

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: FAM19-02
Total \$: 20,477.71

Requester Name: Daniel Marschak Division Name: A&H/Music

SUMMARY INFORMATION

Title of Item: Boston Upright Pianos For Practice Rooms

Equipment Location Building: 4000 Room: Practice Rooms: 4221, 4218, 4219

Location and Delivery Comments:
Practice Rooms: 4221, 4218, 4219

SECTION 1: 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 LPC Music department is requesting 3 new Boston upright pianos for use in the practice rooms in building 4000. With these purchases, every practice room will have an adequate piano for at least 10 years with proper maintenance. Moreover, these acquisitions will earn us the notable All-Steinway school designation. The only other local community colleges that hold this title are DeAnza College and West Valley College.

This equipment is all of the above - replacement, upgrade and new equipment. We have been incrementally updating our fleet of pianos, and this request along with our separate Steinway B request would complete our transition to a state-of-the-art All-Steinway School with excellent pianos in every classroom, performance space, music faculty office, and practice room.

RECEIVED
Las Positas College
SEP 20 2019
Administrative Services
Office of the Vice President

RECEIVED
SEP 20 2019
VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

Fall 2019 Instructional Equipment Request Checklist

This checklist is your cover page to your IER Request (pages 3-9)

Incomplete forms will be returned.

✓	Action Item	Action Required
✓	Review Instructional Equipment Definition	<p>Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. The following are examples:</p> <ul style="list-style-type: none"> ➤ Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs: <ul style="list-style-type: none"> ○ Classroom/Laboratory equipment, including whiteboard, screen, projector, etc. ○ Instructional furniture, including desks, tables, podium, chairs, etc. ➤ Information Technology: instructional information technology equipment for student use in classrooms and/or laboratories, including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia. ➤ Software: software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use. ➤ Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment. ➤ 5 Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.
✓	Review form for completion	<p>Each field of the IER must be completed with required information. Please do not leave fields blank.</p> <p>Furniture Requests: All requests for furniture quotes must go through the College Projects Manager, Ann Kroll.</p>
✓	Requisition and Quote Attached	<ul style="list-style-type: none"> ➤ IER request must have a requisition for each vendor, valid quote*, W-9 and vendor profile form. ➤ The required tax rate to be used is 9.25%. ➤ Shipping estimates need to be included on the vendor quote. <p>*A quote is not a print screen from a website, or shopping cart details.</p>
M/S	IT Signature	The IER form must be vetted by Stephen Gunderson to ensure the request meets current IT standards and if IT staffing is required to install or support request.
1-4	Maintenance & Operations Signature	All IER forms must be vetted by Walt Blevins to ensure the request does not require DSA approval and if M&O staffing is required to install or maintain the request.
	Division Dean Signature	The Division Dean will review the IER forms for completion, required signatures, and verify all RAC requirements.
	Vice President Signature	The Vice President will review the IER forms for completion, and required signatures.

SECTION 1: EQUIPMENT DESCRIPTION (contd)

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

N/A

SECTION 2: 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:

- ❖ **Accreditation:** Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ **Curriculum:** Provide necessary institutional support for curriculum development and maintenance.
- ❖ **Tutoring Services:** Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ **Professional Development:** Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

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

High-quality instruments for our music students to practice and perform with, as well as our faculty to teach on, is essential for student success and achieving SLOs. Students will play and learn better on a great piano, and this will help them to become better musicians. Equipment that is satisfactory and in good working order is necessary for effective teaching, allowing instruction without the distraction of old or improperly functioning equipment. Establishing regular and ongoing processes to implement best practices to meet ACCJC standards is supported because teaching and learning will become more effective.

These Boston pianos are the 'workhorses' of the Steinway & Sons family. They hold tunings and maintain full sonority. Moreover they are more affordable than Steinways.

Since many of our CTE Commercial Music students are required to learn piano in order to be prepared to enter the workforce, these upgraded instruments will help students learn, and tutors teach.

Most music curriculum for piano classes, Applied lessons, vocal classes, and ensembles, require students to practice. The addition of these pianos will provide necessary institutional support for curriculum maintenance.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The addition of high-quality upright pianos will elevate all programs and courses the music department offers. The most obvious courses are the piano classes (MUS 21A/B/31/28/18A/18B), Applied Lessons (MUS 38), and ensembles, but essentially every music class requires students to have at least basic keyboard skills. These instruments will allow students to practice more efficiently (and they will want to practice more), instructors will be able to teach more effectively (especially in the areas of piano, piano pedagogy, composition, and ensembles), and our profile as a department will be increased as we will become All-Steinway - a coveted designation. This will help recruiting new students and retention of those who are already here majoring in music.

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

“We are also still in need of 3 new Boston upright pianos to replace outdated uprights in practice rooms and the vocal faculty office. With these additions, we would earn the coveted All-Steinway School designation – a major goal of our department for the past 5 years.”

PR 2019

“In our practice rooms, we need to upgrade our remaining old Yamaha uprights with new Bostons. As we add new spaces (recording studio, more practice rooms, etc), we will require new Steinway or Boston pianos. With these additions, we would be finally earn the coveted All-Steinway School designation. " PR 2018

"The music faculty agrees that it is necessary to replace older pianos as soon as possible with Ms. Park's recommended models" PR 2016

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

These pianos are designed to last the college about 10-15 years with proper maintenance. On average, the models that require a higher initial purchase price last longer than the cheaper models. Over time, the more expensive models are shown to cost less when averaged out. Moreover, after the piano's lifespan, we can trade it in for an upgrade. The better the piano, the higher the trade-in value.

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

No additional storage is needed.

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

N/A - We will be getting \$300 for our old piano as a trade in.

If your proposed equipment will require assembly or installation, please explain what is required, who will perform it, and what the cost will be

The quote includes a cartage fee of \$885

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.)

Tunings, voicings, and other piano maintenance will happen regularly throughout the year. We currently have Steinway technicians performing these services as part of our annual budget.

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

Reduced string tension, soundboard is Sitka spruce (long lasting and extremely resonant). The patented Steinway-designed technologies lend to long lasting instruments that hold up over time.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$23,550.00	
Taxes (9.5%)	\$1759.21	
Shipping or Delivery Charge	\$885	
Installation Costs *	N/A	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		Prices increase 4-5% each January so
Maintenance & Repair Training		we highly recommend purchasing before that.
Storage		
Other: _____		
Vendor Discount	\$5716.50	(includes \$300 piano trade-in)
Grand Total:		\$20,477.71

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	\$750	Part of ongoing piano tuning. We have
Estimated Parts Replacement Per Year		requested this be incorporated into our
Outside Standardization or Calibration Costs		budget. We are charged \$125 per piano tuning.
Storage Costs		Pianos should be tuned at least twice a year
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		\$750

Indicate the source of funding for on-going annual operating costs:

Music Budget General Fund

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Performing Arts Faculty and Students

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: 300 hours

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Peter Acronico, RPT

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: N/A

Indicate amount of time per month maintenance will be required: .5 hours

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 and signed off by the LPC IT Department.
- ❖ Requests that require M&O assistance with assembly or installation must be signed off by M&O.

SIGNATURES:

[Signature]
Requester

[Signature]
IT Approval

IT Approval

M&O Approval

[Signature]
Division Dean

[Signature]
Vice President

Vice President

9/5/19
Date

9/24/17 N/A
Date

9/20/19
Date

9/20/19
Date

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR **Steinway & Sons (C/O Seromi Park)**

NAME OF STAFF MEMBER

DATE WRITTEN

9/4/19

DATE REQUIRED

1/5/20

DIVISION/ DEPARTMENT

AH/Music

For inventory purposes include room # where equipment will reside:

4127

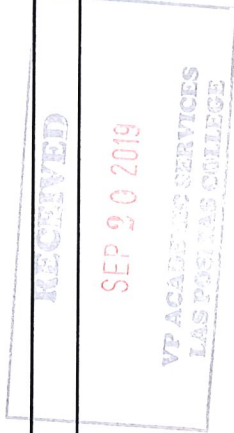
FOR OFFICE USE ONLY
RETURN COPY OF REQUISITION TO:
Daniel Marschak

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
Boston 120 Upright Piano	Upright piano, black	1	3	\$ 7,850.00	\$ 23,550.00

Institutional discount 23% -5416.50					
Piano trade in -\$300					
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-

Deliver To: Las Positas College
3033 Collier Canyon Road
Livermore, Ca 94551

Comments:



Subtotal	\$	18,133.50
Tax	\$	0.0925
Shipping:	cartage \$885	\$885.00
TOTAL COST		20,477.71

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

ACCOUNT #

FUND _____ ORG _____ ACCT _____ PROGRAM _____

APPROVALS

[Signature]
Supervisor/ Coordinator/ Director

Business Office

[Signature]
Dean/ VP/ President

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Steinway, Inc.	
	Business name/disregarded entity name, if different from above Steinway and Sons	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.) One Steinway Place	Requester's name and address (optional)
	City, state, and ZIP code Long Island City, NY 11105	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
0	4	-	2	8	7	6	3	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶ 7/8/13
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



STEINWAY & SONS

September 3, 2019

To: Las Positas College/ Music Department

Below please find the quote on the pianos and covers per our discussion:

Current Yamaha WX7 4748495 – 0 trade in value

Current Yamaha P22 308313 - \$300 trade in value

Current Yamaha P22 H0173767 – 0 trade in value

3 Boston 120S uprights: \$7850 per unit	\$23,550.00
Institutional discount 23%:	-\$5416.50
Cartage:	\$885
Sales Tax 9.250%:	\$1759.21
Total:	\$20,777.71
Trade in:	\$300
Final:	\$20,477.71

* Boston pianos come with a 10 year factory warranty and matching benches/

One tuning is included for each piano after delivery

Thank you for this opportunity to serve your Students and Community.

Best,

Seromi Park

Institutional Sales Manager

Steinway & Sons

323.496.5990 spark@steinway.com

