

# INSTRUCTIONAL EQUIPMENT REQUEST

## FALL 2019-2020

Internal Use  
IE #: FALL19-09  
Total \$: 8,840.51

Requester Name: Ian Brekke Division Name: A&H - Music

### SUMMARY INFORMATION

Title of Item: Yamaha AvantGrand N1X Hybrid Piano

Equipment Location Building: 4000 Room: 4231

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:

This is a re-submission of a request that was approved by the committee in Spring 2019. The request has not been processed at this time. Diane Brady communicated that it was flagged along with other piano requests due to ongoing HVAC issues in Building 4000, however this request is specifically to combat those issues, as the digital hybrid piano requires no tuning in its lifetime.

Office 4231 has an acoustic upright piano, necessary for my teaching of voice lessons, preparing for music classes and ensembles, etc. The office has a large south-facing window, meaning the piano gets a large amount of direct sunlight and heat/fluctuations in temperature. Our piano technician has said several times that this piano is most directly affected by the ongoing HVAC issues in the building, and has shown up twice to tune it only to find the office too hot and sunny to do so. The sun shade remains closed nearly all the time, but it is not enough to protect the instrument from damage (the thermostat also does not hold the temp particularly steady).

Yamaha has developed a new hybrid piano technology that maintains the overall key feel and action of an acoustic piano, but uses digital sound in place of strings. This means that the hybrid piano will never have to be tuned and is much less susceptible to fluctuations in temperature and humidity (making it closer to other electronics equipment in durability). The current acoustic piano can be relocated to a student practice room, replacing a much older and worn down instrument in the process.

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:

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:***

This office piano is used daily in support of students of the music program. It is a central piece of teaching equipment pertaining to support of student transfer, earning degrees and certificates, and development of musical skills.

\*Accreditation: The instrument directly supports the goal of meeting several of the numbered points in the following ACCJC standard categories: Academic Quality, Institutional Effectiveness, Instructional Programs, Learning Support Services, and Physical+Technology Resources (the most directly applicable).



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

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

Directly, all students involved in any voice-based music class:

MUS 23A  
MUS 23B  
MUS 38  
MUS 44  
MUS 45  
MUS 46A  
MUS 46B

Moving the current acoustic piano to a student practice room will in turn support all students of the Performing Arts building that may use it.

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

Program Review explains in detail the ongoing concerns regarding heat and HVAC control in the building, specifically as it affects our acoustic pianos:

o Humidity and Temperature Control

Pianos are made of wood and are very sensitive to temperature and humidity changes. As we have seen, when the HVAC gets shut off to save the college money, the pianos go wildly out of tune and are actually getting physically damaged now – keys are falling off and are no longer perfectly aligned, internal hammer mechanisms are wearing out far more quickly than they should be, etc.

An ideal temperature is around 68-70 degrees Fahrenheit, and an ideal humidity level should be about 50 percent. HVACs should not suddenly go off or change temperature. We request a dedicated HVAC and Humidity system for the 4000 building to ensure that our instruments are kept in a stable condition as we continue to grow and acquire better and more expensive pianos. We also require and have requested dedicated climate-controlled storage for our Steinway D Concert Grand.

## SECTION 4: TEACHING AND LEARNING

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

All music classes require preparation time, with the piano being the central tool in this process. It is difficult to prepare using a piano that is constantly going through various states of physical damage and/or being out of tune. Teaching voice lessons with an out-of-tune instrument is frustrating for both the student and instructor. This relatively new technology alleviates the direct issues in 4231 and is simply a better teaching tool all around for this space.

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

A central component of music training is development of intonation and overall ear training. The most direct impact on learning is development of these concepts with an instrument that is, by design, always in tune through digital means. An out-of-tune piano is detrimental to these concepts, as any instrument that cannot play in tune would be.

**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.**

The following SLOs are directly applicable:

MUS45, MUS46A, MUS46B: "At the end of the semester the students will demonstrate the ability to sing on pitch in a section and ensemble as directed by a conductor."

MUS23A, MUS23B: "The student will present a polished performance of two songs. These songs must be memorized and demonstrate an improvement in vocal technique (clarity of tone, resonance and breath support) as proscribed by the instructor."

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

The teaching equipment in 4231 will remain regularly out of tune and susceptible to heat and humidity damage, failing to assist students properly in singing in tune/on pitch and with improved vocal technique.



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

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

10-20 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.)**

Location: 4231 Office. Current acoustic piano will be relocated to a student practice room to replace an older and more worn instrument.

**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.**

Current 4231 acoustic piano will be relocated to a student practice room to replace an older and more worn instrument. Older instrument will be traded in to Steinway rep (as our other older instruments have been)

**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 assembly or installation required, only delivery.

**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.)**

Piano technician may regularly inspect instrument as part of their duties, but tuning will no longer be required.

**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	8092.00	
Taxes (9.5%)	748.51	
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
<b>Grand Total:</b>	<b>8840.51</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		Handled by piano technician-annual stipend
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: Ian Brekke

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: Daily - 1-3 hours/day

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Peter Acronico - Piano Tech

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: 4 annual inspections

**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:**

Ian Brekke  
Requester

9/13/19  
Date

SA [Signature]  
IT Approval

9/22/19 N/A  
Date

[Signature]  
M&O Approval

[Signature]  
Date

Ang  
Division Dean

9/20/19  
Date

Krish Whad  
Vice President

9/20/19  
Date

# Requisition For Equipment, Supplies, Apparatus and Service

No. \_\_\_\_\_

Chabot

Las Positas

District

Chabot-Las Positas Community College District

Ian Brekke

A&H - Music

9/13/19

Requestor

Department

Date

Delivery Required By: ASAP (if approved)

Room #: 4130

(If Capital Outlay, Room # Required)

**Only One Vendor Per Requisition**

**Suggested Vendor (Address & Contact Information)**

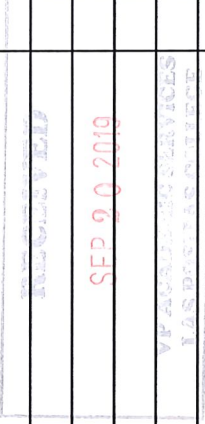

Music Exchange

7704 Dublin Boulevard

Dublin, CA 94568

**Description**

(Model No., Size, Color, etc...)

Description	QTY	Estimated Unit Price
Yamaha AvantGrand N1X Hybrid Piano	1	\$8092.0
		
		

**Notes:**

Shipping \$0

Tax 748.51

Labor/Installation \$0

**TOTAL** 8840.51

Account #: \_\_\_\_\_

F.O.B. \_\_\_\_\_ Terms \_\_\_\_\_ Quote

Business Office  
Signature

*Ian Brekke*

*OTR*

Division Dean Signature

Vice President Signature



Form **W-9**  
Rev. December 1996  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do NOT  
send to the IRS.

Name (If a joint account or you changed your name, see Specific Instructions on page 2)  
Music Exchange Inc.  
Business name, if different from above. (See Specific Instructions on page 2)

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  
Address (number, street, and apt. or suite no.)  
1501 N. Main St.  
City, state, and ZIP code  
Walnut Creek, CA, 94596

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. 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 2.  
Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number  
: 1 - 1 1 1 1 1 1

OR

Employer identification number  
94-2309920

List account number(s) here (optional)

**Part II For Payees Exempt From Backup Withholding** (See the instructions on page 2.)

**Part III 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.  
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 2.)

Sign Here | Signature W. L. ... President | Date 9-13-19

**Purpose of Form.**—A person who is required to file an information return with the IRS must get 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 make to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify the TIN you are giving is correct for you are waiting for a number to be issued).
- 2. Certify you are not subject to backup withholding, or
- 3. Claim exemption from backup withholding if you are an exempt payee

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

**What Is Backup Withholding?**—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- 1. You do not furnish your TIN to the requester, or
- 2. The IRS tells the requester that you furnished an incorrect TIN, or
- 3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (or reportable interest and dividends only), or
- 4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part I instructions and the separate instructions for the Requester of Form W-9.

**Penalties**

**Failure To Furnish TIN.**—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil Penalty for False Information With Respect to Withholding.**—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal Penalty for Falsifying Information.**—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.**—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

# MUSIC EXCHANGE

Invoice Number: **57046**

7704 DUBLIN BOULEVARD DUBLIN, CA 94568  
 925/828-3442 F: 925/828-3605

Purchase Date: 6-4-19 Sales Rep: Richard Olsen / Ron M.  
 Purchaser: Las Positas College Email: \_\_\_\_\_  
 Address: 3000 Campus Hill Dr  
 City: Livermore State: CA Zip: 94551  
 Delivery Date: TBD Phone: Home (925) 424-1000 Cell: ( ) \_\_\_\_\_

New/Used	Manufacturer	Description	Model	Finish	Serial #	Price	
New	Yamaha	Hybrid Piano w/Bench	NIX	PE		7997 <sup>00</sup>	
					Delivery	125 <sup>00</sup>	
					Vertical Grand	295 <sup>00</sup>	
					Digital Stairs	(95 <sup>00</sup> )	
Additional Information: <u>5 year Yamaha Warranty</u>		TRADE INFORMATION					
		Trade-In Brand		Model	Additional Distance		
					Sub Total	8092 <sup>00</sup>	
		Trade Allowance (+) A			Sales Tax 9.25%	748 <sup>51</sup>	
		Pay-Off (-) B			<b>TOTAL</b>	8,840 <sup>51</sup>	
		The total of A+B=C	C	Check <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/>	Less Trade (C)		
		In-Home Tuning # Certificate			Amount Paid		
		Tuner's Name: <u>N/A</u>			Cash Down		
		Office use only: _____			Balance		
					C.O.D.		
					Amount Financed		
					Subject to Credit Approval		

DEPOSIT REQUIRED ON ALL ORDERS. NO REPRESENTATION OR AGREEMENT NOT HEREIN STATED HAS BEEN MADE. NOT SUBJECT TO CANCELLATION. ADDITIONAL TERMS AND CONDITIONS ON BACK OF INVOICE.

**DELIVERY ADDRESS (if different than above)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Buyer: You are entitled to a copy of this agreement at the time you sign it.

By: \_\_\_\_\_ X \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: Richard Olsen X \_\_\_\_\_

Delivery Instructions: \_\_\_\_\_  
 C.O.D. Amount: \_\_\_\_\_  
 Delivery Date: TBD  
 Nearest Cross Street: \_\_\_\_\_  
 Stairs:  Yes  No C.O.D.:  Yes  No

SOURCE: SALES REP: \_\_\_\_\_  
 MAILER  NP  YP  
 WEBSITE  INTERNET  REF \_\_\_\_\_  
 SIGN  RADIO  OTHER \_\_\_\_\_





Do you supply recycled Products?

Yes

No

### Part B: Address Questionnaire

1. General Mailing Address:

Address 7704 Dublin Boulevard

City Dublin

State CA Zip 9456 - 8

Contact Name Richard Olsen

Title \_\_\_\_\_

Phone ( 925 ) 828 - 3442 Ext \_\_\_\_\_

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

2. Remittance Address:

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext \_\_\_\_\_

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Part C: Commodity and Service Codes

Type of commodities or services that your business provides

Yamaha AvantGrand N1X Hybrid Piano

### Part D: Completing and Returning Application

1. Name of Person Completing Form

Name Ian Brekke

Title \_\_\_\_\_

Phone ( 92 ) 424 - 1117 Ext \_\_\_\_\_

Fax ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Signature 

Date 9/13/19

2. Return Completed Application to:

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

### DO NOT COMPLETE – FOR INTERNAL USE ONLY

Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Input \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Vendor No. \_\_\_\_\_

Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Input \_\_\_\_\_

New  Updated