

INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022



Internal Use

IE #: 2021_05 _____

Total \$: 7336.72 _____

LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Requester Name: _____ **Division 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 this in their current scope of duties? _____

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

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

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: _____

Indicate amount of time per month maintenance will be required: _____

SIGNATURE 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 will be reviewed by the LPC IT Department.*

REQUESTOR

DIVISION DEAN/MANAGER

ADMIN SERVICES, VP



Date 9/8/21

Date

Date

Admin Services will route as needed

IT MANAGER

M&O DIRECTOR

Date

Date

Requisition For Equipment, Supplies, Apparatus and Service

No. _____

Chabot-Las Positas Community College District

Chabot Las Positas District

Requestor _____

Department _____

Date _____

Delivery Required By: _____

Room #: _____

(If Capital Outlay, Room # Required)

Only One Vendor Per Requisition

Suggested Vendor (Address & Contact Information)

Description (Model No., Size, Color, etc...)	QTY	Estimated Unit Price

Notes: _____

Account #: _____

Shipping _____
 Tax _____
 Labor/Installation _____
TOTAL _____

Purchasing Office Use Only

Purchased From	Unit Price	Total

F.O.B. _____ Terms _____ Quote _____
 Business Office _____
 Signature _____

Ay Matis

 Division Dean Signature

Kristina Whalen 9/22/21

 Vice President Signature

QUOTATION

Date: 08/23/2021
Quote #: Q006FVCD
Customer: 114890

Anixter Inc. (a WESCO Company)
 Send Purchase Orders to Anixter Inc.
 2301 Patriot Blvd. Glenview, IL 60026

Customer

LAS POSITAS C.C.D.
 300 CAMPUS HILL DRIVE
 LIVERMORE, CA 94551
 STEVE SMALLEY
 Phone: (209)629-2673
 Fax: --
 Email: ssmalley@clpccd.org

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Line	Quantity	Part Number and Description	UM	Unit Price	Extended Price
1	1	CS253638 ALARM LOCK DL2700IC/26D-S DL2700IC/26D-S TRILOGY,100 USER,FSIC,F/SCHL	EA	515.41	515.41

Quote Total: 515.41

TERMS: NET 30
Freight Terms: PPD/CHARGE
Shipment:
Notes:
Currency: USD

Please refer all inquiries to:

Matt Johanson
 Phone: 916-375-5611
 Mobile: --
 Fax: 888-346-6744
 Matt.Johanson@Anixter.com

1020 Del Paso Rd
 Ste 130
 SACRAMENTO, CA 95834
 US

Comments:

****QUOTE IS VALID FOR 20 DAYS FROM ABOVE DATE****

The impacts of COVID-19 cannot be reasonably determined at this time. This quote/proposal does not account for any potential adverse impacts COVID-19 may have on Anixter's performance or obligations herein. In the event of any delays or adverse impacts, Anixter reserves the right for an equitable adjustment of the delivery schedule and prices herein to offset the effects of COVID-19 delays, without fault or penalty of any kind.

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