



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Hunter Engineering Alignment Machine
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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: Weston, James

Division: PATH

Discipline: Automotive

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 #: 3500

Room #: 3513

### Comments:

The Automotive (aka Transportation) Technology program is requesting a Hunter Engineering HawkEye Elite alignment machine. Vehicle alignment is a critical part of the vehicle repair industry, from cars to truck to busses, EV to Internal Combustion, everything needs a suspension alignment. This machine will add to and upgrade our already existing collection of alignment machines. As part of our new building we were able to purchase and install an additional alignment rack (vehicle lift), this machine will give our shop four alignment racks for our faculty to teach on and our students to learn on.

### 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:

More equipment means smaller work groups which will result in greater lab safety.

## 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:

I believe the addition of this alignment machine supports our mission statement and planning priorities by allowing greater access to students needing to align their vehicles and to learn how do perform alignments (one of the better paying specializations in the vehicle service industry).

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

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

The Automotive (Transportation) Technology Program.

**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:**

From Section B of our most recent Program Review...  
5. Move to new building and acquire equipment to facilitate learning.  
  
As mentioned purchase of this alignment machine will give us four alignment machines to go with our four alignment rack. Better utilizing our new spaces at the shop.

**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:**

Hunter Engineering brand alignment machines are far and away the most common brand alignment machine in North America so it is essential for our instructors to be able to have the latest versions of their machines to teach our students. We currently have one Hunter alignment machine that is around 15 years old, while it is update with current specifications and our most heavily used alignment machine it will be wonderful for our Faculty to have the newest version installed right next to one from a decade ago. It will give our faculty the ability to compare and contrast the tried and true vs the latest and greatest.

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

Similar to the above statement, for students to master the skill of doing proper vehicle alignments, students must be exposed to not only a wide variety of vehicles but also a wide variety of alignment systems/machines. Purchase of this equipment will allow students to do just that.

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

<b>Classes/Sections:</b> 6 per semester	<b>Students:</b> 100 per semester
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## SECTION 5: Student Learning Outcomes (SLOs)

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

Current SLO's from our AUTO A4- Steering and Suspension class are...

- Upon completion of AUTO A4, the student should be able to apply steering and suspension repair safety precautions.
- Having an additional alignment machine will allow increased safety due to smaller work groups when completing assignments.
- Upon completion of AUTO A4, the student should be able to obtain and interpret powertrain data related to the steering and suspension system.
- With its industry exclusive integrated scan tool, having an additional Hunter Engineering alignment machine will enable students to more quickly and accurately obtain and interpret steering and suspension related powertrain data.

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?**

It does not.

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

This machine is designed to last decades with minimal maintenance, just occasional software updates. As mentioned, our current Hunter Engineering alignment machine is 15 years old and still going strong. We expect the new one to last just as long.

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

Aside from the before mentioned durability this machine also adheres to modern electronic Energy Saver features. In a more direct way having proper vehicle alignment improves fuel economy/increases EV range.

**Operator**

Primary operator:	Hagopian, Brian/Weston, James/Wimmer, Delbert		
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:	24-30		
Comments:	Professor Hagopian is usually the instructor (operator) of our Suspension/Steering and Open Lab classes but students will be the primary users of this machine once they are trained on it.		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	James Weston		
Estimated hours per month:	.25		
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:** 20-25 years, at least

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

	113004	33465	4320	094800
	Fund	Org	Acct	Program

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	33,897.43	
Shipping & Delivery Fees	775.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>34,672.43</b>	

**Part B: Annual Operating Costs**

Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	50.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	<b>50.00</b>	
<b>Overall Cost:</b>	<b>34,722.43</b>	

## 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>James Weston</i>	10/10/2023
Division Dean:	<i>Kevin Kramer</i>	10/19/2023
Vice President:	<i>Nan Ho</i>	10/23/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/23/2023
M&O Director:	<i>John Seybert</i>	10/23/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/26/2023



# Silver and Black Enterprises, Inc

LOCATION : *Bay Area*

PHONE NUMBER: (925)784-5805

Proposal For:

**Las Positas College**  
**3033 Collier Canyon Rd.**  
**Livermore CA 94551**  
**925-424-1000**

10/9/223

Sales Rep: *Brian Mc Kee*

Ph: 925-784-5805

## Proposal For USED Equipment

Qty	Description	Price Each	Total price
1	WA684-CM Aligner with LG Cabinet HawkEye Elite Sensors	\$31,890.00	\$31,890.00
1	20-2882-1 Cordless Remote Indicator	\$1,420.00	\$1,420.00
1	20-2521-1 Adjustable Hooks	\$1,111.00	\$1,111.00
1	20-2511-1 Wide Angle Extenders	\$211.00	\$211.00
1	20-2664-1 TD Target Wheel Off Kit	\$480.00	\$490.00
	<b>INCLUDES ON SITE TRAINING</b>		
	<b>Customer responsible for ALL AIR AND ELECTRICAL</b>		
		<b>Subtotal</b>	<b>\$35,122.00</b>
		<b>Sales Tax</b> 10.75%	<b>\$3,775.62</b>
		<b>Installation</b>	<b>\$0.00</b>
		<b>Freight</b>	<b>\$775.00</b>
		<b>Total Investment</b>	<b>\$39,672.62</b>

*Quote Valid for 15 Days or Unless Otherwise Stated*

Quote Accepted By \_\_\_\_\_

**Your Partner Now and In The Future...**

## Tech Supply

28300 Industrial Blvd. Hayward, CA 94545

PHONE NUMBER: (510)783-7085

Proposal For:

*Las Positas College*  
 3033 Collier Canyon Rd.  
 Livermore CA 94551  
 925-424-1000

*Date: 10/9/2023*  
*Sales Rep: Jeff Zavattero*  
*Cell: (510)783-7085*

Qty	Description	Price Each	Total price
1	<i>WA684-CM Aligner with LG Cabinet HawkEye Elite Sensors</i>	<i>\$31,890.00</i>	<i>\$31,900.00</i>
1	<i>20-2882-1 Cordless Remote Indicator</i>	<i>\$1,420.00</i>	<i>\$1,475.00</i>
1	<i>20-2521-1 Adjustable Hooks</i>	<i>\$1,111.00</i>	<i>\$1,201.00</i>
1	<i>20-2511-1 Wide Angle Extenders</i>	<i>\$211.00</i>	<i>\$240.00</i>
1	<i>20-2664-1 TD Target Wheel Off Kit</i>	<i>\$480.00</i>	<i>\$510.00</i>
	<b>INCLUDES ON SITE TRAINING</b>		
	<i>Customer responsible for ALL AIR AND ELECTRICAL</i>		
	<b>Sales Tax</b>	<b>Subtotal</b>	<b>\$ 35,326.00</b>
		9.25%	<b>\$ 3,797.55</b>
		Trade In	<b>\$ -</b>
		Installation	<b>\$ -</b>
	<b>Total Investment</b>	Freight	<b>\$ 775.00</b>
			<b>\$ 39,898.55</b>

Quote Accepted By \_\_\_\_\_



## EQUIPMENT PROPOSAL / SALES AGREEMENT

Prepared on 9/21/2023 by Brian McKee

### Submitted to:

James Weston  
 jweston@laspositascollege.edu  
 LAS POSITAS COLLEGE  
 3033 COLLIER CANYON RD  
 LIVERMORE, CA 94551  
 (925) 424-1000

### Quoted through:

EDWARDS & SONS EQUIP SVC  
 1043 SERPENTINE LANE  
 PLEASANTON, CA 94566

### WA684-CM (MSRP: \$41,910.82)

30,881.66

Aligner with Premium Large Cabinet & 27" Widescreen LCD.

Learn more and see it in action!

<https://www.hunter.com/alignment-machines/hawkeye-elite/>

#### Includes:

- Cordless VIN Barcode Scanner
- CodeLink(TM) Cordless OBD-II Steering System Reset
- Hunter Shop Tough(TM) PC with Windows 10
- Award-Winning WinAlign(R) software
- 2 years free vehicle specs & WebSpecs(R) instant specs by web
- Tool & Kit Database with required tools replacement part numbers
- Full Digital Photo Adjustments & Instruction Video Library
- Exclusive tools including WinToe(TM) Shim-Select(R) II, CAMM(R) and ABC
- Live Ride Height & WinAlign Tuner(TM) application for modified vehicles
- TPMSpec(TM) Database (Vehicle Specific Sensor Type & Reset Procedures)
- Premium Color Printer, Wired & Wireless Network, Power Line Filter/Protector
- Certified iShop & ASANET compliant
- Professional Installation & On-Site Training
- Made in USA

HawkEye Elite cameras mounted to cabinet column fit most service bay applications when connected to a WA67X or WA68X system.

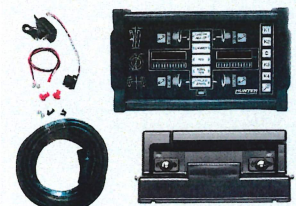
- 4 Patented PentaCam 5 Megapixel High Definition Cameras
- Patented Elite QuickGrip(R) wheel adaptors, no metal to metal contact
- "TD" Three Dimensional Wheel Targets
- QuickComp single motion roll
- Turnplate Bridges
- Made in the USA



### 20-2882-1 (MSRP: \$1,858.17)

1,369.18

Cordless Remote Indicator Kit - Includes Cordless Remote Indicator and recharging bracketry for 6,7, & 8 Series Cabinets



**20-2521-1** (MSRP: \$1,366.66)

1,007.02

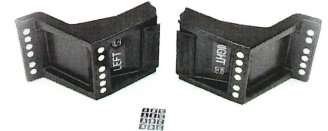
Adjustable Tire Hooks-The kit contains 8 adjustable tire hooks L 214-163-1 and R 214-164-1.



**20-2511-1** (MSRP: \$269.73)

198.76

Wide Angle Extender Target Kit-Includes Left Wide Angle Adaptor, Right Wide Angle Adaptor and Bay ID Decals. Used for additional measurements, such as max steer and 20° caster steers.



**20-2664-1** (MSRP: \$598.23)

440.81

TD Target (Elite) Wheel Off Adjustment - This kit contains 20-1978-1 wheel off adaptor kit, and kit 20-2577-1, TD target to SCA adaptor kit.




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Prices subject to change without notice.	Subtotal	\$33,897.43	(\$46,003.61 MSRP)
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This proposal is good through 10/21/2023	+ freight (estimated)	\$775.00	
	+ state tax	\$3,643.97	
	Total investment	\$38,316.40	

Proposal includes installation and on-site training by a Hunter Technical Representative.

Electrical and compressed air connections to equipment are not included on this quotation.

Estimated delivery: 10 Working Days

**This Proposal was Prepared for**

Legal Name of Business

**LAS POSITAS COLLEGE**

Billing Address

**3033 COLLIER CANYON RD**

City, State Zip

**LIVERMORE, CA 94551**

Main Contact

**James Weston**

**jweston@laspositascollege.edu**

Main Phone Number

**(925) 424-1000**

FEIN / SSN (required for finance application)

If a finance program is selected below, I authorize Great America (or its designee) to review my credit, confer with the references listed, confirm any information provided and obtain information from any credit reporting agency, all in connection with extending credit and reviewing and collecting on the resulting account.

**X**

Approval

**There are Several Advantages to Financing Equipment**

- Improve Cash Flow
- No Initial Investment
- 100% Financing
- Easier than Bank Financing
- See Tax Advisor for Possible Tax Benefits

**Items on this Proposal**

- 1 WA684-CM
- 1 20-2882-1
- 1 20-2521-1
- 1 20-2511-1
- 1 20-2664-1

**Your Local Hunter Team**



**Brian McKee**  
Business Consultant  
Livermore, CA 94551  
(925) 784-5805  
mckeebriank@gmail.com



**Sandoval, Chris**  
Technical & Training Representative  
Brentwood, CA  
(925) 808-1958  
sandovalserviceinc@gmail.com



**Finley, Jim**  
Regional Manager  
jfinley@hunter.com

**EDWARDS & SONS EQUIP SVC**  
1043 SERPENTINE LANE  
PLEASANTON, CA 94566

Total investment (Cash / Check) \$38,316.40  
or Own Everything Using a Popular Financing Program

	<u>Monthly Investment</u>	<u>Cost per Day</u>
<input type="checkbox"/> 12-month program	\$ 3,403.65	(\$ 142 / day*)
<input type="checkbox"/> 24-month program	\$ 1,784.78	(\$ 75 / day*)
<input type="checkbox"/> 36-month program	\$ 1,235.32	(\$ 52 / day*)
<input type="checkbox"/> 48-month program	\$ 962.12	(\$ 40 / day*)
<input type="checkbox"/> 60-month program	\$ 804.26	(\$ 34 / day*)

\*Assumes 5.5 day work week

All monthly investments shown above:

- \* No money down
- \* Subject to a speedy approval
- \* Include taxes, freight and labor shown

Quotes can be emailed to [Hunter@GreatAmerica.com](mailto:Hunter@GreatAmerica.com) or faxed to 800-488-6262 for credit processing

DISCLOSURE OF RIGHT TO REQUEST SPECIFIC REASONS FOR CREDIT DENIAL GIVEN AT TIME OF APPLICATION. If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact GreatAmerica Financial Services, 625 1st St SE, Cedar Rapids, Iowa 52401 (319-365-8000) within 60 days from the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

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