

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-03
Total \$: 2957.98

Requester Name: Peter Kuo Division Name: Art & Humanities

SUMMARY INFORMATION

Title of Item: Color Matching Equipment

Equipment Location Building: 700 Room: 714/713

Location and Delivery Comments:

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:

Pantone Munsell Interactive Learning Kit SKU: M93000

New technology for developing curriculum and assignments for students to work with color

Reference Library SKU: GPC305M (X2)

Replaement of various old pantone swatches that are old and worn out.

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

RECEIVED
SEP 20 2019
VP ACAD & 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><i>*A quote is not a print screen from a website, or shopping cart details.</i></p>
	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.
	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:

NA

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:*

Pantone Munsell Interactive Learning Kit SKU: M93000

Will help in development of content for color theory and digital painting courses. Will allow us to create assignments and exercises which engages students with interactive exercises to see color relationships and how colors affect each other. These courses are part of the CTE program with certificates of achievements.

Reference Library SKU: GPC305M (X2)

Replacement of various old Pantone swatches that are old and worn out. Pantone swatch books are used regularly in industry for color matching and color selection and replacing the old swatches will help maintain program standards.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Graphic Design and Digital Media

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

The equipment is NOT included in the program review. Didn't think about replacing them as of last program review.

SECTION 4: TEACHING AND LEARNING

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

Having a complete reference library will be a tremendous help in teaching how colors work together and how colors work in print. It will be very useful to have a full set of pantone chips available to be able to compare different printing methods (cmyk vs spot color) and how colors look on coated vs uncoated paper. We will also be able to show special inks such as fluorescents, metallics...etc

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

Students will be able to see how different color models work together within the same color system. It will be easy for students to compare different colors, compare color equivalents between different printing methods...etc. For advanced classes, students will actively use color swatches to aid in designing their works

Each academic year, this equipment will impact: 4 **# of classes/sections** 75 **# of students**

SECTION 5: OUTCOMES (SLOs)

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

*****For multiple SLOs, specifically in Photoshop and Illustrator classes, the equipment will enable students to work with the program in a much more intuitive manner. For instance, there are tools in Illustrator and in Photoshop that are designed to work like a natural media brush. Without the equipment, students have to try to learn the tools while using a conventional mouse. This typically does not yield good results, since a mouse is a poor substitute for a brush when trying to write or draw. Additionally, the mouse does not offer the additional capabilities of being able to send pressure and tilt information to the computer programs.

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

The department can continue using existing old swatches, but it is not ideal.

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

What is the potential life span of the requested equipment?

Pantone Swatch books are recommended to be replaced every year as the paper yellows over time. In practice, no one does this. The swatches should be usable for several years.

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.)

None

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.

No

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

No

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.)

Minimal to no maintainance required.

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

Having a set of equipment for all students is much better than asking each student to have their own set of guides. They are rather expensive and most students will probably not use them after the course is complete.

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	2,702.00	
Taxes (9.5%)	256.69	
Shipping or Delivery Charge	5.99	
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Storage	0.00	
Other: _____	0.00	
Vendor Discount		educational discount already applied in quote
Grand Total:		\$ 2,964.68

*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	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		

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

NA

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Peter Kuo

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: all the time

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Peter Kuo

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: 0

APPROVALS

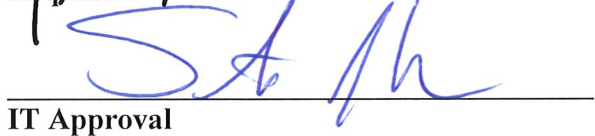
Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- ❖ 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.

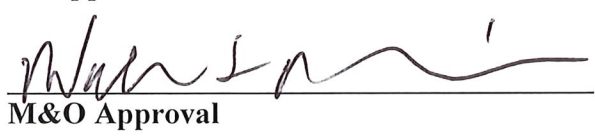
SIGNATURES:


Requester

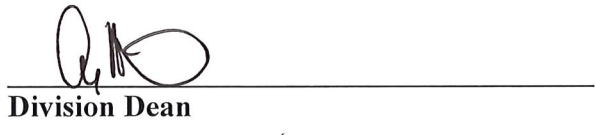
Date


IT Approval

9/24/19 N/A
Date


M&O Approval

9/24/19 N/A
Date


Division Dean

9/20/19
Date


Vice President

9/20/19
Date

Requisition For Equipment, Supplies, Apparatus, and Service Req. No.

Chabot-Las Positas Community College District

Chabot Las Positas District

Requestor Peter Kuo **Department** Graphic Design & Digital Media **Date** 9/15/2019

Purchasing Office Use Only

Purchased From	Unit Price	Total

Delivery Required By: _____ **Room #:** _____
 (If Fixed Asset, Room # Required)

Only ONE Vendor Per Requisition
SUGGESTED VENDOR (Address & Contact Information)
W# (if known):
 Direct Sales
 PANTONE LLC
 590 Commerce Blvd.
 Carlstadt, NJ 07072-3098
 Direct: 201-777-5972
 sfields@pantone.com

DESCRIPTION (Model No., Size, Color, etc.)	UNIT (ea, Box, etc.)	QTY	UNIT PRICE	TOTAL
Pantone Plus Reference Library	1	2	\$ 1,296.00	\$ 2,592.00
Munsell Interactive Learning Kit	1	1	\$ 110.00	\$ 110.00
			\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00
			\$ 0.00	\$ 0.00

Notes: _____


Shipping/Handling \$ 5.99
Tax \$ 249.99
Labor/Installation _____

Account #: _____

TOTAL \$ 2,957.98

 Division Dean Signature

 Vice President Signature

F.O.B. _____
 Business Office Signature 
 Terms _____
 Quote _____

Request for Taxpayer Identification Number and Certification

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. X-Rite, Incorporated	
	2 Business name/disregarded entity name, if different from above Pantone, LLC	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>5</u> Exemption from FATCA reporting code (if any) <u>E</u> <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 4300 44th Street SE	
	6 City, state, and ZIP code Grand Rapids, MI 49512-4009	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
3	8	-	1	7	3	7	3	0	0

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>1/3/19</u>
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



VENDOR INFORMATION PANTONE LLC

Correspondence Address

Pantone LLC
590 Commerce Boulevard
Carlstadt, New Jersey 07072-3098
Phone: 201-935-5500
Fax: 616-803-2845
D-U-N-S® Number: 00-125-3384
Employer Identification (TIN): 38-1737300

Orders sent to

pantoneorders@pantone.com

PAYMENT PROCESSING INFORMATION:

Bank

Checks - U.S. Mail and Courier

Pantone LLC
PO Box 74008781
Chicago, Illinois 60674-8781

Overnight Address

Bank of America Lockbox Services
Pantone LLC 8781
540 W Madison, 4th Floor
Chicago, IL 60661

ACH Payment

Bank of America
1401 Elm St, 2nd Floor
Dallas, TX 75202
ACH/ABA Number: 071000039
Account Number: 8765030725
Account Type: Checking
CTX Format

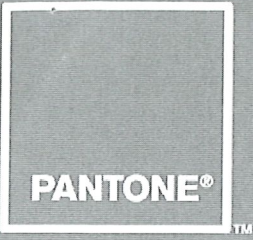
Remittance Email: accountsreceivable@xrite.com

Wire Transfer

Bank of America NA
100 West 33rd St
New York, NY 10001
Routing Number: 026009593

Account Number: 8765030725

Swift: BOFAUS3N



Pantone LLC
590 Commerce Boulevard
Carlstadt, NJ 07072-3098
T: 201 935 5500
F: 201 896 0242

pantone.com To: Las Positas College
ATT: Peter Kuo
3000 Campus Hill Drive
Livermore
CA 94551 925-424-1000
From: Susan Fields - PANTONE Direct Sales 201-777-5972
Date: 9.10.19 PANTONE Cost Overview

Description	Code	Unit Price	QTY	Total Price
PANTONE PLUS Reference Library	GPC305M	\$1620 list*	2	
Las Positas College		\$1296 / set	2	\$ 2,592.00
Munsell Interactive Learning KIT	M93000	\$ 122 list*	1	
Las Positas College		\$ 110 / kit		\$ 110.00
TOTAL				\$ 2,702.00

NOTE: California state sales tax additional - approx. \$249.95
Freight: UPS ground / additional \$5.99 (remit via cc LINK)

TERMS: Credit Card – PANTONE will send secure cc Authorization LINK from pantoneorders@pantone.com

For Net 30 Terms review: PANTONE Credit team will require:

- Las Positas College PO with BILL-to – SHIP-to + UPS account
- Las Positas College Standard Business References
- Las Positas College AP contact: Name, address, email, phone + Invoicing procedures

Thank you for your consideration.
Best regards.

Susan Fields
Direct Sales
PANTONE LLC
Direct: 201-777-5972
sfields@pantone.com

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