



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: | Ron Johansen |
| Division/Unit | MSEPS / Fire and EMS Technologies |
| Brief title of request (equipment or materials being requested must be similar, related or part of a system.) | Heavy Duty Electric Embosser for Certificate Seals |

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.

| | |
|-------------------------|--------------------|
| Item(s) Cost | \$ 1,378.00 |
| Tax (0.0875) | \$ 120.58 |
| Shipping | \$ 32.00 |
| Installation | \$ 0 |
| Facilities Modification | \$ 0 |
| Other | \$ 0 |
| | \$ |
| Total Cost | \$ 1,530.58 |

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)

"Perfect Seal", Heavy Duty Standard Reach with Button Activation Electric Mechanical Embosser. Includes (2) Custom LOGO Die (Fire Service Technology and Emergency Medical Services), Alloy Counter and Install.

Unit provides mechanical embossing for "Certificate Seals" Issued within the "Fire Service Technology" and "Emergency Medical Services" Disciplines.

Is this in your Program Review? Yes No

This was not an item originally identified in the program review. We have worn out two hand embossers in just three years. Broken units with worn out LOGO Dies. Designed for limited use.

Current use is at approximately 1000 to 1200 Certificate Seals per year. a number significantly higher than the current hand-held units are designed to handle.

This was an unforeseen cost item which was identified as an important necessity from our support services staff who process certificates for our Division.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

The unit is replacing a second handheld unit purchased in as little as two (2) years. The new unit requested is an electric mechanical version that is designed for Heavy Duty Use and is appropriate for current service needs of the combined Disciplines of Fire and EMS Technologies. This is a replacement and upgrade in order to meet long term and increasing demands with the use of this Technology by LPC Support Staff. This unit also saves in staff man-hours as certificate seals can be processed at a much greater pace for all certificates which are issued in both disciplines. Quality and consistency of the Seals is also maintained at a higher rate with the Heavy Duty Electric Mechanical Embosser over a Handheld unit. Due to increased demand for use of the Embosser for Seals, as enrollments within the two programs has significantly increased, it shall also eliminate the risk of injury to support staff from the physical task of continuing to use a handheld unit which requires significant physical force and repetitive task manipulation to create the seals one by one. The need for secure original documents has become a major concern. An embossed document cannot be photocopied, photographed or otherwise duplicated.

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?

Students within the Fire Service and EMS Technology Programs are completing highly technical courses which require recognition of completion with the issuing of "Certificates of Completion" or "Certificates of Attendance". These certificates are necessary and are required for issue by accrediting bodies and for recognition by regional and state employers within the Fire and EMS career fields.

Impact on Enrollment

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

The ability to issue certificates approved by Accrediting Bodies and or Jurisdictions Having Authority (JHA) have a direct impact upon enrollments. Courses which do not meet Accrediting bodies or JHA guidelines are not able to issue certificates of Completion and or Attendance. Enrollments would diminish if certificates were not issued due to the negative impact upon a students candidates ability to meet certain employment qualification and/or selection parameters by employers in the Fire and EMS Service Fields. Students use Certifications as a tool, providing proof of completion and or attendance. Please note, only certificates with an embossed seal is accepted within the industries of Fire and EMS as legitimate. Enrollments would clearly suffer as students would seek coursework at other institutions where certificates were available in issued.

Access

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

All students would benefit from the issuing of legitimate certifications (requires embossed seal)

Outcomes

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

This is a request for providing support to two highly successful and proven programs. It has no direct impact on SLO's. There will be no immediate negative impact on learning outcomes with non-funding.

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?

The Lifespan of the new Heavy Duty Electric Mechanical Embosser has no limitations in lifespan as long as it is used appropriately. It is designed to handle up to 700,000 embossing seals cycle over its lifespan, which will take it well into the future. The unit should never need replacement. The embosser shall have a need to replace the Custom LOGO Die (s) every few years based on normal wear at a minimal cost supported by current instructional equipment budgets. The unit has a 2 year or 200,000 cycles minimum warranty

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?

Our Certificates are well respected and recognized by all in the Industry. The important and mandatory seal required by the Industry to be affixed to a certificate are necessary for recognition and acceptance for meeting employment guidelines or as proof of proficiency. The continued ability to process high quality and recognized certificates within the industry can be maintained by the approval of this purchase. The need for secure original documents has become a major concern. An embossed document cannot be photocopied, photographed or otherwise duplicated.

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?

New handheld units will not need to be purchased every other year with new Custom LOGO Dies. There will be an over all savings in the long term and also a significant reduction in man-hours to produce and create certificates with embossed required seals by use of a Heavy Duty Electric Mechanical Embosser over a limited use Handheld Embosser.

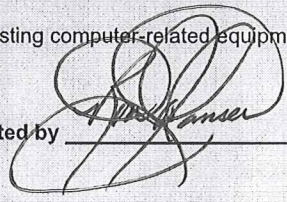
Health, Safety & Security

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

Use of a Handheld Embosser has a significant risk of injury to support staff due to the use of handheld embossers for high volume use which require significant application of force and repetitive task manipulation (A Handheld Embosser is not designed for high volume use).
All risk is eliminated with the use of an Heavy Duty Electric Mechanical Embosser.

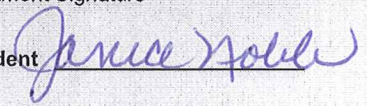
Signatures (required)

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

Requested by 

Dean/
Unit Head 

IT Department Signature _____

Vice President 

LPC VP Business/President _____

LPC Business Office Use (Account Number) _____



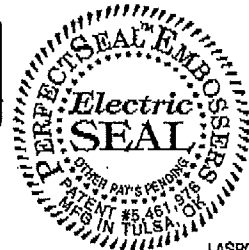
SOUTHERN

FED. ID 73-1019073 Email: mike@perfectseal.net

Stamps • Self-Inkers • Pre-Inks • Daters • Seals • Inks

www.southernmark.com

Toll Free Ph/Fx: 1-888-826-4304



2637 E. MARSHALL ST.
TULSA, OK 74110-4757

Ph (918) 587-3818
Fx (918) 587-3819
Fx (918) 295-8804

Lilia Camino
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

**HOLDING
FOR APPROVAL**

#1 2-28-2012
Ph: 925-424-1184
Fx: 925-456-0673
E: Lcamino@laspositascollege.edu

Please proof carefully layouts and descriptions provided. Changes made after approval will result in added charges.

Unit choice is the PerfectSeal™ Original Heavy Duty "Standard Reach", with a paper depth of a hand held seal at 2-3/8" (1-1/2"oo). Die engraving will be as described and includes my exclusive alloy counter. Verify insert direction and engraving depth now!!

Heavy Duty units are powered by a solenoid which produces a sharp "snap" on activation and has a TWO YEAR WARRANTY, up to 200,000 cycles, excluding abuses, alteration or work performed by anyone other than manufacturer. Life expectancy is over 700,000 cycles if used as directed.

First time buyers have a 60 day final approval time. Should you return the unit, in "as-new" condition, you will receive credit for the unit and options. Your custom die will be installed in a hand seal for the custom die charges.

Shipments are normally made within 10-14 business days after approval is received. Incorrect shipping address or returned packages will have fees added. Purchase Order or payment is required prior to shipment release.

Your sample of impression below is for your approval. Seals are made to permanently mark paper by bending or breaking paper fibers, therefore any connecting lines take a chance of fracturing some papers, especially when new.

Thank you for your request and consideration!! I will wait for your reply.

Mike Forehand
Mike Forehand
President, Patent Owner, Manufacturer

GOLD FOIL USE

Exact layout to be FULL engraved on a 2" die for a 1-3/4" impression use on gold foil labels. Button Activation, BOTTOM PAGE INSERT. Fracture may occur on lighter papers.

2 Units (1ea)

PerfectSeal™ Original HeavyDuty Standard Reach

w/Button Activation \$580.00ea **Total**
Custom LOGO Die, Alloy Counter & Install \$109.00ea
Ground Freight & Ins \$16.00 ea **\$1,410.00**



TOLL FREE FAX 1-888-826-4304

APPROVED (proceed) CHANGES REQ'D

By _____
SIGNATURE AUTHORIZES ORDER AND USE OF CREDIT CARD

Fed ID (req'd) _____

Pymt: Check Visa M/C Amex PO

Card or P.O. No. _____
CARD HOLDER AGREES TO NO CHARGE BACK OR DEFAULT OF PAYMENT

Security Code (3) _____ Expire Date _____

Card Billing Address _____ ZIP _____

Ship To:
C/O: Lilia Camino
Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551