

INSTRUCTIONAL EQUIPMENT REQUEST

FALL 2019-2020

SEP 12 2019

Internal Use
IE #: Fall19-28
Total \$: 931.98

Requester Name: Josefina Bolufer Cervero STEMPS Division
Las Positas College Division Name: STEM

SUMMARY INFORMATION

Title of Item: 3-Point Hitch seed spreader implement for tractor

Equipment Location Building: campus hill vineyard Room: 2700 vineyard shed

Location and Delivery Comments:

The seed spreader will be stored on top of a pallet to allow forklift operations. Please deliver to the LPC warehouse.

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 spreader implement will be used to lay down cover crop seed in the Campus Hill Vineyard. It will attach to the tractor and be powered by the tractor PTO. We currently do not have any means to put down cover crop seeds other than by hand. Considering the terrain of the vineyard, it is not an efficient and safe way to spread seeds. Seeds are expensive and broadcasting them by hand is wildly inefficient and costly. The spreader can be calibrated to spread seed in a defined area within the vine rows. The need for this implement goes further. The slopeside vineyard blocks are subject to erosion and it is required to prevent it. Otherwise, the soil will go down the slopes, block the v-ditch, the vines will lose their attachment to the soil and we will have aesthetics as well as functional issues in the vineyard.

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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:

The need for this implement is critical since the slopeside vineyard blocks are subject to erosion, which can compromise the city's rainwater drainage system by filling the feeder ditch located at the bottom of the slope. To protect against this, a seeder would provide the ideal soil retention. In addition, erosion protection throughout the winter months is actually mandated by the city and state. Lastly, we also have an agreement with the Shea Homes HOA to keep the south slope site stable and "aesthetically" appealing. Cover crops are a great solution for that.

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 acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitively, career-technical education and retraining goals. Successfully completing these goals will more provide more avenues for successful job placement and/or advancement in the current field of Viticulture and AG Science.

The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards. As a new technology, the seed spreader will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's and PSOL's and their assessments. After purchasing this implement there could be an opportunity to expand tutoring in CTE courses providing additional instruction with respects to how a cover crop has a positive impact in the vineyard. Finally, the most valuable result of acquiring this equipment will be addressing the current and future professional development needs of the VWT faculty, classified and administrators in support of educational master plan goals which will end benefiting our students.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment and the resulting wines will have an impact on a number of VWT courses including

- VWT 10 Introduction to Viticulture: Understanding the values of a cover crop
- VWT 12 Landscape and Vineyard Soils: Applying a cover crop
- VWT 20 Introduction to Enology: Introduction to vineyard practices
- VWT 31 Spring vineyard operations: Advances in checking vine vigor
- VWT 32 Fall vineyard operations: Advances in water retention in the vineyard
- VWT 35 Landscape and Vineyard Pest and Disease Management: How a cover crop can provide habitat to beneficial insects and flowers
- VWT 41 Spring Winery operations: How a cover crop can improve grape quality
- VWT 42 Fall Winery operations: How a cover crop can protect against wine disease.

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

While the specific equipment is not mentioned (cover crop seed spreader), there is a statement that addresses the VWT budget: "the VWT operation budget is insufficient. Supplies and operating materials are needed beyond the small amount budgeted each year. Operating budget has not increased." With ongoing improvements and innovations to winemaking and grape growing, the tools that are used and the new technologies that are constantly being introduced in the wine industry, it would be impossible to look into the future to identify any specific piece of equipment. The inadequate budget is a direct link to our IER needs.

SECTION 4: TEACHING AND LEARNING

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

Having this seed spreader will greatly improve the faculty's ability to connect with the students in many ways. The faculty will be able to use the spreader to teach the different approaches to control vineyard erosion, providing habitat for beneficials and checking vine vigor. For the last 3 years, we have not adequately apply cover crop and have experienced the resurgence of invasive weeds. While being able to show how to "do it wrong" can be of value to instruction, we prefer to show the "right way" with respects to cover crop application and care. Our instruction covers farming implements (attach/detach, operation and maintenance skills) and this will compliment our instruction equipment nicely. We once again will have the opportunity to provide materials for learning objectives to be completed and to expand course offerings and curriculum.

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

The seed spreader will provide students with more tools in which to get hands-on experience. Working with this implement allows the students to critically think about which tools would be needed to attach/detach from tractor, safe operations and maintenance of the spreader. The seeder will open up many opportunities for experiential learning, unlimited learning in the field of viticulture and enology and AG Science.

Each academic year, this equipment will impact: 5 # of classes/sections 100 # of students

SECTION 5: OUTCOMES (SLOs)

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

- VWT 10: the student will be able to describe seasonal appearance of grapevine
- VWT 12: the student will be able to describe the "capillary action" of soil
- VWT 31: the student will be able to identify the external, structural components of a modern trellis system
- VWT 32: the student will demonstrate knowledge of cultural practices that encompass vineyard floor management including weed abatement, erosion control, burrowing pest controls and cover cropping.
- VWT 33: the student will be able to identify the external, structural components of a modern trellis system
- Viticulture AS and Certificate of Achievement: the student will be able to describe the latest technological advances in vineyard practices and incorporate current technology into their farming plans. The student will be able to identify, plan and implement sustainable farming practices that will improve fruit quality and protect natural resources and the environment. The student will be able to show leadership capabilities by effectively training others to perform hands-on vineyard tasks.

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

The spreader implement will be used to lay down cover crop seed in the vineyard. Currently, we do not have any means to put down cover crop seeds other than by hand. The seed is expensive and broadcasting it by hand is inefficient to the program. Students will miss out the opportunity to learn in the vineyard, witness the results of precision viticultural practices and learn by working with the various instructional equipment used to protect vineyard slopes. Cover crops is the best erosion control tool available for vineyards and it is mandated by the state. CSLO's will not be met and the program and the vineyard will suffer.

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

What is the potential life span of the requested equipment?

Indefinitely.

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 extra costs, it will be stored in the vineyard shed along the other tractor equipment.

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.

N/A

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.)

N/A

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

Applying cover crop in a vineyard conserves water, allows for less pesticide usage and preserves habitat for beneficial insects. It is crucial part in the concept of sustainable viticulture/agriculture.

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	670.00	
Taxes (9.5%)	63.65	
Shipping or Delivery Charge	200.00	
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		\$ 933.65

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

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: VWT Program Coordinator

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): 0.00

Indicate amount of time per month key operator will use equipment: 10h

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: VWT Program Coordinator

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: 1h

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:

 9/12/19
Requester Date

N/A SA /hr 9/24/19
IT Approval Date

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

[Signature] 9-19-19
Division Dean Date

[Signature] 9/20/19
Vice President Date

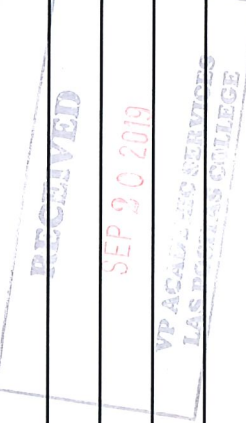
LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition #R

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

SUGGESTED VENDOR: **Garton Tractor - www.GartonTractor.com** RETURN COPY OF REQUISITION TO:
 J. Bolufer, L. Cross

NAME OF STAFF MEMBER: **Josefina Bolufer** DATE WRITTEN: **12-Sep-19** DATE REQUIRED: _____ VISION/DEPARTMENT: _____ VWT: _____ FOR inventory purposes include room # where equipment will reside: vineyard shed 2700

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	TOTALS
Three Point Spinner Spreader, 480LBS. Hopper, 5.8 cu. ft. Gearmore PL 180		1	\$670.00	\$ 670.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -



Vendor Information/ Remit To: Deliver To, include room # (optional):
 Attn: Gy Thomson - (209) 993-2790 (cell) Josefina Bolufer 925-424-1333 Rm. 806
 2924 French Camp Turnpike Rd Las Positas College
 Stockton, CA 95206 3000 Campus Hill Drive
 gthomson@gartontractor.com Livermore, CA 94551

Comments:
 (209) 948-5401 (office)
 PO Box 6219
[BT#]

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

ACCOUNT # _____ FUND _____ ORG _____ ACCT _____ PROGRAM _____
 BUSINESS OFFICE

TOTAL COST \$ **931.98**

APPROVALS: Supervisor/ Coordinator/ Director _____ Dean/ VP/ President Christine Walsh

2924 French Camp Turnpike Rd
 PO Box 6219
 Stockton, CA 95206
 (209) 948-5401
 Fax (209) 463-5794



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RETAIL PURCHASE ORDER

Buyer: Horticulture, Enology & Viticulture Lab Tech (Josefina Bolufer)

Date: 9/11/2019

Address: _____ City, State: _____

Zip: _____

Invoice No _____ Date: _____ Phone #: _____

Sales Tax District: _____

Fax: _____ E-Mail: _____ P.O. # _____

New/Used	Make	Model	Serial #	Stock #	Description	Amount
New	Gearmore	PL180			Three Point Spinner Spreader, 480LBS. Hopper, 5.8 cu. ft.	\$670.00
					Factory Freight (\$ _____); Dealer Predelivery (\$ _____)	

TRADE-INS: Buyer Certifies Below Trade-Ins to be free of encumbrances except as noted.						Freight:	\$200.00	
Year	Make	Model	Serial #	Stock #	Description	Trade-In Allowance	Subtotal:	\$870.00
							Tax Rate: 2.750%	\$23.93
							Calif. Tire Fee:	
							Extended Coverage:	
							UCC/Doc Fee:	
Trade-In Allowance: _____ Amount Owning: \$ - Net Trade-In Allowance: _____						Total Delivered Price:	\$893.93	

"Trade-In's must be turned in or picked up no later than 5 days after delivery of purchased equipment."

Financing Terms:

Trade-In Allowance	_____
Less Cash Down Payment*	_____
Total Down Payment	_____
Unpaid Balance	\$893.93
PD Insurance:	_____
Other Charges:	_____
AMOUNT FINANCED OR DUE ON DELIVERY	\$893.93

Initial	SAFETY OR OPERATION/MAINTENANCE PROCEDURES: BUYER acknowledges receipt of the operators manual for the above equipment and understands safety in operation and maintenance procedures.
	ROPS REFUSAL: BUYER has knowingly and voluntarily refused to purchase rollover protection structure after DEALER discussed with BUYER its importance and availability.
	SOLD USED AS-IS: NO Warranty of any kind has been expressed or implied by the dealer or his agent.
	SOLD WITH MANUFACTURER BASE WARRANTY*: Start- _____ End- _____ Hour Limit- _____
	SOLD WITH MANUFACTURER POWERTRAIN WARRANTY*: Start- _____ End- _____ Hour Limit- _____
SOLD WITH EXTENDED COVERAGE PER ATTACHED PROVISIONS:	
Deductible- _____ Start- _____ End- _____ Hour Limit- _____	

ALL DEALER WARRANTY REPAIRS MADE UNDER THIS AGREEMENT MUST BE MADE IN DEALER'S SHOP AND BUYER IS RESPONSIBLE FOR ALL TRANSPORTATION COSTS INCLUDING PICKUP AND DELIVERY TO THE DEALERSHIP AND FIELD SERVICE CHARGES. THE WARRANTY DOES NOT INCLUDE ANY "LOANER" OR EQUIPMENT AT NO CHARGE DURING THE WARRANTY REPAIR. NO WARRANTY IS GIVEN BY THE DEALER FOR TIRES, BATTERIES, OR ACCESSORIES, AND THE BUYER IS FULLY RESPONSIBLE FOR REPAIRS NECESSITATED BY ACCIDENT, MISUSE OR NEGLIGENCE. THE BUYER IS RESPONSIBLE FOR INSURANCE ON THE PURCHASED PRODUCTS. SPECIAL ORDER DOWN PAYMENTS ARE NOT REFUNDABLE. *BUYER ACKNOWLEDGES RECEIPT OF THE MANUFACTURER'S WARRANTY INFORMATION.

I hereby agree to the conditions of this order expressed in the foregoing, constituting a purchase order contract. I hereby certify that I am 18 years or older and acknowledge receipt of a copy of this order. In order to secure buyer's obligations under this Agreement and any extension, renewal or modification thereof, buyer hereby grants to Dealer a security interest in all of the goods described herein, and all accessories and additions thereto and all proceeds thereof.

Buyer's Signature _____ Date _____

THIS ORDER IS VALID ONLY WHEN SIGNED AND ACCEPTED BY THE DEALER

Salesman: Gy Thomson Accepted by: _____
 (Dealer's Signature)

Thank You!

RETAIL PURCHASE ORDER

