

INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022

Internal Use

IE #: 2021 -12

Total \$: 2404.19

LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE



Requester Name: Tom Fuller **Division Name:** STEM (Horticulture)

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:

Felco 822 Electric Pruner Kit with Double Capacity Battery.

This is new technology. Currently pruning of Olive trees is done by hand.

Equipment Location Building: 800

Room: 806

Location Comments:

Storage in connex container in Horticulture Yard.

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:

No known safety concerns.

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:*

Students would learn the use of latest technology of pruning equipment.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Agricultural Science: Horticulture and Viticulture

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.

It will be included in this year's Program Review. Last year we were prioritizing the purchase of a Kubota tractor.

SECTION 4: TEACHING AND LEARNING

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

We have been unable complete the pruning of the Olive Orchard for the past two years. It is very labor intensive. The students do not have enough time during their normal laboratory hours to complete this task. Allowing the trees to grow year after year without proper pruning is detrimental the health of the trees, as well as to the training of our students.

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

Students will learn the proper way to prune fruit and landscape trees, while using state-of-the-art pruning equipment.

Each academic year, this equipment will impact: 5 # of classes/sections 80 # 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.

"Upon completion of Hort 56, the student will be able to demonstrate the proper, safe use, and application of tools and equipment used specifically for arboriculture."

"Upon completion of NHRT 201, the student will be able to safely use power tools common in the garden and landscape industries."

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

What is the potential life span of the requested equipment?

10 years, possibly more.

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 additional storage costs are necessary.

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

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.)

Periodic blade sharpening, approximately 5 minutes per year.

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

Electric operated tools are effecient, and sustainable, regarding noise and air pollution sustainable practices.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	\$2,165.00	
Taxes (9.5%)	\$221.91	
Shipping or Delivery Charge	\$17.28	
Installation Costs *	\$0.00	
Miscellaneous Costs:	\$0.00	
Facilities Modifications	\$0.00	
Operator Training	\$0.00	
Maintenance & Repair Training	\$0.00	
Storage	\$0.00	
Other: \$0.00	\$0.00	
Vendor Discount	\$0.00	
Grand Total:	\$2,404.19	

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	\$0.00	
Estimated Parts Replacement Per Year	\$0.00	
Outside Standardization or Calibration Costs	\$0.00	
Storage Costs	\$0.00	
New Supply Costs	\$0.00	
Maintenance & Repair Labor	\$0.00	students will perform maintenance
Licensing or Software	\$0.00	
Other: _____	\$0.00	
Annual Operating Costs:	\$0.00	

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

N/A

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Laura Cornett and Tom Fuller

Is this in their current scope of duties? yes

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: variable depending on season

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Instructor and students in lab setting

Is this in their current scope of duties? yes

Indicate cost to train for maintenance and repairs: none

Indicate amount of time per month maintenance will be required: 1 minute

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

Laura Fuller

Date 9/3/21

DIVISION DEAN/MANAGER

Tom He

Date 9-8-21

ADMIN SERVICES, VP

Date

Admin Services will route as needed

IT MANAGER

Date

M&O DIRECTOR

Date



Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset

Submit

R _____ - _____

Fiscal Year		Vendor ID #	Vendor Name		Date Required
21-22		unknown	Gemplers Farm and Home Supply		1/1/2022
Deliver To		Room #	Return Copy of Requisition To		
Laura Cornett		806	Laura Cornett and Thomas Fuller		
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	822	Felco 822 Electric Pruner Kit with Double Capacity Battery.	1	\$ 2,404.19	\$ 2,404.19
2					\$ 0.00
3					\$ 0.00
4					\$ 0.00
5					\$ 0.00
6					\$ 0.00
7					\$ 0.00
8					\$ 0.00
9					\$ 0.00
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments				Subtotal	\$ 2,404.19
				9.25% Tax	
				Shipping	
				Total Cost	\$ 2,404.19
FOAP to be Charged			%	Amount	
-			100		
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Thomas Fuller	9/15/21	<i>Nan Ho</i>	9/15/21
Requestor (print name)	Date	Dean (signature)	Date
<i>Thomas Fuller</i>	9/15/21	Kristina Whalen	9/22/21
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

GEMPLERS



Farm & Home Supply Co

Product image	Description	Quantity	Price
 1	Felco 822 Electric Pruner Kit with Double Capacity Battery Hazardous Shipping. Ships directly from manufacturer by Sep 17, 2021. Not eligible for promo.	1	\$2,165.00

Scroll for more items

Gift card or promo code

Gift card or promo code

Apply Discount Code

Cost summary

Description	Price
Subtotal	\$2,165.00
Shipping	\$17.28
Taxes	\$221.91
Total	USD \$2,404.19