

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall19-06
Total \$: 99119.53

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

SUMMARY INFORMATION

Title of Item: Performance Piano with Cover for 4127

Equipment Location Building: 4000 Room: 4127

Location and Delivery Comments:

Using 4127 for more intimate performances would free up the Main Stage for more outside rentals.

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:

A performance-quality grand piano with padded cover is requested for the Rehearsal Room in the Mertes Center, so that the Performing Arts can incorporate a more intimate performance venue than the Main Stage into our schedule, thus freeing up the Main Stage for other events – including outside rentals. The Steinway Model B piano is the perfect instrument for a small recital hall. At 6'11" it is large enough to work great acoustically in this space, and not so large that it will be in the way of other classes and performances. Currently there are only upright pianos in the Black Box and the Rehearsal Room as all of our grand pianos are in use in classrooms. This instrument will fill a major need for the Music, Theater, and Dance departments.

Steinway instruments are the performance standard for all other pianos both in physical performance and tone quality. They are used almost exclusively on the concert stage and music competitions worldwide. For our students to develop the proper techniques and ear training they need to succeed in their musical education, they need to be exposed and become familiar with Steinway instruments. Our fleet of pianos is mostly composed of Steinway & Sons and Boston pianos, including our Concert Grand in our Main Stage. Having instruments from the same manufacturer guarantees continuity between the practice instruments, the teaching instruments and our concert pianos. Physical technique and tonal training is not lost when playing an instrument in a different location within the school and our students are not wasting time preparing their studies on lesser pianos.

This purchase will also be an important one for the college and the community. Our 9' Steinway D in the Main Stage will remain our crown jewel in our piano fleet, but the Model B would be a close second. We will be able to promote and offer a new smaller space for rent, which will now include a beautiful Steinway grand, and can help with revenue and promotional opportunities. As we use 4127 for an increasing number of smaller events, the Main Stage will be open for more uses as well. If there is not enough funding to secure the Model B, we have included the Boston equivalent. It isn't nearly as ideal, but it will work for the time being, and could be upgraded to a Steinway at some point in the future.

RECEIVED
SEP 20 2019

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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>
✓	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*:

A high-quality instrument for our music students to practice and perform with is essential for student success and achieving SLOs. Students will play 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.

Many of our CTE Commercial Music students take courses like MUS 21A/B (Group Piano), MUS 23, MUS 35, MUS 36, as well as all of our performance ensembles. They are asked to perform, rehearse, and record in recital and concert situations, and an industry-standard concert piano such as a Steinway B is essential for their success. Musicians who succeed in the real world need experience performing on the instruments they will encounter in the workplace.

Our music faculty perform regularly for students and the general public. The addition of this instrument will enhance professional development.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

A Steinway B will support all performance ensembles - especially our chamber/smaller groups: Jazz Combos (MUS 17A/17B), Vocal East Jazz Ensemble (MUS 46A/46B), Chamber Choir (MUS 45) as well as smaller musicals the theater department might want to stage. The performance piano will also be essential for smaller recitals for our piano classes: MUS 21A/B, MUS 31, MUS 28, MUS 18A/B. Our Applied Program (MUS 38) will use the performance piano for their final Juries, as well as recitals and masterclasses. Our composition program (MUS 19) will compose original chamber pieces featuring the piano which will be performed, rehearse, workshopped, and recorded on this instrument.

Guest artists who work with our students in almost all of our courses will be provided an alternative from the large main stage with this instrument. Some concerts are much more appropriate for a smaller space, but currently this isn't possible, because there is no adequate instrument. The Dance and Theater Departments will be welcome to use the instrument for their events, rehearsals, and performances as well. Currently all of the performing arts programs have to fight for limited space in a very crowded schedule. Lastly, outside rentals will be able to rent 4127 as a small recital space, and more dates will be available in the Main Stage. All of this will generate income for the college, and the piano will ultimately pay for itself.

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

We continue to make use of our smaller performance spaces: the Black Box Theater and the Ensemble Rehearsal Room 4127. These spaces are more intimate than the Main Stage, and with all the competition from Theater and Outside Rentals for the Main Stage, we were often forced to use the smaller spaces. The issue with this lack of performance space is that there is only one performance piano: the Steinway D in the Main Stage. The upright pianos we have in the Black Box and Rehearsal Room are inadequate for performances and recitals. We continue to advocate for \$120,000 for Steinway 2016 Model B 7 foot piano – which would most likely reside mainly in the Rehearsal Room. The addition of this piano would be a huge incentive for students to enroll in our music programs, and with this addition, we would be very close to achieving the coveted All-Steinway School designation.

- PR 2018

SECTION 4: TEACHING AND LEARNING

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

Teachers do their jobs more effectively when they have adequate equipment to teach with. A Steinway Model B is the standard in world class venues, and our faculty and guest artists will be able to demonstrate proper performance practice, piano-specific technique, and nuances that are impossible to model on lesser instruments. For example, when our ensembles rehearse, the instructor will be able to demonstrate excellent intonation, rhythm, and dynamic contrast more effectively with an excellent grand piano. Piano students will be taught to play with correct technique and voicing on a high quality instrument. Steinway & Sons pianos are recognized as the “state of the art” instrument both nationally and internationally. These instruments give our students the best chances at success in performance situations, competitions, and pursuing a career in music.

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

Music students take courses at LPC in order to learn to perform, rehearse, and practice at increasingly advanced levels. There is a plateau to how well one can play on an inadequate instrument. Acquiring an industry-standard performance piano will allow students to achieve their potential through learning, modeling, and excelling in coursework, practice, and performances. Students will be encouraged to practice more, and thus become better musicians.

Each academic year, this equipment will impact: 19 # of classes/sections 250-350 # of students

SECTION 5: OUTCOMES (SLOs)

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

SLO: Upon completion of MUS 17B, students will be able to analyze, interpret, and perform intermediate and advanced jazz repertoire in a combo setting.

Combos are smaller (chamber) performance groups, and concerts, rehearsals, and recording sessions should take place in more intimate venues than the Mertes Main Stage. This SLO is much harder to achieve on a poor quality instrument and in a larger venue.

SLO: (MUS 31) Students will select, practice, master, and memorize intermediate to advanced repertoire in a variety of styles with an understanding of correct rhythm, fingering, and expression.

This SLO is only attainable if student pianists are performing on an industry-standard instrument like a Steinway B. The nuances achievable on a good instrument include pedal control, balance, voicing, dynamics, timbral effects, and acoustic properties. The equipment is needed for student success.

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

If we do not add this performance piano to our fleet, the Music Department will be forced to use more Main Stage time even when a more intimate venue is preferable. The addition of a Steinway B will open up many more performance opportunities for not only our department, but all of the Performing Arts, and for outside rentals – boosting the school’s revenue, and ultimately paying for the initial cost of the instrument. If the request is not funded, LPC would be missing a vital opportunity to elevate the musicianship and standards of its ensembles, pianists, composers, guest artists, and accompanists. We would also be unable to achieve the coveted All-Steinway School designation, and have fewer excellent instruments for recruiting.

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

What is the potential life span of the requested equipment?

On average, an excellent performance piano model can last between 15-20 years with proper care, tuning, and maintenance.

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

The quote includes a cartage fee of \$395

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 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	\$41,300	For preferred Steinway B option see quote
Taxes (9.5%)	\$3782.78	This price is for the cheaper but less high
Shipping or Delivery Charge	\$395	quality Boston. It also includes a cover.
Installation Costs *	N/A	
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		Steinway prices increase 4-5% each January so
Maintenance & Repair Training		we highly recommend purchasing before that.
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$45477.78

*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	\$500	Part of ongoing piano tuning. We have
Estimated Parts Replacement Per Year		requested this be incorporated into our
Outside Standardization or Calibration Costs		budget
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		\$500

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: 200 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 (4 tunings per year)

APPROVALS

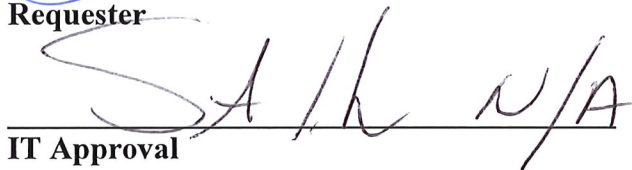
Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- ❖ 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

 N/A

IT Approval

M&O Approval



Division Dean



Vice President

9/4/19

Date

9/24/19 N/A

Date

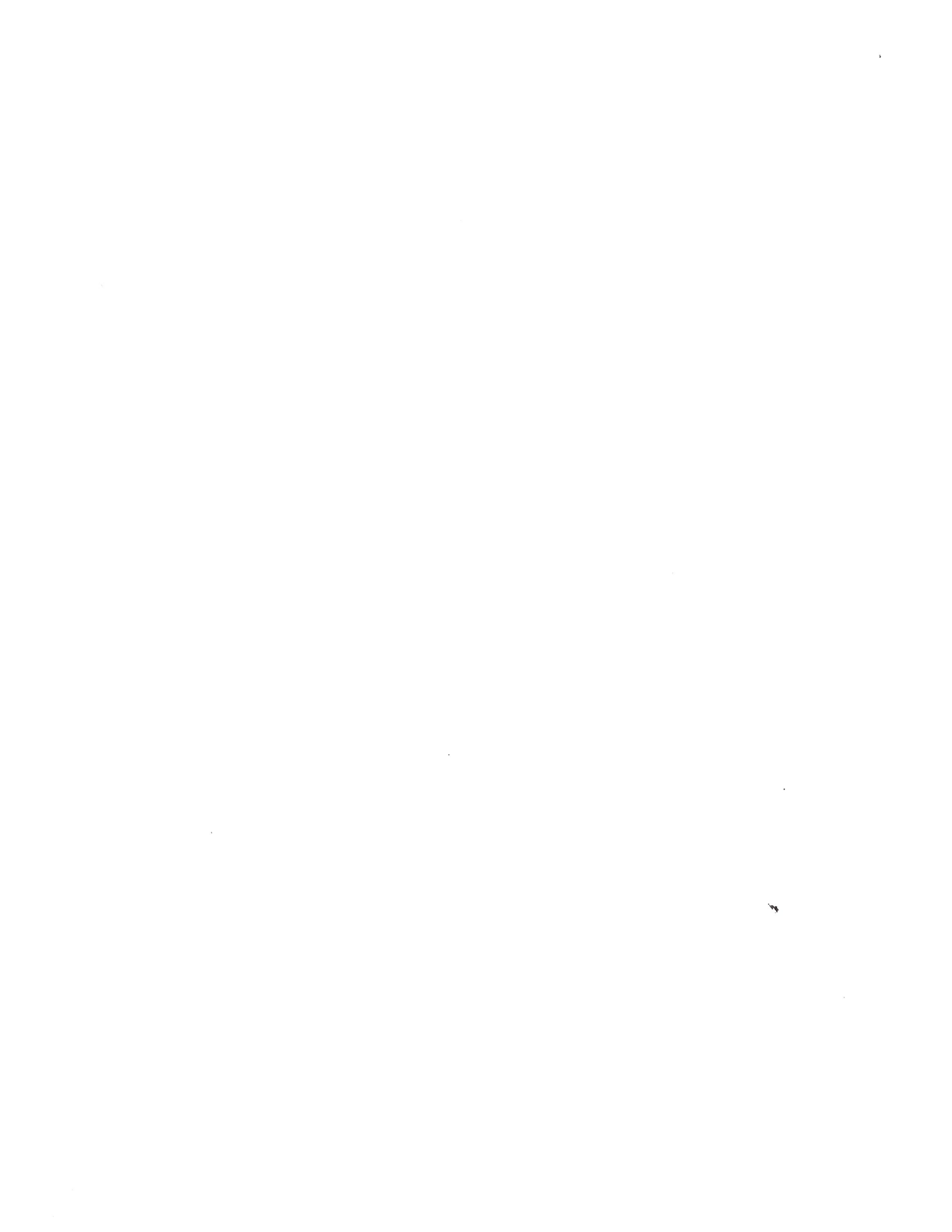
Date

9/20/19

Date

9/20/19

Date



Request for Taxpayer Identification Number and Certification

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

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:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Other (see instructions) ▶ _____

Exempt payee

Address (number, street, and apt. or suite no.)
One Steinway Place

City, state, and ZIP code
Long Island City, NY 11105

Requester's name and address (optional)

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

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Employer identification number

0	4	-	2	8	7	6	3	4	3
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 ▶ *Lucia Anne* Date ▶ 7/8/13

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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 a new Steinway Model B and a new Boston GP215.

1 Steinway Model B 7 foot	\$112,000.00
20% Institutional discount	-\$22,400.00
Cartage	\$395
9.25% sales tax	\$8324.53
Total:	\$98,319.53

1 Boston GP215 7 foot	\$40,500.00 (special rate)
Cartage	\$395
9.25% sales tax	\$3782.78
Total:	\$44,677.78

***Quilted Model B covers are \$800 including shipping.**

*Steinway pianos come with a 5 year factory warranty and artist benches/ 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

