

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 04

Total \$: 27,892.92

Requester Name: Ian Brekke Division Name: Music

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:
Choral Rehearsal Risers/Stadium Seating

Equipment Location Building: L4000 Room: 4130

SECTION 2: EQUIPMENT DESCRIPTION

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 LPC from what is currently in place:

The requested choral rehearsal risers are to be used as a permanent addition to the room, as they are large enough to accommodate the rows of chairs/desks. Choirs typically stand on risers for both rehearsals and performances, but due to the unusual layout of 4130 and the presence of several chairs/desks we are unable to keep the smaller, more portable current risers set up. Adding these larger, stadium-style risers will allow a more acoustically-friendly setup for choral rehearsals, provide better sight lines for those sitting in the back of the room, and will potentially act as excellent seating for audience members if 4130 is used for small performances/recitals. These same benefits may also apply to lectures in the room. This type of riser is considered an industry standard for the typical choral rehearsal space.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

The requested risers include rear and side rails, creating a safe barrier for those sitting/standing on them.

SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities:*

Choral rehearsals require excellent acoustics, sight lines, effective spacing, and the ability to sit or stand as necessary. The addition of the requested risers fulfill these specific requirements, aiding in LPC's goals of providing students the support necessary to successfully earn their degree, transfer, build basic skills, and/or provide training/retraining for their career(s). Additionally, the risers fulfill LPC's priorities by meeting ACCJC standards (academic quality, institutional effectiveness, institutional integrity, physical resources) and providing institutional support for the further

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Directly, this supports all vocal and performance classes: Choral program, vocal jazz program, voice classes, private voice and piano lessons, guitar classes, music lecture classes, and all performance opportunities. Indirectly, this supports better sight lines and acoustics for all classes held in 4130. The risers also give the desks a permanent location, helping to keep the room organized (the desks are periodically left out of order currently, as there are no indicators of where the desks should be located).

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

- Additional equipment needs: New pianos for performance spaces and practice rooms, up-to-date computer systems, modern sound system equipment, choral risers, big band and orchestra equipment, new equipment necessary for upcoming classes being added (especially the several specific equipment needs of the Music Technology Certificate), instrument maintenance and tuning expenses.
- Additional IER include: Music Recording equipment, software, and up-to-date computers, a wi-fi

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

The ability to effectively teach choral music is partially reliant on the requirements listed above (excellent acoustics, sight lines, effective spacing, and the ability to sit or stand as necessary). Currently, the goals of high-level music making are hindered by the lack of these risers in the room. With these risers, the director will be able to hear all parts equally, correctly place voices by vocal timbre, have consistent eye contact with all members of the choir, teach performance techniques that require risers, and use the chairs/desks as necessary. This will lead to much more effective teaching

Describe in detail the impact this equipment will have on learning:

Similarly, the above impacts and goals of teaching also apply to the students in the choral rehearsal. The students currently struggle with balance, blend and sight lines, as they are unable to hear and/or see one another consistently. The addition of risers will vastly improve their ability to achieve the listed SLOs of the choral classes, as most choral music is rehearsed and performed in this format.

Each academic year, this equipment will impact: $\frac{20}{}$ # of classes/sections $\frac{300}{}$ # of students

SECTION 6: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved?

1. Students will demonstrate an adherence to recognized standards of professionalism in a rehearsal setting. - Professional choral ensembles regularly sing, rehearse, and perform on risers of this format. This request is consistent with typical industry standards for choral rehearsal space. Additionally, the ability of the instructor to see all students in the classroom is improved, leading to less trouble in the back row of the room.
2. At the end of the semester the students will demonstrate the ability to sing on pitch in a section and

What are the consequences related to learning outcomes if request is not funded?

Simply, the above requirements listed for an effective choral rehearsal will fail to meet acceptable standards. This will directly hinder the SLO outcomes of the course and will lead to lower qualities of rehearsal, performance, and overall learning environment.

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

What is the potential life span of the requested equipment?

The requested risers are considered an industry standard and are expected to last several years (20+ years is very regular for this type of equipment).

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

N/A

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the "Part B: On-Going Annual Operating Costs" sections below as applicable.)

Regular maintenance may include checking/tightening assembly screws on an annual basis for safety purposes by M&O. Risers will not be moved on a regular basis and will function as a mostly permanent installation.

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

The requested risers are expected to have a very long life span and require very little maintenance, proving highly sustainable for their intended function.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	22,757.00	
Taxes (9.5%)	2,220.87	
Shipping or Delivery Charge	2291.00	
Installation Costs *	683.00	Marked as "handling," includes setup
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Other: _____		
Vendor Discount		Promo pricing good until 12/16/16
Grand Total:		27,951.87

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	\$0	Equipment can be regularly maintained by M&O.
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		\$0

Indicate the source of funding for on-going annual operating costs:
 Choral co-curricular account, M&O Facilities

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Ian Brekke and/or Instructor of Record

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): \$0

Indicate amount of time per month key operator will use equipment: 72 hours (all classes Fall 2016)

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: M&O

Is this in their current scope of duties? Directly, no. But is well within their abilities.

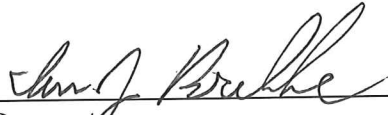
Indicate cost to train for maintenance and repairs: \$0

Indicate amount of time per month maintenance will be required: Once annually (average)

SECTION 8: APPROVALS

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


Signatures:


Requester

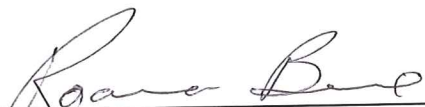
10/17/16
Date

IT Department (if required)

Date


Dean/Manager

10/17/16
Date


Vice President

10/24 / 16
Date

Customer Quotation



Quote: 3036382
Prepared For: Ian Brekke
 Las Positas College
 3000 Campus Hill Dr
 Livermore CA 94551-7623

Page: 1
Date: 10/17/2016
Effective: Until 12/16/2016
Ship Within: 4 weeks aro
Delivery Within:
Tax: Included
Terms: PENDING CREDIT APPROVAL
F.O.B. Point: Destination

Regarding: StageTek Seated risers *** promo pricing good until 12/16/16 ** rev1

Item	Description	Quantity	Unit Price	Price
SRSR844.103	STAGETK,RECT,4'X8',4 TIER,ICE StageTek Seated Riser System * 4 Tiers - 4' X 8' decks * 8", 16", 24", 32" fixed height legs * Deck surface: Black Cracked Ice * Includes appropriate connectors * Includes removable chair stops	4	2,726.00	10,904.00
SRSP044.102	STAGETEK,PIE,4',4 TIER,ICE StageTek Seated Riser System * 4 Tiers - 4' deep Pie decks * 8",16",24",32" fixed height legs * Deck surface: Black Cracked Ice * Includes appropriate connectors * Includes removable chair stops	2	3,578.00	7,156.00
281A700.105	CLSR,FRNT,R,8',4T,8",ICE	4	262.00	1,048.00
281A704.106	CLSR,FRNT,P,4',4T,8",ICE	2	226.00	452.00
281A708.111	CLSR,SIDE,NOTCH,4'4T,8"ICE	1	491.00	491.00
281A404.103	GUARDRAIL,8',STANDARD	4	178.00	712.00
281A404.107	GUARDRAIL,78",STANDARD	4	159.00	636.00
281A404.101	GUARDRAIL,4',STANDARD	6	141.00	846.00
011D700.112	V,DRAPE,8FTX32",BLACK WYN	4	91.00	364.00
011D700.1591	V,DRAPE,78"X32",BLACK WYN	2	74.00	148.00
	Total Product Charge			22,757.00
	Frt Charges			2,291.00
	Handling			683.00
	Sales Tax			2,220.87
	Total Charge			27,951.87

Freight reflected in this quotation is for common carrier shipment with tailgate delivery. Tailgate delivery will require staff at your location to be available for unloading, moving the product to your				

* Terms and Conditions of Sale appear on following page.

Submitted By: Deborah Lindquist
 Sales Representative

Deborah Lindquist

Phone: 800-493-6437 Ext 8463 **Fax:** 507-455-4258
Email: deborah.lindquist@wengercorp.com

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



Customer Quotation



Quote: 3036382
 Prepared For: Ian Brekke
 Las Positas College
 3000 Campus Hill Dr
 Livermore CA 94551-7623

Page: 2
 Date: 10/17/2016
 Effective: Until 12/16/2016
 Ship Within: 4 weeks aro
 Delivery Within:
 Tax: Included
 Terms: PENDING CREDIT APPROVAL
 F.O.B. Point: Destination

Regarding: StageTek Seated risers *** promo pricing good until 12/16/16 ** rev1

Item	Description	Quantity	Unit Price	Price
	<p>desired location and completing any assembly or installation.</p> <p>Contact your Wenger representative if you want to look into delivery and installation by Wenger truck and technician.</p> <p>If you are a tax exempt organization and see tax included on this quotation, please send us a copy of your tax exempt certificate and we will waive the sales tax. Thank you.</p> <p>*****</p>			

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Submitted By: Deborah Lindquist
 Sales Representative

Deborah Lindquist

Phone: 800-493-6437 Ext 8463 Fax: 507-455-4258
 Email: deborah.lindquist@wengercorp.com

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 555 Park Drive, PO Box 448
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WORLDWIDE
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 Fax 1.507.774.8576

WEB SITE
www.wengercorp.com



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#R

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR **Wenger**

NAME OF STAFF MEMBER DATE WRITTEN
Rosefield, Marschak & Brekke 10/17/16

DATE REQUIRED
1/5/16

DIVISION/ DEPARTMENT
AH/Music

For inventory purposes include room # where equipment will reside: 4000

FOR OFFICE USE ONLY
RETURN COPY of REQUISITION TO:
Cindy B Rosefield

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
StageTek Seated Riser	RECT 4'x8' Black SRSR844.103	1	4	\$ 2,726.00	\$ 10,904.00
StageTek Seated Riser	PIE 4' Black SRSP044.102	1	2	\$ 3,578.00	\$ 7,156.00
Closure	Front 8' Black 281A700.105	1	4	\$ 262.00	\$ 1,048.00
Closure	Front 4' Black 281A704.106	1	2	\$ 226.00	\$ 452.00
Closure	Side 4' Black 281A708.111	1	1	\$ 491.00	\$ 491.00
Guardrail	8' Black 281A404.103	1	4	\$ 178.00	\$ 712.00
Guardrail	78" Black 281A404.107	1	4	\$ 159.00	\$ 636.00
Guardrail	4' Black 281A404.101	1	6	\$ 141.00	\$ 846.00
Curtain/Drape Encl.	8'x32" Black 011D700.112	1	4	\$ 91.00	\$ 364.00
Curtain/Drape Encl.	78"x32" Black 011D700.1591	1	2	\$ 74.00	\$ 148.00
Deliver To:	Las Positas College			\$	-
	3033 Collier Canyon Road			\$	-
	Livermore, Ca 94551			\$	-
Comments:	NO SUBSTITUTE VENDOR			\$	-
		Subtotal		\$	22,757.00
		Tax		\$ 0.0950	216.92
		Handling/Install			683.00
		Shipping: cartage			\$2,291.00
		TOTAL COST			\$27,954.87

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

ACCOUNT #

FUND _____ ORG _____ ACCT _____ PROGRAM _____

APPROVALS

Supervisor/ Coordinator/ Director _____

Dean/ VP/ President _____

Business Office

27,892.92

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