



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Reidel instructional stemware
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
  - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$ 109,300.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

# Instructional Equipment Definitions

## Allowable Items

**Allowable Items:** Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
  - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
  - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

## Non-Allowable Items

**Non-Allowable Items:** Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

## IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
<b>Educational Items: Programmatic Impact and Institutional Support</b> [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
<b>Teaching &amp; Learning</b> [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
<b>Outcomes</b> [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

# Instructional Equipment Request Form

Name of Requestor: David Everett

Division: STEM

Discipline: Viticulture/Winery Technology

This Equipment Request is: New Equipment or 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 #: 1800

Room #: 1814

### Comments:

The stemware sets in protective cases will be used for sensory instruction. The sets will be numbered and checked out by the students for the semester (much like the equipment drawers in chemistry). The sets will insure overall consistency for every student during sensory lab/exercises. More importantly, these sets will now be available (free of cost) to students that require financial aid.

### If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

No legal mandate.

## SECTION 2: LPC Mission Statement and LPC Planning Priorities

### LPC Mission Statement

Las Positas College is 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 lifelong learning.

### LPC Planning Priorities

- 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.

### Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

The acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitive, career-technical education and retraining goals. Successfully completing these goals will provide more avenues for successful job placement and/or advancement in the current field of winery technologies. The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards. As new technology, this equipment will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's, and PSLO's and their assessments.

### SECTION 3: Educational Items | *Program Review*

#### **Specify the educational programs the equipment supports:**

These stemware sets will have a sweeping impact on a number of VWT courses immediately, including:  
VWT 45 Food and Wine Pairing  
VWT 47 Wines of California  
VWT 1 Wines of the World NEW World  
VWT 2 Wine of the World OLD World  
VWT 25 Sensory Analysis of Wines  
VWT 55 Wine Hospitality

#### **Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:**

The need for a this equipment has not been mentioned specifically, but voicing the need for more instructional equipment has been mentioned numerous times over a decades worth of Program Reviews. While the specific equipment is not mentioned, there is a statement that addresses the VWT budget: "The VWT operating budget is insufficient. Supplies and operating materials are needed beyond the amount the small amount budgeted each year. Operating budget has not increased." It has not increase in over 12 years. This acquisition has been discussed for a decade and we are finally moving forward with this important step of supplying students with the correct tools for instruction.

### SECTION 4: Teaching and Learning

#### **Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:**

The program relies heavily on "hands-on" instruction.  
This equipment will have an immediate impact on teaching and learning. This stemware is regarded as the "gold standard" for sensory analysis which is in line with leading edge analysis that is performed in the wine industry. Instruction in CTE can reflect directly on the equipment each program acquires for teaching and learning. This will be a dramatic acquisition for the sensory and enology students that aspire to work in the industry. This equipment is modern, intelligent and reflects well on the level of instruction that LPC is committed to.  
These stemware sets also reflects the importance of inclusion at LPC by insuring all students are provided with the same instructional equipment for learning.

#### **Detail the impact the equipment has on learning:**

The VWT program emphasizes hands-on learning.  
Having this equipment in place for the students to be trained on is critical to learning and it just makes sense.  
Participating in sensory labs as a cohesive group is a valuable learning opportunity.  
Every working winery, tasting room, etc; has at bare minimum, a utility glass to taste with. Providing our students with just a basic utility glass to perform sensory analysis is not enough. Providing the Reidel tasting sets for hands-on instruction, LPC students will be well versed with some of the most advanced sensory stemware available.

#### **Please state the number of classes and students the equipment will impact:**

**Classes/Sections:** 8

**Students:** 160

## SECTION 5: Student Learning Outcomes (SLOs)

### **Document how the equipment will enable you to surpass your current Student Learning Outcomes:**

Currently, there are no "sensory stemware" SLOs specific to this equipment. This is due to the fact that we are still in process of acquiring state of the art equipment for instruction. There is also no way to assess an SLO that has not yet been created.

When the instructional equipment is in place, we will be able to build appropriate SLO's (and assessments) that will apply to the sensory experience.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?**

With care and oversight, these stemware sets have no cost of ownership. The stemware does not replace older equipment so there is no older equipment to surplus or store.

**Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):**

With care and oversight, these stemware sets have no set "end of life". If we experience any breakage, the glass is recyclable.

**How does the equipment provide renewal resources to the college?**

N/A

### Operator

Primary operator: Everett, David

Does the work align with current position duties? Yes

Cost to train primary operator: 0.00

Approx. # of hours equipment will be used per month: 200

Comments:  
The usage hours will vary depending on which classes are scheduled per semester.

### Maintenance and Repairs

Who will perform maintenance and repairs? Everett, David

Estimated hours per month: 0

Does the work align with current position duties? Yes

Cost to train for maintenance and repairs: 0.00

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability (cont'd)*

**Lifespan of Equipment:** indefinite

**FOAP (Budget) for Recurring Costs:** \_\_\_\_\_

Fund

Org

Acct

Program

<b>Part A: Initial Start-Up Costs</b>		
Type	Cost	Comments
Equipment or Materials	10,769.76	
Shipping & Delivery Fees	215.40	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	988.66	TAX
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	11,973.82	
<b>Part B: Annual Operating Costs</b>		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	0.00	
<b>Overall Cost:</b>	11,973.82	

## Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>David Everett</i>	10/10/2023
Division Dean:	<i>Thomas Orf</i>	10/18/2023
Vice President:	<i>Nan Ho</i>	10/18/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/19/2023
M&O Director:	<i>John Seybert</i>	10/19/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/20/2023



# Crystal of America, Inc

110 Fieldcrest Ave  
 4th Floor, Box 12  
 Edison, NJ 08837  
**Remit payments to:**  
 Crystal of America Inc  
 P.O.Box 27523  
 New York, NY 10087-2752

www.riedel.com  
 inquiries@riedel.com  
**ACH/Wire: JPMorgan Chase**  
 Account 6107542602 ABA 021000021  
 SWIFT (BIC) CHASU33



## Quote

**LAS POSITAS COLLEGE**

**ATTN: CAMPUS HILL WINERY**

**LIVERMORE, CA  
 United States of America**

Customer-No.	<b>6101</b>
Number	<b>Lc822b2c</b>

**Date 2023-10-08**

Delivery address  
**LAS POSITAS COLLEGE**

**ATTN: CAMPUS HILL WINERY**

**LIVERMORE, CA  
 United States of America**

Your order no.: **LOS POSITAS**  
 Terms of delivery: **ex works (EXW)**  
 Est. Delivery date: **2023-10-09 - 2023-10-16**  
 Payment conditions: **Within 30 days after date of invoice net**  
 Agency: **House Account RTM, e.arout@riedel.com**  
 Contact: **Hileman Morgan, m.hileman@riedel.com**

line	Item No.	Description	Quantity	Unit Price	Discount	Net Price	Total value in USD
10	0446/15	9006206511730 DE70132890 RIEDEL RESTAURANT RIESLING  Due to be available from stock on 2023-10-16 onwards	72.00	6.90	-20.00	5.52	397.44
			PCS=72 BU=72 MP=6				
20	0446/97	9006206511754 DE70132890 RIEDEL RESTAURANT OAKED CHARDONNAY  Due to be available from stock on 2023-10-16 onwards	72.00	6.90	-20.00	5.52	397.44
			PCS=72 BU=72 MP=6				
30	0446/07	9006206511747 DE70132890 RIEDEL RESTAURANT OLD WORLD PINOT NOIR  Due to be available from stock on 2023-10-16 onwards	72.00	6.90	-20.00	5.52	397.44
			PCS=72 BU=72 MP=6				
40	0446/0	9006206511761 DE70132890 RIEDEL RESTAURANT CABERNET/MERLOT  Due to be available from stock on 2023-10-16 onwards	72.00	6.90	-20.00	5.52	397.44
			PCS=72 BU=72 MP=6				

**NOTICE:** The sale in California of virtually all lead crystal tableware products must be accompanied by warning about lead exposure under that state's unique "Proposition 65" law. The warning requirements apply to retail sales "mail order" sales(including Internet sales) made to California residents, and the use of lead crystal in restaurants must pass on information about the warning requirements to their customers. Failure to provide warnings as required could subject your company to significant monetary penalties. If you have questions about the specifics of the warning program, please contact Crystal of America.  
**Late payments subject to a finance charge of 18% per annum**  
 All Claims must be made in writing within 21 days from the Date of Invoice. All return requests must be made within 30 days from the Date of Invoice. A 15% restocking fee may apply.

# Crystal of America, Inc

110 Fieldcrest Ave  
 4th Floor, Box 12  
 Edison, NJ 08837  
**Remit payments to:**  
 Crystal of America Inc  
 P.O.Box 27523  
 New York, NY 10087-2752

www.riedel.com  
 inquiries@riedel.com  
**ACH/Wire: JPMorgan Chase**  
 Account 6107542602 ABA 021000021  
 SWIFT (BIC) CHASU33



## Quote

**JORDAN VINEYARDS**

**PO BOX 878**

**HEALDSBURG, CA 95448  
 United States of America**

Customer-No.	<b>6101</b>
Number	<b>Lc822b2c</b>

**Date 2023-10-08**

Delivery address  
**JORDAN VINEYARDS**

**PO BOX 878**

**HEALDSBURG, CA 95448  
 United States of America**

Your order no.:  
 Terms of delivery:  
 Est. Delivery date:  
 Payment conditions:  
 Agency:  
 Contact:

**LOS POSITAS  
 ex works (EXW)  
 2023-10-09 - 2023-10-16  
 Within 30 days after date of invoice net  
 House Account RTM, e.arout@riedel.com  
 Hileman Morgan, m.hileman@riedel.com**

line	Item No.	Description	Quantity	Unit Price	Discount	Net Price	Total value in USD
50	5000/04	9006206322831 CN42029219 RIEDEL CARRYING BAG SCHWARZ PA Gläsertasche Due to be available from stock on 2023-10-16 onwards	72.00	250.00	-40.00 -15.00	127.50	9,180.00
			PCS=72 BU=72 MP=18				10,769.76
						Freight Insurance	215.40
						9.00 TAX	988.66
						<b>Total</b>	<b>11,973.82</b>
			Riedel	360.00		10769.76 USD	
						<b>Total PCS: 360</b>	
						<b>Total BU: 360</b>	
						<b>Total MP: 42</b>	
						<b>Net weight (without outer packing) lb: 362.35</b>	

For order status information, please visit our Logistics Portal at <https://csp.riedel.com> . You will need your Riedel customer number found on your order confirmation, as well as this order # or your PO # to login.

**NOTICE:** The sale in California of virtually all lead crystal tableware products must be accompanied by warning about lead exposure under that state's unique "Proposition 65" law. The warning requirements apply to retail sales "mail order" sales(including Internet sales) made to California residents, and the use of lead crystal in restaurants must pass on Information about the warning requirements to their customers. Failure to provide warnings as required could subject your company to significant monetary penalties. If you have questions about the specifics of the warning program, please contact Crystal of America.  
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