

# INSTRUCTIONAL EQUIPMENT REQUEST

## FALL 2019-2020

Internal Use  
IE #: Fall 19-11  
Total \$: 8,230.10

Requester Name: Kate Faix/Jason Craighead Division Name: BHAWK

### SUMMARY INFORMATION

Title of Item: CPR/First Aid/ Lifeguard Equipment

Equipment Location Building: 2500 Room: PE 140

#### Location and Delivery Comments:

Deliver to Athletics Assistant, Equipment Technician PE131

### 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 are replacing equipment that is over 8 years old. Some of the equipment is broken, does not work and is not repairable. There is currently not enough working equipment to provide students in the courses with adequate practice to learn the required skills of the courses. We are requesting gauze pads, gauze roller bandages, Triangular bandages, all items that will replace our current broken and over used equipment. We are requesting lung shields, which are one time use only; they are used for student safety and sanitation. We are requesting Adult and Infant Manikins to replace old and nonworking ones we currently have. We are requesting enough to supply our courses with adequate amounts to cover our increased class size. New equipment we are requesting is EpiPen Trainers, and Tourniquets both of which we teach in our courses but never have had this equipment for our students to practice with. Lastly, we are requesting more AED trainers, to supplement what we currently have. This will allow for more hands on practice for each student with our increased class size.

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## **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:**

The American Red Cross recommends 1 manikin and one AED trainer per 2 participants, to make the course the most time efficient. We are asking for a reasonable amount that would allow for effective time management in our courses. We have increased the maximum class size to accommodate the greater interest as it is now part of the KIN AA-T.

## **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 equipment requested supports the LPC Mission Statement as it supports educational opportunities for students, completion of students' transfer and degree. For Accreditation and meeting ACCJC standards, the primary area for this IER relates to Standard III (The institution effectively uses its human, physical, technology, and financial resources to achieve its mission and to improve academic quality and institutional effectiveness):

Standard III

B. Physical Resources

1. The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.

2. The institution upgrades or replaces its physical resources, including facilities, equipment...

The ACCJC standards also state the "The institution effectively uses delivery modes, teaching methodologies and leaning support services that reflect the diverse and changing needs of its students, in support of equity in success for all students."

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

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

This equipment is used and shared by several courses in the department. Courses that will be using this equipment include:

KIN LG – LIFEGUARDING  
KIN14 - Responding to Emergencies  
KIN15 - First Aid and Safety.

The equipment is used for Kinesiology for Transfer degree. It is used for the Athletic Training Certification program. It is used in American Red Cross Certification courses.

We use the equipment in courses that result in students becoming occupation certified. The equipment is also used for professional development and staff development.

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

“Kinesiology/Athletics doesn't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/ or upgraded.”



## SECTION 4: TEACHING AND LEARNING

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

This equipment will help instructor teach proper form and skills by having an adequate amount of working equipment. This equipment will also allow the instructors to demonstrate and teach proper technique by using properly working equipment. As well as having enough equipment to support increased class sizes. The mannequins requested also store and transport easily, allowing us to utilize whatever classroom space is available.

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

This equipment will affect students by allowing adequate practice of required skill on working equipment. Learning will be enhance because the students will have more hands on time to learn and practice the required skills this will happen by having enough equipment to support the increased class size students. The type of mannequins will have positive impact on learning as they simple to use and clean, easy to carry, and students are able to hear and feel correct compression depth and rate.

**Each academic year, this equipment will impact:**      8   # of classes/sections     200  # of students

## SECTION 5: OUTCOMES (SLOs)

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

KIN14 - Responding to Emergencies • Upon completion of KIN 14, the student should be able to demonstrate cardiopulmonary resuscitation and the use of an AED.  
KIN15 - First Aid and Safety • Demonstrate the ability to perform CPR with AED and rescue breathing. This equipment directly affects the students outcome for meeting the SLO for these courses. Without this equipment the students will not be able to meet the SLOs for these courses and therefore not achieve the SLOs. This equipment is written into the SLOs.

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

The consequences that are related to leaning outcome is that not all the students may be able to achieve the SLOs. By not having enough working equipment to meet the needs of our higher enrollment, students are not getting enough time to learn and practice the skills. Our students are negatively impacted because of the time restraints for course work. Having more useable equipment more student will have access to practice at the same time and more students are able to meet the SLOs.

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

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

Most of this equipment will last 5-7 years. Some of this equipment is single use due to its sanitary nature.

**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.)**

No new storage is needed. There already is locations in place to store this.

**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, all equipment new and old no-retired equipment has a space to be stored.

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

There is no installation required and no assembly 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.)**

The only requirement for on going upkeep is routine cleaning after use, which the department already has. As well as batteries to keep the equipment working.

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

The equipment we are requesting will last several years of multiple course use. There is minimal (\$15 pack of batteries) operational costs. It does not use electricity, only batteries and student power.

**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	7,535.87	
Taxes (9.5%)	694.29	
Shipping or Delivery Charge	0.00	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 8,230.16

\*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	15.00	pack of AA batteries
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:		\$ 15.00

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

BHAWK division.



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

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Instructors.

Is this in their current scope of duties? yes.

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: throughout the course

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Athletics Assistant Equipment

Is this in their current scope of duties? yes

Indicate cost to train for maintenance and repairs: none

Indicate amount of time per month maintenance will be required: none

**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 [Signature] Date 9/13/19

IT Approval [Signature] Date 9/22/19

M&O Approval [Signature] Date 9/24/19 OK

Division Dean [Signature] Date 9.19.19

Vice President [Signature] Date 9-20-19






# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

FOR REIMBURSEMENT: List payee name & ssn. TAX ID# \_\_\_\_\_ FOR OFFICE USE ONLY

SUGGESTED VENDOR **CRP Savers & First Aid Supply**

NAME OF STAFF MEMBER **Mary Hargiss** DATE WRITTEN **19-Sep-19** DATE REQUIRED **19-Oct-19** DIVISION/DEPARTMENT **BHAWK / KIN** For inventory purposes include room # where equipment will reside: **PE 140**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
<b>INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019</b>				
<b>CPR/First Aid/Lifeguard Equipment</b>				
(See attached Quote for Various Descriptions of Items being Requested)				

				
<b>Vendor Information/ Remit To:</b>	<b>Deliver To, include room # (optional):</b>			
CRP Savers & First Aid Supply	William Eddy/Jared Watanabe			
7904 E Chaparral Road, Ste A110-242	B2500 / PE131			
Scottsdale, AZ 85250	Las Positas College			
Phone: 800-480-1277				

**Comments:**

<b>INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019</b>	<b>BT#</b>
Subtotal	\$ 7,535.87
Tax	\$ -
Shipping (if available):	

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

**TOTAL COST \$ 8,230.16**

**ACCOUNT #** \_\_\_\_\_ FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCT \_\_\_\_\_ PROGRAM \_\_\_\_\_

Business Office

**APPROVALS**

Supervisor/ Coordinator/ Director \_\_\_\_\_

Dean/ VP/ President \_\_\_\_\_

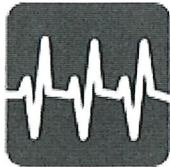
**SEP 20 2019**

Administrative Services  
Office of the Vice President



# Jason Craighead

**From:** service@cpr-savers.com  
**Sent:** Friday, September 13, 2019 4:22 PM  
**To:** Jason Craighead  
**Subject:** Your Order or Quote with CPR-Savers.com is attached. Quote



**CPR Savers**  
**& FIRST AID SUPPLY®**

Page	Date	Invoice No.
1	09/13/19	759749A

**WWW.CPR-SAVERS.COM**  
 7904 E. Chaparral Rd, Suite A110-242, Scottsdale, AZ 85250  
 Phone: 800-480-1277 Fax: 480-275-7002

**Bill To**

JASON CRAIGHEAD  
 LAS POSITAS COLLEGE  
 3000 CAMPUS HILL DR  
 LIVERMORE, CA 94551

< font style="color:#EFEFEF;font-family:arial;font-size:12px;font-weight:bold">Ship To

Customer No.	Sales I.D.	Reference #	Media Code	Terms		
651077	MOH/MOH		/EMAIL	QUOTATION, EXP 12/05/19		
Ordered By	Warehouse	Phone Number	Total Wt.	Zone	# Packages	Ship Via
			0.0 Lbs		0	STU

Message:

CPR Savers and First Aid Supply, LLC.  
 Phone: 800-480-1277 - Fax: 480-275-7002  
 \* For Government use only: O.M = Open Market Item \*

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	0	J-578	40x40x56 Triangular sling/bandage with 2 safety pins-	23.14		-- 23.14
				20 per box		< td style="background-color:#D7EBFF">	
				Lot #: 1			
1	0	0	FA/24SR	Sterile Gauze Pads 3 x 3 100/BOX	11.27		-- 11.27
2	0	0	H-245	2 Non-sterile conforming gauze r oll bandage 10 per dispens	6.84		-- 13.68
2	0	0	H-245	2 Non-sterile conforming gauze roll bandage 10 per dispens	6.84		-- 13.68



8	0	0	PP-ILB-50	Prestan Infant Face Shield / Lung Bags - 50 Pack	22.87	--	182.96	
8	0	0	PP-ALB-50	Prestan Adult Face Shield / Lung Bags - 50 Pack	25.41	--	203.28	
4	0	0	Z-405	Zoll AED Plus™ Training Unit 8008-0050-01 *O.M*	379.99	--	1519.96	
5	0	0	PP-IM-400M-DS	Prestan Infant 4 Pack of Manikins - Dark Skin (w/ monitor) *O.M*	499.10	--	2495.50	
5	0	0	PP-AM-400M-DS	Prestan Adult 4 Pack of Manikins w/ Monitors, Dark Skin *O.M*	556.48	--	2782.40	
8	0	0	EPI101	EpiPen Trainer - Auto-Injector Training Device *O.M*	6.51	--	52.08	
8	0	0	CPR30-0001	CPR Savers Tourniquet	25.99	--	207.92	
1	0	--	WIRE TRANSFER FEE	WIRE TRANSFER FEE *O.M*	30.00	--	30.00	
<b>MERC HANDISE QUOTATION TOTAL \$ 7535.87</b>								
<b>COUNTY SALES TAX \$ 694.29</b>								
<b>QUOTATION TOTAL \$ 8230.16</b>								