

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-08
Total \$: 3,153.81

Requester Name: Titian Lish **Division Name:** _____

SUMMARY INFORMATION

Title of Item: Shure Wireless Handheld Mics

Equipment Location Building: 4000 **Room:** Sound Storage Booth - 4119

Location and Delivery Comments:
Please deliver to Karl Haller in the Box Office Managers Office, Bldg. 4000 Lobby

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 Mertes Center technical staff is requesting an upgrade/new equipment purchase of 4 Wireless Handheld microphones, commonly used in the Main Stage Theater for events related to Music, Communication Studies, Veterans speakers, public speakers, Psychology speakers, professional development events, health speakers, and/or others, related to their program activities, fundraisers, and instruction.

The two microphones we currently have aren't seamlessly compatible with the current sound board, requiring more time for setup and tear-down of events in the Center. The complexity for the setup and tear-down takes quite a lot of time and stage tech hours could be better allocated elsewhere in preparing for various educational events on campus.

RECEIVED
Las Positas College

SEP 20 2019

Administrative Services
Office of the Vice President

RECEIVED
SEP 20 2019
VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

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:

There is no legal requirement or mandate (or safety concern) related to the microphones. We are asking for the equipment to help educational programs outside of the performing arts have better equipment related to their specific events.

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:*

The college continues to encourage learning activities and events in the Mertes Center as complimentary to various programs on campus. While I can't specifically speak to the way in which those events (which is really what the equipment is trying to support) connect with the Mission/Vision/Planning of the college, I can say that the upgraded equipment would make better use of the time of the stage techs, giving them more time to assist students in the career-technical classes, tutor students in the use of the sound equipment (versus the moving of all the gear), and the programs in the Mertes Center would enjoy a better quality of material availability for any of the Curriculum or Professional Development activities that they may be holding in the space.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Music
Communication Studies
Veterans speakers
Public speakers
Psychology speakers
professional development events
Health and Wellness Center speakers

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

This is most likely not included in the program review of any of the programs listed above, as they probably aren't even aware of the need or the juggling that the stage techs are undergoing to meet the requests of their educational events.

SECTION 4: TEACHING AND LEARNING

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

Again, this will largely be program specific, depending on the event scheduled. For the Performing Arts programs, it will mean that the stage techs are able to work with students more, as their time will not be spent rearranging sound gear in the Main Stage theater for events, freeing them up to teach students in the building in other tasks.

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

Largely program specific to the renters, the new gear will allow 4 speakers at once to participate in events - this would be useful for panel discussions, multiple speakers, etc. Students and audiences would more reliably be able to hear all speakers throughout the educational activity or speaking event.

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

SECTION 5: OUTCOMES (SLOs)

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

There are surely other, more course specific SLOs, but in the absence of more knowledge about the individual programs, the following PSLO's would benefit from the equipment.

Commercial Music: Music Technology Fundamentals - Certificate of Achievement

- Upon completion of the Certificate of Achievement in Commercial Music: Music Technology Fundamentals, students will be able to engineer, mix, and notate music using industry- standard software and equipment.

Communication Studies AA-T

- Upon successful completion of the AA-T in Communication Studies, the student will be able to create and deliver messages appropriate to the audience, purpose, and context.

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

The most identifiable learning outcome impact would be the limitation of the types of speakers and events in the Center; additionally, the limitation of technician availability could impact events if they have used up their hours up. Every event with mics is costing them a little over 2 hours in set up... while it may not sound like a lot, it adds up over a week if there are multiple events and that can place them over contract hours.

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

What is the potential life span of the requested equipment?

5+ years, depending on 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.)

None 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.

None needed

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

Assembly will be completed by Karl Haller, Mertes Center Stage Technician

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.)

Maintenance will be completed by Karl Haller, Mertes Center Stage Technician

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

Updated gear functions better, perhaps uses fewer batteries for each event, and is more compatible with the current equipment we have

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	2,886.77	
Taxes (9.5%)	267.04	
Shipping or Delivery Charge	0.00	
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	0.00	
Grand Total:		\$ 3,153.81

*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	0.00	
Other: _____	0.00	
Annual Operating Costs:		\$ 0.00

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

Batteries may be needed for the handheld for each event. This ongoing cost, which would flex depending on the number and length of events, would be covered by the individual programs using the space.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Karl Haller

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): N/A

Indicate amount of time per month key operator will use equipment: varies

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Karl Haller

Is this in their current scope of duties? Yes

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

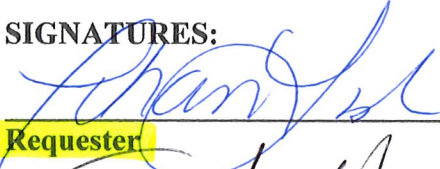
Indicate amount of time per month maintenance will be required: N/A

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:



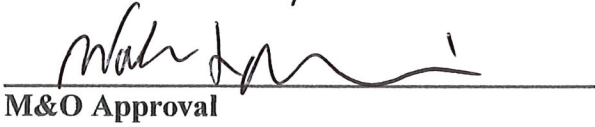
Requester

9/9/19
Date



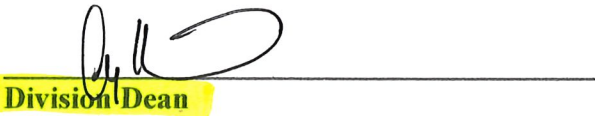
IT Approval

9/22/19 N/A
Date



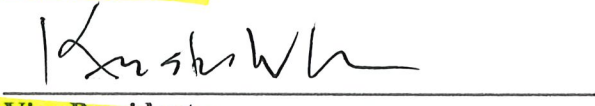
M&O Approval

9/29/19 N/A
Date



Division Dean

9/20/19
Date



Vice President

9/29/19
Date



CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Please type or print.

If you have any questions regarding this form or the application process, please contact the Purchasing Division at (925) 485-5233

Part A: Business Questionnaire

Date: 09/09/19

1. Vendor Name: Sweetwater Sound, Inc

2. Primary Contact:

Name Richard Whittington

Title Senior Sales Engineer

Phone(800) 222 - 4700 Ext. 1376

Fax(260) 432 - 1758 att

E-mail Address richard_whittington@swee

3. Vendor Category

- Disabled Veteran
 Minority Owned
 Small Business
 Women Owned

4. Type of Business:

- a. Sole Proprietor (S) Joint Venture (J)
 Partnership (P) Independent Contractor
 Corporation (C), State where firm is incorporated IN

b. Is it a Non-Profit Organization? Yes No

If yes provide Tax-Exempt Form

c. Business Start/Incorporation Date 01 / 02 / 1979

5. Type of Business: Check the one which best describes your company:

- Broker Wholesaler Retailer
 Manufacturer
 Manufacturer's Rep

Service
 Architect, Engineer, Construction Professional Other

(This information must be supplied. If not, the application will be returned):

6. Federal ID Number 35 - 2023299 or Social Security Number _____ - _____

7. Sales Tax Collection

- Collect all Sale/Use Tax for Alameda County Collects Selected Taxes
 Does not collect Sales Tax
 Tax Exempt

California Seller or Use Tax Permit Number _____

Do you supply recycled Products?

Yes

No

Part B: Address Questionnaire

1. General Mailing Address:

Address 5501 US 30W

City Fort Wayne

Contact Name Richard Whittington

Phone (800) 222 - 4700 Ext 137

State IN Zip 46818

Title Senior Sales Engineer

Fax (260) 432 - 1758 attn

2. Remittance Address:

Address 5501 US 30W

City Fort Wayne

Contact Name Earlita Keaton

Phone (800) 222 - 4700 Ext 150

State IN Zip 46818

Title Accounts Supervisor

Fax (260) 432 - 1758

Part C: Commodity and Service Codes

Type of commodities or services that your business provides

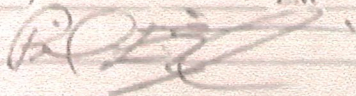
Musical Instruments, Technology and Software

Part D: Completing and Returning Application

1. Name of Person Completing Form

Name Richard Whittington

Phone (800) 222 - 4700 Ext 1376

Signature 

Title Senior Sales Engineer

Fax (260) 432 - 1758 attn

Date 9/9/2019

2. Return Completed Application to:

Purchasing Department
Chabot - Las Positas CCD
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94568
Fax: (925) 485-5271

DO NOT COMPLETE - FOR INTERNAL USE ONLY

Received / /

Input / /

Vendor No. _____

Received / /

Input / /

New Updated

including digital file for clearer information -
signature on scanned document



CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Please type or print.

If you have any questions regarding this form or the application process, please contact the Purchasing Division at (925) 485-5233

Part A: Business Questionnaire		Date: 09/09/19
1. Vendor Name: Sweetwater Sound, Inc		
2. Primary Contact: Name <u>Richard Whittington</u> Title <u>Senior Sales Engineer</u> Phone <u>(800) 222 - 4700</u> Ext. <u>1376</u> Fax <u>(260) 432 - 1758 at</u> E-mail Address <u>richard_whittington@swe</u>		
3. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned	4. Type of Business: a. <input type="checkbox"/> Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership (P) <input type="checkbox"/> Independent Contractor <input checked="" type="checkbox"/> Corporation (C), State where firm is incorporated <u>IN</u> b. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes provide Tax-Exempt Form c. Business Start/Incorporation Date <u>01</u> / <u>02</u> / <u>1979</u>	
5. Type of Business: Check the one which best describes your company: <input type="checkbox"/> Broker <input type="checkbox"/> Wholesaler <input checked="" type="checkbox"/> Retailer <input type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep Service <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Other		
(This information must be supplied. If not, the application will be returned):		
6. Federal ID Number <u>35</u> - <u>2023299</u> or Social Security Number _____ - _____ - _____		
7. Sales Tax Collection <input checked="" type="checkbox"/> Collect all Sale/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes <input type="checkbox"/> Does not collect Sales Tax <input type="checkbox"/> Tax Exempt California Seller or Use Tax Permit Number _____		

Do you supply recycled Products? Yes No

Part B: Address Questionnaire

1. General Mailing Address:

Address 5501 US 30W

City Fort Wayne

State IN Zip 46818 - _____

Contact Name Richard Whittington

Title Senior Sales Engineer

Phone (800) 222 - 4700 Ext 137

Fax (260) 432 - 1758 att₂

2. Remittance Address:

Address 5501 US 30W

City Fort Wayne

State IN Zip 46818 - _____

Contact Name Earlita Keaton

Title Accounts Supervisor

Phone (800) 222 - 4700 Ext 150

Fax (260) 432 - 1758

Part C: Commodity and Service Codes

Type of commodities or services that your business provides

Musical Instruments, Technology and Software

Part D: Completing and Returning Application

1. Name of Person Completing Form

Name Richard Whittington

Title Senior Sales Engineer

Phone (800) 222 - 4700 Ext 1376

Fax (260) 432 - 1758 att₂

Signature _____

Date 09/09/19

2. Return Completed Application to:

Purchasing Department
Chabot – Las Positas CCD
7600 Dublin Blvd, 3rd Floor
Dublin, CA 94568
Fax: (925) 485-5271

DO NOT COMPLETE – FOR INTERNAL USE ONLY

Received _____ / _____ / _____

Input _____ / _____ / _____

Vendor No. _____

Received _____ / _____ / _____

Input _____ / _____ / _____

New Updated

Sweetwater®

Music Instruments & Pro Audio
5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 222-4700
Sweetwater.com

Quote Number 5632594
Quote Date 08/28/19
Delivery Method UPS Ground (Business)
Customer Number 6271131

Quote To: Karl Haller
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Ship to: Karl Haller
Las Positas College
3000 Campus Hill Dr
Livermore, CA 94551

Qty.	Item	Description	Retail Price	Your Price	Total
4	ULXD2B58-H50	Shure ULXD Wls HH Beta58 TXM, H50 http://www.sweetwater.com/store/detail/ULXD2B58-H50/	\$693.00	\$499.00	\$1,996.00
4	SB900A	Shure Rechargeable Battery http://www.sweetwater.com/store/detail/SB900A/	\$118.00	\$99.00	\$396.00
1	SBC800	Shure 8-Bay Battery Charger http://www.sweetwater.com/store/detail/SBC800/	\$548.00	\$494.77	\$494.77

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, 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.



Your Sales Engineer is Richard Whittington:

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.

Subtotal:	\$2,886.77
Shipping & Handling:	\$33.75
Free Shipping Promo:	-\$33.75
Tax:	\$267.04
Total:	\$3,153.81