	UNIT PRICE	EXT PRICE
New chair parts with upholstery, padding and plywood for BioFit chairs reference # 86788					
BioFit seats ERS-3.5-363691/navy		each	50	$ 210.00	$ 10,500.00
BioFit backs TRP-3.5-363691/navy		each	5	$ 85.00	$ 425.00
					$ -
					$ -
					$ -
					$ -
					$ -
No substitutions.					$ -
			Shipping (if available):	maximum	$ 500.00
			Subtotal		$ 10,925.00
			Tax	$ 0.0875	$ 955.94
				TOTAL COST	**$ 12,380.94**

Comments: Replacements seats and backs for 4P41 & 4P62 reference # 86788

List price only

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Business Office

Neal Ely — Dean

9/20/11 — Date

Margie Maloney — VP/ President

From: <Chris.Campbell@biofit.com>
To: "Gerry Gire" <ggire@laspositascollege.edu>
CC: "Al Ghysels" <alghysels@gmail.com>, <JRGHYSELS@aol.com>
Date: 9/20/2011 9:34 AM
Subject: Quote / BioFit Chair Parts

Hello Gerry ,

Seat Part #			
ERS-3.5-363691/navy	List $ 210.00	Net $ 126.00 each	
OR			
~~ERS-3.5-G2/? choose any grade 2 upholstery~~	~~List $ 173.00~~	~~Net $ 103.80 each~~	Not same color.

Back Part #			
TRP-3.5-363691/navy	List $ 85.00	Net $ 51.00 each	
OR			
~~TRP-3.5-G2/?~~	~~List $ 74.00~~	~~Net $ 44.40 each~~	Not same color

Note ; 363691/navy is a special order upholstery to match the old style upholstery.
However you can choose a standard color/blue in a grade 2 upholstery, so I just wanted to give you both options, You can check out the upholstery choices on our web page, on both our standard color card in the Downloads/Cad area & also other upholstery options in the "Show Room" section.

Per our discussion , we have offered you a Net discount of 40% IF this is purchased on a Visa or MasterCard, otherwise the full list cost would apply.

Thanks , Chris Campbell
BioFit Engineered Prod
800-597-0246 ext . 1527

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

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FOR REIMBURSEMENT: List payee name & ssn. TAX ID# Phone: 1-800-597-0246

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DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	PRODUCT #	UNIT	QTY	UNIT PRICE	EXT PRICE
New chair parts with upholstery, padding and plywood for BioFit chairs reference # 86788					
BioFit seats ERS-3.5-363691/navy		each	50	$ 126.00	$ 6,300.00
BioFit backs TRP-3.5-363691/navy		each	5	$ 51.00	$ 255.00
					$ -
					$ -
					$ -
					$ -
					$ -
No substitutions.					$ -
				Shippin	0
Comments: Replacements seats and backs for 4P41 & 4P62 reference # 86788				Su	0
If paid with Visa or Mastercard, these discount prices apply.				Ta	6
					6

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Bus

Neal Ely — Dean

9/20/11 — Date

Mary Mal — VP/ President

process this requisition if the items are be ordered by credit card.