

# INSTRUCTIONAL EQUIPMENT REQUEST

## FALL 2019-2020

Internal Use  
IE #: Fall 19 - 25  
Total \$: 4,314.72

Requester Name: James Weston

Division Name: SLPC

### SUMMARY INFORMATION

Title of Item: Snap On 20 Ton Shop Press

Equipment Location Building: 800

Room: 809

#### Location and Delivery Comments:

Deliver to James Weston room 808

### 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 Snap On 20 Ton shop press will replace our current shop press which is 41 years old and has far exceeded its service life. A shop press is a standard piece of equipment in an Automotive shop used for removing and installing bushings, bearings, bearing races, etc. on everything from transmissions to suspension parts on cars and trucks.

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Administrative Services  
Office of the Vice President

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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:**

Our old press is becoming a safety concern, it has been band-aided back together numerous times. Again at 41 years old it has long surpassed its intended lifespan.

## **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:***

Purchase of this equipment reflects our mission statement by providing additional educational opportunities for our career-technical students. Providing our students with quality tools to learn automotive skills with

Curriculum- Purchase of this equipment will allow Faculty to further develop Curriculum to support safe work practices.

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

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

It will support the Automotive Technology/Transportation program.

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

While this update is not specifically included in our Fall 2018 program review, Section H- "Short Term Planning" says, "Always need new equipment and updates to current equipment."

## **SECTION 4: TEACHING AND LEARNING**

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

With a newer, safer shop press Professors will be able worry less about students operating a 41 year old piece of equipment that is capable of providing 20 tons of hydraulic force on a work piece.

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

Students will learn safe and effective work practices with safe, modern equipment to work with.

Each academic year, this equipment will impact: 12 # of classes/sections 150 # of students

## **SECTION 5: OUTCOMES (SLOs)**

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

Many of our classes have an SLO that says, "the student should be able to, recognize and apply shop safety precautions." Having safe modern equipment like this press will allow students to more easily achieve this SLO.

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

Students will not be able to apply shop safety precautions as easily.



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

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

The equipment with proper care and maintenance should last in excess of 20-30 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.)**

This is replacing the old press and will fit in the old presses footprint in the shop

**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 equipment will be surplussed.

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

N/A

**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.)**

Wipe down if they become greasy and proper handling by students. If damage occurs equipment will be repaired by Automotive Lab Technician or sent out for repair using our maintenance budget.

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

This equipment is extremely high quality equipment designed to last generations with proper use and maintenance.

**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        | 3,949.40    |                         |
| Taxes (9.5%)                  | 365.32      |                         |
| Shipping or Delivery Charge   |             |                         |
| Installation Costs *          |             |                         |
| Miscellaneous Costs:          |             |                         |
| Facilities Modifications      |             |                         |
| Operator Training             |             |                         |
| Maintenance & Repair Training |             |                         |
| Storage                       |             |                         |
| Other: _____                  |             | Regular price is \$7595 |
| Vendor Discount               |             |                         |
| <b>Grand Total:</b>           |             | <b>\$ 4,314.72</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                | 1.00        |                       |
| Estimated Parts Replacement Per Year         |             |                       |
| Outside Standardization or Calibration Costs |             |                       |
| Storage Costs                                |             |                       |
| New Supply Costs                             |             |                       |
| Miscellaneous Costs:                         |             |                       |
| Maintenance & Repair Labor                   |             |                       |
| Other: _____                                 | 0.00        | no outside labor cost |
| <b>Annual Operating Costs:</b>               |             | <b>\$ 1.00</b>        |

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

Annual maintenance budget.

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

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Faculty and Students

Is this in their current scope of duties? Yes, with proper training

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: 15-20

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: AUTO/WLDT Lab Technician

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: 5-10 minutes

**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

9/10/19  
Date

[Signature]  
IT Approval

9/24/19 N/A  
Date

[Signature]  
M&O Approval

9/27/19 OK  
Date

[Signature]  
Division Dean

9/18/19  
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# **Snap On Industrial**

FOR OFFICE USE ONLY

| NAME OF STAFF MEMBER<br>James Weston   | DATE WRITTEN<br>12-Sep-19              | DATE REQUIRED<br>ASAP | DIVISION/ DEPARTMENT<br>Auto/SLPC | For inventory purposes include room # where equipment will reside: 808 CTR | UNIT | QTY | UNIT PRICE | TOTALS            |
|--|--|-----------------------|-----------------------------------|--|------|-----|------------|-------------------|
| DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)   |  |                       |                                   |  |      |     |            |                   |
| SEE ATTACHED QUOTE   |  |                       |                                   |  |      |     |            |                   |
| Vendor Information/ Remit To:  | Deliver To, include room # (optional): |                       |                                   |  |      |     |            |                   |
| Snap On Industrial   | James Weston 925-424-1137 Rm. 808      |                       |                                   |  |      |     |            |                   |
| PO BOX 9004  | Las Positas College                    |                       |                                   |  |      |     |            |                   |
| Crystal Lake, IL 60039-9004  | 3000 Campus Hill Drive                 |                       |                                   |  |      |     |            |                   |
| Sales Rep Bob Parades 916-204-4075   | Livermore, CA 94551                    |                       |                                   |  |      |     |            |                   |
| <b>Comments:</b>   |  |                       |                                   |  |      |     |            |                   |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RECEIVED</b><br/>                     SEP 20 2019<br/>                     VP ACAD &amp; SVC SERVICES<br/>                     LAS POSITAS COLLEGE                 </div> |  |                       |                                   |  |      |     |            |                   |
| Subtotal   |  |                       |                                   |  |      |     | \$         | 3,949.40          |
| Tax  |  |                       |                                   |  |      |     | \$         | 0.0925            |
| Shipping (if available):   |  |                       |                                   |  |      |     | \$         | \$0.00            |
| <b>TOTAL COST</b>  |  |                       |                                   |  |      |     |            | <b>\$4,314.72</b> |

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

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

Business Office

*[Signature]*  
Dean/ VP/ President

Supervisor/ Coordinator/ Director

*[Signature]*





# Quote

Submit To: Snap-on Industrial,  
 3011 IL Route 176, Door 1  
 Crystal Lake, IL 60014

877-740-1900

|                   |                               |                     |            |
|-------------------|-------------------------------|---------------------|------------|
| <b>Number</b>     | CRM-001-369466871             | <b>Date:</b>        | 9/11/2019  |
| <b>Type</b>       | Quote                         | <b>Valid Until:</b> | 11/10/2019 |
| <b>Customer #</b> | 200051182                     |                     |            |
| <b>Cust PO #</b>  | CG473HY Press                 |                     |            |
| <b>Ship Via</b>   | UPS GROUND                    |                     |            |
| <b>Terms</b>      | P45 - NET 45 DAYS             |                     |            |
| <b>Sales Rep</b>  | Robert Paredes / 916-204-4075 |                     |            |
| <b>Fax/Mobile</b> |                               |                     |            |
| <b>E-mail</b>     | robert.f.paredes@snapon.com   |                     |            |

**Delivery To :** 200051182

LAS POSITAS COLLEGE  
 ATTN: RECEIVING DEPARTMENT  
 3000 CAMPUS HILL DRIVE  
 LIVERMORE, CA 94551

ATTN: James Weston

**Bill To** 200819221

CHABOT-LAS POSITAS C.C.D.  
 7600 DUBLIN BLVD, 3RD FLOOR  
 DUBLIN, CA 94568

| Item    | Description                   | Qty | List Price | Unit Price | Total    |
|---------|-------------------------------|-----|------------|------------|----------|
| CG473HY | 20T HYD 1S FLOOR PRESS W LIFT | 1   | 7,595.00   | 3,949.40   | 3,949.40 |

|  |                   |                 |                  |                   |
|--|-------------------|-----------------|------------------|-------------------|
| Tax and freight shown are estimates.   | <b>Total List</b> | <b>7,595.00</b> | <b>Sub Total</b> | <b>\$3,949.40</b> |
| Applicable tax and freight will be charged to the Customers account.   |                   |                 | <b>Freight</b>   | <b>\$0.00</b>     |
| The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect. |                   |                 | <b>Tax Total</b> | <b>\$365.32</b>   |
| The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.  |                   |                 | <b>Total</b>     | <b>\$4,314.72</b> |

\*Please provide vendor and pricing information to customer service on this part number.

