

If you are using a Mac computer to fill out the PDF forms, please make sure you are not on "Apple Preview" mode because the data entered in the form fields will not show when the documents are printed.

INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022



Internal Use
IE #: 2022 -03 _____
Total \$: 33,589.82 _____

LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Requester Name: _____ **Division Name:** _____

Equipment Name: _____

The Equipment is: A Replacement An Upgrade New Equipment/Technology

SECTION 1: EQUIPMENT DESCRIPTION

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:

Equipment Location Building: _____

Room: _____

Location Comments:

SECTION 1: EQUIPMENT DESCRIPTION (continued)

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities*:

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Will this equipment be a part of your upcoming Program Review or was it included last year? Please explain using the exact words from your Program Review. If not, explain why.

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

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

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 beyond current capability.

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

What is the potential life span of the requested equipment?

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.)

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.

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.)

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

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		

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		
Maintenance & Repair Labor		
Licensing or Software		
Other: _____		
Annual Operating Costs:		

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

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: _____

Is the work in their current scope of duties? _____

What is the cost to train key operator? _____
(include \$\$ in the Initial Start-up Costs above)

Number of hours per month will the key operator use the equipment? _____

MAINTENANCE & REPAIRS

Indicate who will performing maintenance and repairs: _____

Is the work in their current scope of duties? _____

Indicate cost to train for maintenance and repairs? _____

Number of hours maintenance is required per month: _____

REMINDER

Instructional Equipment Requests submitted without a quote and requisition will be returned.
Shopping Carts are not considered quotes and will not be expected.

SIGNATURE APPROVALS and ROUTING

REQUESTER: 
DATE:

DIVISION DEAN/MANAGER: 
DATE: 1/20/22

**Click the Submit Button to Route
Signed Instructional Equipment Requests (IER) Directly to Admin Services**

Admin Services will coordinate review of all IER by IT and M&O and collect signatures

College Technical Services, Manager:
Date:

M&O Director:
Date:

VP Academic Services:
Date:

VP Administrative Services:
Date:



Office of Administrative Services

(Wait 5-10s)

Requisition Request Form

R _____ - _____

Fiscal Year		Vendor ID #	Vendor Name			Date Required
Deliver To		Room #	Return Copy of Requisition To			
Seq	Item #	Description	Qty	Unit Price	Extended Cost	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Comments				Subtotal		
				Tax		
				Shipping		
				Total Cost		
FOAP to be Charged			%	Amount		
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			

Requestor (print name) _____ Date _____
Dean (signature) _____ Date *1/20/22*
 Coordinator/Manager (signature) _____ Date _____
 Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
Administrative Services Administrative Services Officer VP, Administrative Services

PO Number: _____ Budget Transfer #: _____ Entered: _____

TR 4/6/20



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until: 02/12/22 Quote No.: 1079033007
Reference No.: 21002-P

Sold To: **Susan Affleck**
Chabot Las Positas Comm Coll
7600 Dublin Blvd
3 Fl
Attn: Accounts Payable
DUBLIN, CA 94568

Ship To:
Las Positas College
3000 Campus Hill Dr
Attn: Deanna Horvath
LIVERMORE, CA 94551

Bill Phone: (925)485-5221 Ext.:A/P
Work Phone: (925)485-5289 Ext.:"B" PO
Fax Phone: (925)485-5253

(925)301-0686

Date	Customer Code	Terms	Salesperson	Ship Via
01/12/22	1233144	N/A	WB	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	SMALLRIG SCREEN PROTECTOR f/DJI RS 2 GMBL2/3029/REG Price After \$ 5.00 Instant Savings Exp. 01/25/22 This item currently has a price of \$ 5.09 while supplies last. Free item when purchased with DJRONINS2PC	SM3029 (3029)	5.06	5.06 -5.06
5	TILTA BMPCC4K - SSD DRIVE HOLDER f/WISE-GREY/REG Free item when purchased with TITAT01BG	TITASSDHWSG (TASSDHWSG)	15.46	77.30 -77.30
5	TILTA BMPCC4K-SSD DRIVE HLDR f/ANGLBRD-GRAY/REG Free item when purchased with TITAT01BG	TITASSDHABG (TASSDHABG)	15.12	75.60 -75.60
1	DJI RS2 GIMBAL STABILIZER PRO COMBO/REG	DJRONINS2PC (CPRN00009401)	750.31	750.31

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Federal ID#: 15-2768071

Quote No.: 1079033007

Date	Customer Code	Terms	Salesperson	Ship Via
01/12/22	1233144	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
5	TILTA CAM CAGE TACTICL BMPCC4K BASIC KIT-GRY/REG	TITAT01BG (TAT01BG)	198.20	991.00
5	CORE CINE V-MOUNT BATTERY PACK 49WH/14.8V/REG	COPBEBMPC4 (PBEBMPC4)	182.15	910.75
5	BLACKMAGIC BEGINNER FILMMAKER/MUSIC VIDEO KIT/REG	BL6KPKCAMFMK 0	4,999.00	24,995.00
	<p>CONSISTS OF:</p> <p>5 BLACKMAGIC BLACKMAGIC POCKET CINEMA CAMERA 6K/REG</p> <p>5 ATOMOS SHINOBI-5.2" 4K HDMI MONITOR/REG</p> <p>The item listed above has an E-waste Fee of \$4.00</p> <p>5 ZILR 4KP60 HYPRTN HS HDMI CBL w/ETHRNT-39"/REG</p> <p>Price After \$10.00 Instant Savings Exp. 04/30/22</p> <p>This item currently has a price of \$19.95 while supplies last.</p> <p>5 ELVID HEAVY DUTY SHOE MOUNT BALL HEAD/REG</p> <p>5 ATOMOS POWER KIT V2/REG</p> <p>5 ENLIGHT UNIVERSAL LOCKING COLD SHOE V2/REG</p> <p>5 ROKINON DS 24MM T1.5 CINE DS LENS FOR CANON EF/REG</p>	<p>BL6KPKCAM (ECAMPOCHDEF6)</p> <p>ATSHIN (ATOMSHBH01)</p> <p>ZI4KP60E33 (ZRHAA02)</p> <p>ELSHOEHD (SHOEHD)</p> <p>ATOMXPWKT2 (ATOMXPWKT2)</p> <p>ENLFRC2A (ENLFRC2A)</p> <p>RO2415C (DS24MC)</p>		

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Quote No.: 1079033007

Date	Customer Code	Terms	Salesperson	Ship Via
01/12/22	1233144	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
	Price After \$200.00 Instant Savings Exp. 01/31/22 This item currently has a price of \$599.00 while supplies last.			
5	ROKINON DS 35MM T1.5 CINE DS LENS FOR CANON EF/REG <i>Your request for the additional qty has been approved</i>	RO3515C (DS35MC)		
	Price After \$100.00 Instant Savings Exp. 01/31/22 This item currently has a price of \$499.00 while supplies last.			
5	ROKINON 50mm DS T1.5 CINE LENS f/CANON EF/REG	RO5015TC (DS50MC)		
	This item currently has a price of \$419.00 while supplies last.			
5	ROKINON DS 85MM T1.5 CINE DS LENS FOR CANON EF/REG	RO8515C (DS85MC)		
	Price After \$60.00 Instant Savings Exp. 01/31/22 This item currently has a price of \$339.00 while supplies last.			
5	SANDISK XTRM PRO SDXC UHS-II 128GB MEM CRD-V90/REG	SAEPSDU128GD (SXDK128ANCIN)		
	Price After \$10.00 Instant Savings Exp. 01/15/22 This item currently has a price of \$189.99 while supplies last.			
5	MANFROTTO MT055XPRO3 ALUMINUM 3-SECTION TRIPOD/REG	MAMT055XPRO3 (MT055XPRO3)		
5	MANFROTTO 502 FLAT BASE HEAD/REG	MAMVH502AH (MVH502AH)		
	Price After \$40.00 Instant Savings Exp. 01/31/22 This item currently has a price of \$199.88 while supplies last.			

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Date	Customer Code	Terms	Salesperson	Ship Via
01/12/22	1233144	N/A	Slsm	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
	5 AZDEN SUPERCARD.COMPACT CINE MIC w/MINI-XLR/REG	AZSGM250MX (SGM250MX)		
5	SILICON 256GB CNM PRO CFX 310 CFAST2 MEM CARD/REG	SI256GBX310 (SP256GICFX31)	139.29	696.45
	Price After \$29.00 Instant Savings Exp. 01/31/22			
	This item currently has a price of \$139.99 while supplies last.			
5	SAMSUNG T5 1TB PORTABLE SSD/REG	SAMUPA1T0BAM (MUPA1T0BAM)	109.44	547.20
	Price After \$30.00 Instant Savings Exp. 01/16/22			
	This item currently has a price of \$109.99 while supplies last.			
5	SONY MDR-7506 PROF FOLDING HEADPHONE (LRG)/REG	SOMDR7506 (MDR7506)	87.45	437.25
5	SKB 1309 POCKET CINEMA CAMERA 4K CASE-BM/REG	SK3113094K (3113096PC4K)	110.99	554.95
10	BLACKMAGIC VIDEO ASSIST MINI XLR CABLES 19"/REG	BLAXLRMINI2 (ERDAXLRMINI2)	31.47	314.70
5	WATSON LP-E6NH LI-ION BATTERY (7.2V/2250MAH)/REG	WALPE6NH (B1548)	44.25	221.25
1	WATSON MINI DUO CHARGER f/CANON LP-E6/N/REG	WAMDCLPE6N (MD1544)	29.96	29.96

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01/12/22	1233144	N/A	Sism	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>IMPORTANT NOTICE: B&H has begun collecting California sales tax. If you are CA tax exempt, please contact our TAX Department. To update the status of your account, please email a completed tax exempt certificate to taxcertificates@bhphoto.com. The B&H Tax Department can be reached via phone at 212-502-6308.</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>				

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total:	30,448.82
		Shipping:	Free STND
		E-Waste:	20.00
		Tax:	3,121.00
		Total:	33,589.82

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