

# INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022



LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Internal Use
IE #: 2021-22 _____
Total \$: 7,717.53 _____

**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		
<b>Grand Total:</b>		

**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: _____		
<b>Annual Operating Costs:</b>		



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

*SM*  
Date *9/8/21*

*Erick O. Bell*

Date

Date

**Admin Services will route as needed**

IT MANAGER

M&O DIRECTOR

Date

Date



Office of Administrative Services

(Wait 5-10s)

Reset

Submit

Requisition Request Form

R \_\_\_\_\_ - \_\_\_\_\_

Fiscal Year		Vendor ID #	Vendor Name	Date Required	
21-22			MK PRODUCTS	FALL 2021	
Deliver To		Room #	Return Copy of Requisition To		
SCOTT MINER		810	PATH DIVISION OFFICE / S. MINER		
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	127-008	T260 DIGITAL TURNTABLE	2		\$ 0.00
2					\$ 0.00
3	005-0746	FOOT CONTROL	2		\$ 0.00
4					\$ 0.00
5	005-0812	3 JAW CHUCK	2		\$ 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
				6818.62	\$ 0.00
Comments				Subtotal	\$ 0.00
Estimated Shipping Cost				10.25% Tax	698.91
				Shipping	200.00
				Total Cost	\$ 0.00
FOAP to be Charged				%	Amount
				100	
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-	-		
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-	-		

SCOTT A MINER 9/8/2021 Requestor (print name) Date

Erick O. Bell 9/23/21 Dean (signature) Date

Kristina Whalen 9/23/21 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

MK Products Inc.  
16882 Armstrong Ave.  
Irvine CA 92606



Phone: 949-863-1234  
Fax: 949-474-1428

**Quote Number: 16519**

**Quote**

**Page:** 1 of 1

**Quote To:**

LAS POSITAS COLLEGE  
SCOTT MINER  
3000 CAMPUS HILL DR  
LIVERMORE, CA 94551  
USA

**Phone:** 925-424-1000      **Fax:**  
**Email:** SMINER@CLPCCD.ORG

**Date:** 9/8/2021  
**Expires:** 10/8/2021

**Sales Person:** R&M Sales and Solutions  
**Phone:** 909-910-2355  
**Email:** rdistefano@mkprod.com

Line	Part	Description	Quantity	Industrial Price	Discount	Ext Net Price
1	127-008	COBRATURN T-260 DIGITAL TURNTABLE	2 EA	\$2,995.00	\$0.00	\$5,990.00
				<b>Line(1) - Miscellaneous Charge -</b>		
				Less Educational Discount		-599.00
2	005-0746	VARIABLE SPEED FOOT CONTROL	2 EA	\$307.46	\$0.00	\$614.92
				<b>Line(2) - Miscellaneous Charge -</b>		
				Less Educational Discount		-153.74
3	005-0812	3 JAW CHUCK LOW PROFILE TURNABLE	2 EA	\$644.30	\$0.00	\$1,288.60
				<b>Line(3) - Miscellaneous Charge -</b>		
				Less Educational Discount		-322.16

THANK YOU FOR ALLOWING US THE OPPORTUNITY TO QUOTE YOUR REQUIREMENTS.  
PLEASE REFER TO THE ABOVE QUOTE NUMBER WHEN PLACING YOUR ORDER.  
SALES@MKPRODUCTS.COM | P: (949) 863-1234 | F: (949) 474-1428

**TERMS & CONDITIONS:** UNLESS OTHERWISE STATED, ALL QUOTED PRICES ARE VALID FOR 30 DAYS. FOR FULL TERMS & CONDITIONS, PLEASE VISIT:  
[HTTP://WWW.MKPRODUCTS.COM/SALES-TERMS.HTM](http://www.mkproducts.com/sales-terms.htm)

**Total Miscellaneous Charges:** -\$1,074.90  
**Total Line Charges:** \$7,893.52  
**Total Quote:** \$6,818.62