

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

Internal Use
IE #: Fall 19-14
Total \$: 1,323.20

Requester Name: Jason Craighead

Division Name: BHAWK

SUMMARY INFORMATION

Title of Item: Rescue Tubes/Backboards/Replacement Parts

Equipment Location Building: Swimming Pool

Room: Pool House

Location and Delivery Comments:

Deliver to building 2500, Attn: William Eddy.

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 asking for a combination of items that are used as instructional equipment as well as safety equipment while aquatic classes are taking place.

The items are a CJ spineboard and spineboard cover, Rescue Tubes, replacement straps, replacement head immobilizer. All the items are replacements for what we have.

The CJ spineboard is an upgrade and replacement for the one that is required by law to be out on the pool deck at all times. This spineboard is larger and will better accommodate adults. The cover is used to keep the board, straps, and head immobilizer protected and lasting longer due to exposure from the elements.

The rescue tubes requested are to replace the ones we have. The straps which are attached inside the foam are not replaceable and are broken on most. Lifeguards are trained and required to use the straps as standard operating procedure.

The replacement straps and replacement head immobilizer are requested to replace our worn and broken straps. Currently we have one working spineboard with a collection of random straps in poor condition to make it work.

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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:

Legally required to have a spineboard with head immobilizer readily visible and available for use at all times. California Health and Safety Code 65540, b.3

The rescue tubes are standard equipment and must be worn at all times while on duty. American Red Cross Lifeguarding standard procedure.

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 is used for career-technical and retraining for Lifeguards. 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:

KIN - LG Lifeguarding

Kinesiology AA-T (used as safety equipment while classes are in session)

Area 1: Aquatics

KIN SW1 Swimming 1

KIN SW2 Swimming 2

KIN SWF1 Swimming for Fitness 1

KIN SWF2 Swimming for Fitness 2

Kinesiology AA Degree (courses in addition to those listed above): Swimming 3, Swimming 4, Swimming for Fitness 3, Swimming for Fitness 4.

Adapted Aquatics

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:

Being able to teach with proper rescue equipment that students will be required to use in various settings is extremely important.

This equipment is also used by or lifeguards that work during our instructional classes. They need equipment in good working order. As an instructor, knowing that our lifeguards have working equipment makes it easier to work with all students of all abilities in an open environment safely without concern or having to limit your teaching space to one particular area.

Instructors of aquatic classes are also Lifeguard Certified, and we use the equipment to training of instructors.

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

Students learning on various rescue equipment in good working order that reflects potential places of employment or that employers expect is critical.

Each academic year, this equipment will impact: 5 # of classes/sections 130 # of students

SECTION 5: OUTCOMES (SLOs)

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

As part of the course and certification, students must be able to recognize and perform rescues and assists in an aquatic environment. Rescue tubes and backboards are required equipment for rescue and removal from the water.

- A. Identify a person in distress or actively drowning and effectively rescue that person
- B. Demonstrate the essential skills for lifeguarding

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

The course cannot be taught, students cannot become certified.

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

What is the potential life span of the requested equipment?

10+ years. Our current equipment was purchased with the construction of the pool around 2008.

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

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.

The old backboard will have the straps replaced and moved into the storage room with the other one, inside Building 2500. The old tubes will be repurposed or thrown away.

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 by Jason Craighead. No cost.

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.)

No regular service

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

NA

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	1,078.50	
Taxes (9.5%)	99.76	
Shipping or Delivery Charge	145.00	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 1,323.26

*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		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		\$ 0.00

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: Jason Craighead

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: 1 hour

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Jason Craighead

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: 0

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:

[Signature]
Requester

9/13/19
Date

[Signature]
IT Approval

9/02/19 N/A
Date

[Signature]
M&O Approval

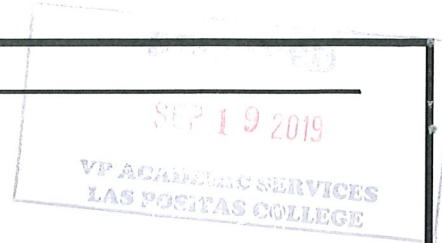
9/24/19 N/A
Date

[Signature]
Division Dean

9.19.19
Date

[Signature]
Vice President

9/20/19
Date



LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

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

SUGGESTED VENDOR: **Lincoln Aquatics** RETURN COPY OF REQUISITION TO: M Hargiss Ext#: 1274

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: **Pool House**

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) UNIT QTY UNIT PRICE

INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019

Rescue Tubes/Backboards/Replacement Parts

(See attached Quote for Various Descriptions of Items being Requested)

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Vendor Information/ Remit To: **Deliver To, include room # (optional):**

Lincoln Aquatics **William Eddy/Jared Watanabe**

2051 Commerce Avenue **B2500 / PE131**

Concord, CA 94520-4901 **Las Positas College**

Phone: 925-687-9500

Comments:

INSTRUCTIONAL EQUIPMENT REQUEST FOR FALL 2019

Subtotal \$ 1,078.50

Tax \$ -

Shipping (if available): \$ 145.00

BT#

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

TOTAL COST \$ **1,323.26**

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS

Supervisor/ Coordinator/ Director _____

Dean/VP/ President _____

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Office of the Vice President



285-LINCOLN AQUATICS
 2051 COMMERCE AVE
 CONCORD, CA 94520-4901
 Phone 925-687-9500
 Fax 925-680-2825

Quotation

QUOTE #	EW016646
LOCATION	D8
DATE	09/05/19
PAGE	1 of 1

BILL TO

946047
 CHABOT-LAS POSITAS
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551-7623
 Phone 925-424-1761
 Fax 925-245-0567

SHIP TO

LAS POSITAS COLLEGE
 3000 CAMPUS HILL DRIVE
 LIVERMORE, CA 94551
 Fax 925-245-0567

QUOTE DATE 09/05/19	EXPIRE DATE 10/05/19	REQUIRED DATE	REFERENCE NUMBER O2000028	PAYMENT TERMS NET 60 DAYS
WRITTEN BY A CHRISTOPHER DAVIS(2)			CONTACT JASON CRAIGHEAD	SHIP VIA UPS GROUND - COMMERCIAL
FREIGHT TERMS IN/OUTBOUND		JOB NUMBER		SALES REP 265 /

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
MTW-42-8508 PR6-F 78"x20" POLY CJ RESCUE 6 SPINEBOARD PACKAGE PULLER: PLEASE PULL ONE HEAD IMMOBILIZER WITH EACH BOARD	1	349.50	EA	349.50
	CPN-47-020			
MTW-42-8503 CJ200 CJ SPINE BOARD COVER	1	76.00	EA	76.00
	CPN-47-016			
MRP-40-2602 SRT-50 50" SUPER RESCUE TUBE	2	71.00	EA	142.00
KEM-42-1046 10-202-RED 40" RESCUE TUBE RED	4	49.00	EA	196.00
	CPN-42-024			
KEM-42-1058 10-001-ORG KEMP HEAD IMMOBILIZER ORANGE	1	66.00	EA	66.00
MTW-42-8500 CJ100 4/SET CJ VELCRO BODY STRAPS	3	83.00	EA	249.00
	CPN-47-071			

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
1,078.50	0.00	0.00	99.76	145.00	1,323.26

Accepted:

By: _____
 Date: _____

