Print Form

LAS POSITAS COLLEGE

INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on October 15, 2010 (FALL) and February 11, 2011 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage at: http://grapevine.laspositascollege.edu/pbc/InstructionalEquipment.php

Name of Requestor: David Everett **Ext:** 1343

Division/Unit : Division III VWT Dept

Brief title of request (equipment or materials being requested must be similar, related or part of a system): LXE Semi-Automatic Bottle Labeler

Request amount (unit cost and total cost, including tax and shipping;. please include all costs, such as installation, modification to existing facilities to accommodate new equipment, etc...; this information should come from the vendor quote):

Item (s) cost	$6219.27
Tax (.0975)	$508.87
Shipping	$ 100.00
Installation	$
Facilities Modification	$
Other	$
Total Cost	$ 5828.14

Attach copy of quote(s), estimate(s) and requisition(s).

(Must attach quote & requisition; absence of either will delay processing)

Please provide a brief description of the specific equipment or materials requested, including the # of pieces being requested, and what they will be used for (e.g., 10 crayola crayons, sky blue, etc...) in 250 words or less:

one piece; LXE Semi-Automatic bottle labeler; this unit will be used to label the 1000's of wine bottles that the enology department students have created and will continue to create from fruit harvested by the Viticulture students the Campus Hill Vineyard

Is this in your Program Review? Yes ☒ No ☐

Please describe how this request is incorporated into your Program Review:

The labeler is a critical component of an important Winery Operations practice. This dramatically assists with the focus of the VWT program which emphasizes the complete process of wine making "from vine to wine." This labeling practice is incorporated in the VWT Program Review which supports the education of our VWT students on the modern practices of winery operations as gained through hands-on experience. The acquisition of ACTUAL winery equipment to educate our students through experiential methods is a key component of the Program Review. The labeler will be an important piece in the college's eventual on-campus Teaching Winery mentioned in the Program Review. The labeler will also support the bottler and corker that was acquired the last round of IE requests.

Is it a replacement? Yes ☐ **Upgrade?** Yes ☐ **New technology?** Yes ☒

Please explain?

We have no labeler. All bottles have been archaically labeled by hand (front and back/ONE by ONE) to this point. The output of the enology department will soon surpass 2000 bottles which translates to 4000 labels. This would virtually be impossible to perform manually with any precision or efficiency.

Below is the evaluation criteria; please see corresponding Instructional Equipment Rubric at:
http://grapevine.laspositascollege.edu/pbc/documents/PBCInstructionalEquipmentRubric_2010-11.pdf

Teaching & Learning/Impact on Enrollment (Total = 10 points for A& B)

A. How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

The bottle labeler will have a strong, positive impact on Viticulture and Enology instruction. It brings a critical "practical component" to both programs that will support instruction and learning in the classroom. As an instructional device in the classroom this piece of equipment will support many critical areas of learning found within Viticulture and Enology courses' content. Course outlines include the following content as evidence for the need of this equipment:

*Quality Control
*Label design
*Label Compliance
*Label application
*Equipment cleaning and upkeep
*Winery sanitation
*Bottle care
*Boxing wine
*Identifying winery equipment

The equipment would be used by the instructor and students (under supervision) in a minimum of 8 classes in the VWT program. This does not include student overlap from other classes that are interested in the process which would lead to potential increased enrollment. Increased enrollment would be a definite result due to the opportunity of "hands on" learning in line with industry requirements.

Added benefit:
Acquiring this piece of equipment will ease the current load and the future load of labeling thousands of bottles of wine. Labeling wine is an annual task and at this time the instructor has no classified position to rely on (and not one even foreseeable in the future) and relies solely on himself and "available student labor" for help with the daunting task of labeling large numbers of bottles. The time requirement for the CURRENT labeling practice that is asked of the student goes way beyond the scope of the lessons relative to labeling. This equipment will allow for more efficient, professional and a less amateur and archaic effort of labeling which in turn will allow for more quality instructional time for the students.
The labeler will showcase LPC's commitment to the local wine community by providing training to students in industry-standard equipment practices; and producing a future potential labor force that is trained to work in local wineries.

B. How will the equipment impact enrollment, attract, or increase the number of students participating in a course or program?

Having equipment that is utilized on a day to day basis in the wine industry will most certainly attract new students and increase enrollments. Instructing on topics such as labeling require the instructional equipment that is critical to actually learning and practicing these skills! Knowing that our program has this equipment will help reinforce our commitment to our student's learning and our commitment to the community and local industry.

Outcomes (Total = 10 points)

How does this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

The labeler will have a strong, positive impact on Viticulture and Enology instruction. It brings a critical "practical component" to the Viticulture and Enology programs that will support teaching and learning in the classroom. As an instructional device in the classroom this piece of equipment will support many critical areas of learning found within many of VWT programs courses' content. By not having this teaching and learning tool, it is impossible to teach the related skills in MANY of the Viticulture and Enology classes. In addition, not having this equipment, makes progress towards student learning outcomes impossible.

This equipment is needed immediately to support these classes and outcomes:

VWT 10 Introduction to Viticulture: processing wines
VWT 14 Applied Viticultural practices: processing wines
VWT 31 Viticultural Operations I: processing wines
VWT 32 Viticultural Operations II: processing wines
VWT 20 Introduction to Enology: Bottling wines; wine labels; wine label compliance
VWT 41 Winery Operations I: labeling bottles; identifying winery equipment; proper operation of winery equipment; wine label design; wine label compliance
VWT 42 Winery Operations II: labeling wines; wine label compliance; proper operation of winery equipment;
VWT 48 Winery Management: proper operation of winery equipment; labeling wines; care & maintenance of winery equipment;

Total Cost of Ownership (Total = 5 points)

(This section attempts to identify what the ongoing costs of purchasing this equipment will be to the institution)

a) **What is the lifespan of the equipment? 5 years? 10 years? 20 years?**

b) **Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**

c) **Are there operating costs and how will they be covered by the department?**

d) **What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

LIFESPAN: If maintained properly, the labeler could last indefinitely
SPACE: there is already dedicated storage space for the labeler
OPERATING COST: electricity for operation would be minimal; label paper will be purchased with the Viticulture and Winery Technology budget. Label paper must be purchased with or without the mechanization of labeling so this is an existing cost and not an additional cost.
MAINTENANCE: The equipment is covered for a year of operation; any other issues outside the warranty would be serviced by a company representative which would be supported by the existing Viticulture and Winery Technology budget.

Health and Safety (Total = 2 points)

Explain if this equipment responds to a security or health and safety need for faculty and students:

the labeler eliminates the current dangerous, archaic and amateur practice that is the "only option" at this point due to lack of any equipment for actual modern Winery Operational practices. Having a functioning labeler will also reduce waste and the risk of instructor and student injury due to broken bottles that could be possible during hand labeling by students and staff.

Visibility/Profile within Community (Total = 1 point)

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

This item almost certainly will be a "flagship" item. Having a labeler will bring the program up to the present day standards of Winery Operations. This will only add to the programs notoriety in the community as we produce "industry-ready" students. This equipment will enhance the college's commitment to its VWT students, the local wine industry and other colleges that share similar programs.

Commitment to Sustainability (Total = 1 point)

If the equipment exceeds basic sustainability goals or provides renewable resources to the College, provide specific details:

The labeler will be very efficient at label application thereby reducing paper and glass waste dramatically as experienced from past practices.

Access (Total = 1 point)

Provide evidence that the requested equipment is consistent with universal design* and will ensure access above and beyond standard capability.

The labeler can be easily and safely accessed by a student confined to a wheelchair.

**Universal design is an approach that addresses and redresses the primary barrier to making expert learners of all students. Some examples include: light switches with large flat panels rather than small toggle switches; buttons and other controls that can be distinguished by touch; bright and appropriate lighting, particularly task lighting; auditory output redundant with information on visual displays; visual output redundant with information in auditory output; contrast controls on visual output; use of meaningful icons with text labels; clear lines of sight to reduce dependence on sound; volume controls on auditory output; speed controls on auditory output; choice of language on speech output. Items incorporating the principles of universal design feature: equitable use; flexibility in use; simple and intuitive; perceptible information; tolerance for error; low physical effort; and size and space for approach and use. (Wikipedia)*

Signatures (<u>required</u>)

(If requesting computer-related equipment/software, LPC IT Department Review is **<u>required</u>**.)

IT Department Signature

Requested by _____ **Dean/ Unit Head** _____ **Vice President** _____

LPC VP Admin. Svcs/President _____ **LPC Business Office Use (Account Number)** _____

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

#P

Track #

FOR REIMBURSEMENT: List payee name & ssn. TAX ID#

SUGGESTED VENDOR: **The Vintner Vault (805-226-8100)**

FOR OFFICE USE ONLY

NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes include Room # where equipment will reside:	RETURN COPY of REQUISITION TO:
D.Everett	11-Mar-11		VWT		L.Camino

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
LXE Semi-Automatic Labeler	EA	1	$ 5,219.27	$ 5,219.27
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
Vendor's Quote (attached)				$ -
				$ -
				$ -
INSTRUCTIONAL EQUIPMENT - SPRING 2011				$ -
				$ -
				$ -

Comments:

BT#

Subtotal		$ 5,219.27
Tax	$ 0.0975	$ 508.88
Shipping (if available):		$ 100.00
TOTAL COST		**$ 5,828.15**

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

ACCOUNT # _____
FUND ORG ACCT PROGRAM

Business Office

APPROVALS

Neal Ely 3/15/11
Dean Date

VP / President

The Vintner Vault

3230 Riverside Ave Suite 140 Paso Robles, CA 93446
Ph: (805) 226-8100 Fax: (805) 226-8188
www.TheVintnerVault.com
andrew@thevintnervault.com

Las Positas College

David Everett
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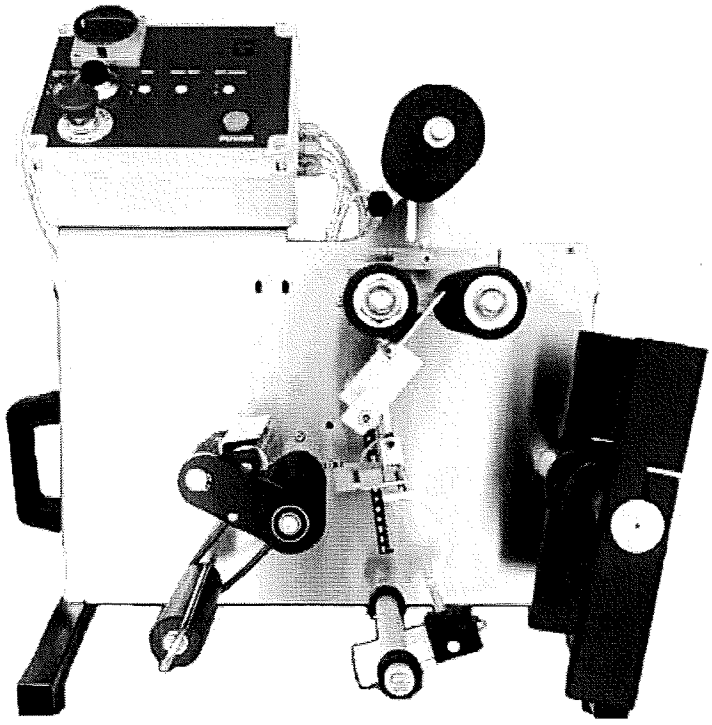

LXE Semi-Automatic Labeler

Technical Characteristics:

- Up to 600 Bottles per Hour
- Designed to Apply Front and Back Labels from Single Spool
- Easy Centering Adjustment for Labels
- Accommodates Different Size Bottles
- Made of AISI-304 Stainless Steel
- Built in Safety Device
- Corks 375ml, 750ml, & 1.5L Bottles
- 110V, or 220V
- Optional: Stamping Unit Available for Date & Lot Numbers
- Optional: Attachment for Square Bottles

Price.....$5,493.96

The Vintner Vault

3230 Riverside Ave Suite 140 Paso Robles, CA 93446
Ph: (805) 226-8100 Fax: (805) 226-8188
www.TheVintnerVault.com

Hi David,

We would like to start up a discount relationship with your college. We can offer you a 5% Discount on all Equipment and Supplies.

Your Discounted Price for the LXE.....$5,219.27

TERMS AND CONDITIONS:

- These are our prices for the equipment requested
- Prices are for goods Paso Robles, CA
- Applicable taxes Extra
- Delivery Time: To be agreed upon
- 50% Down at Time of Order
- Remaining Balance Due Prior to Delivery

This Quotation expires 30 days from February 28, 2011
We hereby offer to purchase the item(s)
Described above under the general
Please use our purchase order No.....

Date.....Company.....

Signature.....

Quotation Prepared by Andrew Berg