INSTRUCTIONAL EQUIPMENT REQUEST
2021-2022

Internal Use	
IE #:2022 - **23**	
Total $: **14,098.11**	

LPC ADMINISTRATIVE SERVICES - REQUISTION 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*:

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 <u>learning</u>:

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

Item	Cost	Comments
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

Item	Cost	Comments
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

<u>**OPERATOR:**</u>
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? _____

<u>**MAINTENANCE & REPAIRS**</u>

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: _____

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

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SIGNATURE APPROVALS and ROUTING

REQUESTER: *Titian Lish*　　　　　　DIVISION DEAN/MANAGER:
DATE:　　　　　　　　　　　　　　　DATE: *1/20/22*

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**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

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College Technical Services, Manager:　　　　　　M&O Director:
Date:　　　　　　　　　　　　　　　　　　　　Date:

VP Academic Services:　　　　　　　　　　　　VP Administrative Services:
Date:　　　　　　　　　　　　　　　　　　　　Date:

Office of Administrative Services

Requisition Request Form

R_____ - _____

Fiscal Year	Vendor ID #	Vendor Name		Date Required

Deliver To		Room #	Return Copy of Requisition To	
		---4125		

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		

_____   *Date*   *ay mt*   1/20/22

Requestor (print name)   *Date*   *Dean (signature)*   *Date*

Titian Lish

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

Avid CNC
1546 Boalch Ave NW STE 60
North Bend, WA 98045
(425) 200-5037

QUOTE

		SOLD TO:	SHIP TO:
Quote Number:	NW54644	Las Positas Community College	Las Positas Community College
Date:	11/16/2021	Karl Haller	Karl Haller
		3000 Campus Hill Dr	3000 Campus Hill Dr
		Livermore, CA 94551	Livermore, CA 94551
		United States	United States
		1 925-413-3255	
		khaller@laspositascollege.edu	

Products	Unit Price	Total
1 x PRO4848 4' x 4' CNC Router Kit	$4,825.00	$4,825.00
- Version: Nema 34 1/2" Shaft Compatible (+$100.00)		
- Z-Axis Travel / Gantry Height: 8" / 8"		
- Gantry Width: Standard		
1 x Leg Kit (PRO CNC)	$619.00	$619.00
- Size: 4' x 4' (+$20.00)		
1 x Plug and Play NEMA 34 CNC Control System	$3,104.00	$3,104.00
- Cable configuration: (1) 12' and (3) 20' cables [recommended for 4'x'2', 4'x4', or 5'x5' machines] (+$34.00)		
- Additional Motor Drive: +1 [5th-Drive Upgrade] (+$225.00)		
1 x Pepperl + Fuchs Proximity Sensor Kit	$285.00	$285.00
- Sensor Configuration: PRO CNC (5' x 5' machines and smaller)		
1 x 4 HP Plug and Play Spindle / VFD System	$1,995.00	$1,995.00
- Compatibility Option: CRP800 (Standard)		
1 x 4 HP Spindle Tramming Mount	$116.50	$116.50
1 x ER20 Collet and Nut Set, Imperial	$79.00	$79.00
1 x Auto Z and Corner Finding Touch Plate	$149.75	$149.75
1 x Aspire CAM Software	$1,795.00	$1,795.00
1 x Mach4 CNC Control Software	$200.00	$200.00
1 x CNC Router Bit Set	$245.00	$245.00
1 x Consolidated Shipping for PRO4848 Extrusion	$0.00	$0.00
1 x Consolidated Shipping for PRO Extrusion Leg Kit, 4'x4'	$0.00	$0.00

Subtotal:	$13,413.25
UPS (Ground) / UPS (Ground):	$684.86
Total:	**$14,098.11**