

# INSTRUCTIONAL EQUIPMENT REQUEST

## FALL 2019-2020

Internal Use  
IE #: Fall 19-20  
Total \$: 2502.62

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

### SUMMARY INFORMATION

Title of Item: External Drives and USB Hubs

Equipment Location Building: 4000 Room: 4226 and Faculty Offices

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:

We request that each iMac in the music technology lab 4226 be outfitted with external harddrives (3TB) and USB hubs to support our sample libraries and future technology for Scoring for Film and Multimedia and Music Technology Fundamentals certificates. 2 harddrives and hubs are also requested for Music Faculty Offices.

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"> <li>➤ Equipment and Furniture: instructional equipment and furniture for primary use by students in instructional programs:               <ul style="list-style-type: none"> <li>○ Classroom/Laboratory equipment, including whiteboard, screen, projector, etc.</li> <li>○ Instructional furniture, including desks, tables, podium, chairs, etc.</li> </ul> </li> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Adaptive Equipment: adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.</li> <li>➤ 5 Library Material: databases, on-line subscriptions, books, periodicals, videos, etc.</li> </ul>
	Review form for completion	<p>Each field of the IER must be completed with required information. Please do not leave fields blank.</p> <p><b>Furniture Requests: All requests for furniture quotes must go through the College Projects Manager, Ann Kroll.</b></p>
	Requisition and Quote Attached	<ul style="list-style-type: none"> <li>➤ IER request must have a requisition for each vendor, valid quote*, W-9 and vendor profile form.</li> <li>➤ The required tax rate to be used is 9.25%.</li> <li>➤ Shipping estimates need to be included on the vendor quote.</li> </ul> <p><b><i>*A quote is not a print screen from a website, or shopping cart details.</i></b></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:**

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:***

Academic Quality is listed as an ACCJC standard, and the addition of industry-standard external hard drives and USB hubs will improve the quality of our academic offerings - especially in our CTE Commercial Music: Scoring for Film and Multimedia and Commercial Music: Music Technology Fundamentals certificates. When we have access to this gear, we will be able to utilize our large sample libraries and other essential music technology. Students will gain experience with this technology, and become better prepared for working in the field. Moreover if LPC supports this request, they will be providing necessary institutional support for curriculum development and maintenance. Instructional Programs is also an ACCJC standard. Adding extra storage for the lab will allow students to access sample libraries, and greatly increase their opportunities in the academic as well as professional world.

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

**Specify the educational programs this equipment supports:**

Scoring for Film and Multimedia  
Music Technology Fundamentals

Both are CTE Commercial Music Certificates of Achievement

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

“Our keyboard lab lacks the USB hubs necessary to plug in external drives, iLok keys, and other industry-standard gear. We require new USB hubs. As our music technology and film scoring programs continue to expand, we will require more software and sample libraries than the iMacs in the lab have storage for. External hard drives are necessary to continue to offer industry standard training for our CTE Commercial Music students.”

PR 2019

“Budget support is required to meet the unique needs of our growing music program. For example: Sheet music, new instruments, new/updated facilities, maintenance of instruments, new software, new technology “

PR 2018



## **SECTION 4: TEACHING AND LEARNING**

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

Industry-standard external harddrives and USB hubs will allow us to use the high quality software and sample libraries that we currently have and that we hope to acquire in the future. Currently there simply aren't enough ports to support the necessary equipment, and not enough memory on the iMacs.

The extra memory and ports will allow us to utilize industry standard sample libraries and other software, and thus effectively teach classes in Scoring for Film and Multimedia. Simply, without the requested hardware we will not be able to prepare our students to enter the workforce in the area of film scoring and music production.

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

Students who wish to enter the film music industry should have experience with the software and sample libraries they will be expected to use in the workplace. Currently there isn't enough computer memory or USB ports to learn with this technology. Acquiring this hardware will ensure that students can learn how to properly edit, mix, master, and compose high quality music, and be prepared for the workforce.

Each academic year, this equipment will impact:        4   # of classes/sections        80   # of students

## **SECTION 5: OUTCOMES (SLOs)**

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

Upon completion of MUS 22A, students will be able to compose, arrange, orchestrate, mix, and master cues for visual media using industry-standard software, hardware, and sample libraries at a beginning to intermediate level.

Upon completion of MUS 22B, students will be able to compose, arrange, orchestrate, mix, and master cues for visual media using industry-standard software, hardware, and sample libraries at an intermediate to advanced level.

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

SLOs will not be fully attainable in MUS 22A and MUS 22B if the request is not funded. SLOs in MUS 35 and MUS 36 will be harder to attain without the requested software as well.

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

**What is the potential life span of the requested equipment?**

External hard drives and USB ports should last for approximately 10-15 years with proper care.

**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.)**

N/A

**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

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

IT will need to install on computers in 4226. This is part of their existing duties so no additional cost is required.

**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.)**

IT will monitor and update as necessary.

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

N/A

**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	2345.64	
Taxes (9.5%)	216.98	
Shipping or Delivery Charge	0	Free shipping promo
Installation Costs *	N/A	IT to install
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		Free shipping
<b>Grand Total:</b>		<b>\$2562.62</b>

\*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		N/A
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
<b>Annual Operating Costs:</b>		

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



**SECTION 6: TOTAL COST OF OWNERSHIP (contd)**

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Music Faculty and Music 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: 60

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: IT staff

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: \_\_\_\_\_

Indicate amount of time per month maintenance will be required: .05 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:**

  
Requester

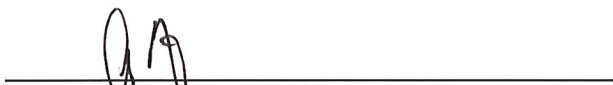
9/13/17  
Date

IT Approval \_\_\_\_\_

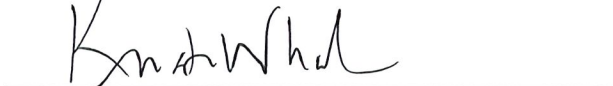
Date \_\_\_\_\_

  
M&O Approval

9/24/19 N/A  
Date

  
Division Deah

9/20/19  
Date

  
Vice President

9/20/19  
Date







# Sweetwater®

Music Instruments & Pro Audio

5501 US HWY 30 W  
Fort Wayne, IN 46818  
(800) 222-4700  
Sweetwater.com

**Quote Number** 5636902  
**Quote Date** 08/30/19  
**Delivery Method** UPS Ground (Business)  
**Customer Number** 3508638

**Quote To:** Daniel Marschak  
Las Positas College  
3000 Campus Hill Dr  
Livermore, CA 94551

**Ship to:** Daniel Marschak  
Las Positas College  
3000 Campus Hill Dr  
Livermore, CA 94551

Qty.	Item	Description	Retail Price	Your Price	Total
22	USBCHub-4	Startech 4-Port USB-C to USB-A/USB-C Hub	\$44.99	\$34.99	\$769.78

<http://www.sweetwater.com/store/detail/USBCHub-4/>

#### A Note From Our Founder and CEO:

Hi, I'm Chuck Surack, owner of Sweetwater.

I want to take the time to personally thank you for your business with Sweetwater. I am so grateful for every customer, and I encourage you to continue to pursue your love of music.

I want you to know that your satisfaction is our first priority. If you have any questions or concerns, please do not hesitate to contact us. 24-hour support is available at [Sweetwater.com/sweetcare](http://Sweetwater.com/sweetcare), or contact our SweetCare Center by phone at (800) 222-4700 (available Mon-Fri 9AM-6PM, Sat 9AM-5PM). Of course, you can call your Sales Engineer anytime. If you need to get in touch with me directly, my email is [chuck\\_surack@sweetwater.com](mailto:chuck_surack@sweetwater.com).



#### Your Sales Engineer Is Richard Whittington:

[richard\\_whittington@sweetwater.com](mailto:richard_whittington@sweetwater.com)  
(260) 432-8176 x1376  
(800) 222-4700 x1376

#### Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit [Sweetwater.com/help](http://Sweetwater.com/help).

Subtotal:	\$769.78
Shipping & Handling:	\$16.14
Free Shipping Promo:	-\$16.14
Tax:	\$71.21
<b>Total:</b>	<b>\$840.99</b>



## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://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. <b>B&amp;H Foto &amp; Electronics Corp</b>	
2 Business name/disregarded entity name, if different from above	
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 type="checkbox"/> C Corporation <input checked="" 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) ▶ _____ 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.  <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) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>420 Ninth Avenue</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>New York, NY 10001</b>	
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									
1	3	-	2	7	6	8	0	7	1

### 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); and
4. 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.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Elizabeth [Signature]</i>	Date ▶ <i>1/11/19</i>
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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](http://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.*







# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

<b>Phone:</b> 800-947-8003 212-239-7503	<b>Fax:</b> 800-858-5517 212-239-7759	<b>Email:</b> Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Prices Are Valid Until:

10/13/19

Quote No.: 823144940

Reference No.: CB24118

Sold To:

Las Positas College  
3000 Campus Hill Drive  
LIVERMORE, CA 94551

Bill Phone: (925)424-1000

Date	Customer Code	Terms	Salesperson	Ship Via
09/12/19	71492273	N/A	3V7	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
22	WESTERN-DIGITAL 3TB ELEMENTS PORTABLE HD/REG	WEBU6Y0030BW (WDBU6Y0030BK)	71.63	1,575.86
<p>PLEASE NOTE: -----</p> <p>IMPORTANT NOTICE: B&amp;H has begun collecting California sales tax. If you are CA tax exempt, please contact our TAX Department. To update the status of your account, please email a completed tax exempt certificate to taxcertificates@bhphoto.com. The B&amp;H Tax Department can be reached via phone at 212-502-6308.</p> <p>****PLEASE NOTE: UPCOMING SCHEDULE CHANGE****</p> <p>We will be closing on Sunday Sep 29th, at 1:00PM and will remain closed thru Tuesday Oct 1st</p> <p>We will reopen Wednesday Oct 2nd, at 9:00AM</p> <p>*****</p> <p>We will be closed on Tues Oct 8th thru Weds Oct 9th</p> <p>We will reopen Thursday Oct 10th, at 9:00AM</p>				

Continued on Next Page ...



# Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

**Phone:** 800-947-8003  
212-239-7503

**Fax:** 800-858-5517  
212-239-7759

**Email:** Education: emailbids@bhphoto.com Fed Gov: federalsales@bhphoto.com  
Corporate: corporatesales@bhphoto.com State and Local: biddept@bhphoto.com

The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Quote No.: 823144940

Date	Customer Code	Terms	Salesperson	Ship Via
09/12/19	71492273	N/A	Sism	FDX GROUND

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
	<p>*****</p> <p>We will be closing on Sunday Oct 13th, at 1:00PM</p> <p>We will remain Closed through Tues Oct 22nd,</p> <p>and will reopen Wednesday Oct 23rd, at 9:00 AM</p> <p>*****</p> <p>**** Please reference your quote number on all PO's ****</p> <p>Certain items may be enforced by vendor to sell at the</p> <p>vendor-imposed price posted at the time of order.</p>			

<b>Payment Type -</b> NO PAYMENT TYPE SELECTED	<b>- Amount</b>	<b>Sub-Total:</b> 1,575.86  <b>Shipping:</b> Free STND  <b>Tax:</b> 145.77  <b>Total:</b> 1,721.63
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