



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000076

Banner #:

Requisition #:

Title of Submission:	GDDM B&H Equipment Request
Vendor Name:	B&H
Brief Description of Item(s):	Materials and Supplies (paper, toner) for printers for GDDM lab

Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/08/2025	IER forms due to Division Dean
10/15/2025	Division review of IER forms (Dean signature)
10/24/2025	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 \$ 114,800.00 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 \$ 114,800.00 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 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*)
 - ***Email Business Office to confirm if vendor is in Banner and if vendor documents are needed**

***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 – scores combined into rankings by Executive Assistant for final review
6. RAC Chair meets with College President to discuss ranked requests
7. College President issues approval memo to RAC
8. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
9. Requestor submits [Requisition](#) with updated quote(s) (*itemization not required on reqs for IER requests – [see example](#)*)
10. Business Office reviews requisition, enters requisition into Banner, and forwards to Purchasing
11. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

Instructional Equipment Definitions

Scheduled Maintenance Instructional Materials Funding:

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

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.

Lottery Funding:

Allowable Items

Instructional materials: materials used by pupils and their teachers as a learning resource and help pupils acquire facts, skills, or opinions to develop cognitive processes:

1. Laptops and hotspots for students, teachers, and faculty as a learning resource, internet devices
2. May be printed or non-printed, textbooks, technology-based materials, other educational materials, and tests.
3. Basic instructional materials: materials that are designed to be used as a principal learning resource and meets, in organization and content, the basic requirements of the intended course.
4. Technology based materials: basic or supplemental instructional materials designed for use by pupils and teachers as learning resources and that require the availability of electronic equipment in order to be used as a learning resource. o Includes but not limited to software programs, video disks, compact disks, optical disks, video and audiotapes, lesson plans, and databases.
5. Supplies and Materials: Software, books, magazines and periodicals, subscriptions, textbooks, instructional materials printing, instructional supplies including library media, audio visual, instructional food supplies, instructional tests.
6. Other operating expenses: Software licensing fees.
7. Capital Outlay Expenditures: Library books, books replacement, library magazine and periodicals, library nonprint media, instructional software.
8. Basic Needs: Housing and food assistance includes grants to students, housing vouchers, direct payments or reimbursements for housing, efforts to increase enrollment in CalFresh, and provision of food pantries/meal programs or free meals. (Documentation is required to demonstrate the need and proper use of funds).

Measure A Bond Funding:

Allowable Items

1. Upgrade career and vocational classrooms to better prepare students and workers for good- paying jobs.
2. Upgrade classrooms and labs for science, technology, engineering, and math-related fields.
3. Provide or upgrade facilities and resources for career preparation in healthcare, nursing and early childhood education.
4. Upgrade classroom technology.
5. Improve classrooms and resources for paramedic, firefighter and public safety programs.
6. Improve vocational classroom and labs for auto repair, agriculture and environmental science programs.
7. Improve and expand facilities which prepare students for transfer to four-year college and universities.

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
LPC Mission & Planning Priorities [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
Educational Items: Programmatic Impact and Institutional Support [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
Teaching & Learning [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
Safety and/or Org. Effectiveness [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness above and beyond current capability. 4-5	Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 2-3	Limited or no evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability. 0-1
Outcomes [Section 6] (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: Peter Kuo

Division: A&H

Discipline: Graphic Design & Digital Media

This Equipment Request is: A Replacement

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 #: 700

Room #: 714

Comments:

Equipment is primarily supplies needed to maintain printers used in the graphic design lab such as toners, ink, paper.

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:

NA

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

- Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

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

the equipment will allow the department to maintain the printers in working condition, allowing students to complete assignments in the lab without incurring additional costs outside. This will also increase student success because they will be able to receive hands-on help during the printing process from instructors.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

The equipment supports the Graphic Design & Digital Media department.

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:

We will include this request in an upcoming program review. it was not in last year's program review. Last year the printers were hooked up to the school's Go-Print system and we were expecting printer maintenance to be funded through paid prints. However, the go-print system caused problems with the print settings that students need to learn to set up (double sided, 11x17 printing) and this year the go-print system is removed.

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:

instructors will be able to demonstrate print settings and output functions of different software programs. Instructors will also be able to show students how to set up booklet printing and tile printing. The classroom was without printers for along time and it was difficult to teach those particular portions.

Detail the impact the equipment has on learning:

Students will help students learn how to output their work and familiarize them with the editing workflow. Students will be able to print proofs of their work to properly evaluate their design for contrast, size..etc on paper instead of just on a computer monitor. Having this equipment in the classroom will have a positive outcome on student learning since it is a controlled environment and students will also be able to receive help if they are stuck.

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

Classes/Sections:5

Students:100

SECTION 5: Safety and/or Organizational Effectiveness

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

Order is for maintenance and upkeep of existing equipment and will not affect the safety of the classroom. Keeping the existing equipment in proper working condition will allow us to maintain the current level of effectiveness.

SECTION 6: Student Learning Outcomes (SLOs)

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

The equipment will allow us to maintain a high student success rate.

SECTION 7: 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?

the equipment will be used to maintain the existing equipment in good working order and we will not have to retire the old equipment.

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

NA

Any other additional information?

NA

Operator

Primary operator: Kuo, Peter

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: 40

Comments:

Maintenance and Repairs

Who will perform maintenance and repairs? Kuo, Peter

Estimated hours per month: 2

Does the work align with current position duties? Yes

Cost to train for maintenance and repairs: 0.00

SECTION 7: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

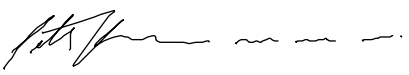
Lifespan of Equipment: depending on usage, should last at least a year or 2

FOAP (Budget) for Recurring Costs:	-	-	-
Fund	Org	Acct	Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	4,639.32	(includes 431.32 tax(
Shipping & Delivery Fees	0.00	
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	
Start-Up Total	4,639.32	
Part B: Annual Operating Costs		
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	
Annual Total	0.00	
Overall Cost:	4,639.32	

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.** 1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:		09/22/2025
Division Dean:	Amy Mattern	10/03/2025
Vice President:	Sean Brooks	10/07/2025
College Technology Services Manager:	.	10/28/2025
M&O Director:	JOHN SEYBERT	10/28/2025
Vice President, Administrative Services:	Sean Brooks	10/29/2025

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ⓘ To convert this quote to an order, you must be a B&H B2B online account holder. To register for B&H B2B, please visit our B2B Homepage, select your organization type and follow instructions from there. If you need further assistance, please Contact Us.



B2B

420 Ninth Avenue
New York, NY 10001
Phone: 212.329.7500
www.bhphotovideo.com

September 17, 2025

Quote #913552774

Need help with your order?
Call us: 800.606.6969

QUOTE DETAILS

Expires Oct 17, 2025

		STOCK	PRICE	QTY	SUBTOTAL
	Epson T9136 UltraChrome HDX Vivid Light Magenta Ink Cartridge (200mL) BH# EPT913600	In Stock	\$105.00	1	\$105.00
	Epson T9137 UltraChrome HDX Light Black Ink Cartridge (200mL) BH# EPT913700	In Stock	\$105.00	1	\$105.00
	Epson T619000 Maintenance Box BH# EPIMT4900	In Stock	\$18.00	3	\$54.00
	Epson Exhibition Canvas Satin Archival Inkjet Paper (17" x 40' Roll) BH# EPECS1740	In Stock	\$115.00	1	\$115.00
	Epson Premium Luster Photo Inkjet Paper (16" x 100' Roll) BH# EPPL16100Q	In Stock	\$91.00	1	\$91.00
	Epson Ultra Premium Luster Photo Paper (8.5 x 11", 50 Sheets) BH# EPPLPL50	In Stock	\$34.00	1	\$34.00
	HP 307A 4-Color LaserJet Toner Cartridge Kit BH# HELJ307ABK	In Stock	\$1,299.00	2	\$2,598.00
	HP 307A Black LaserJet Toner Cartridge BH# HELJ307AB	In Stock	\$195.00	1	\$195.00
	HP Color LaserJet 500-Sheet Paper Tray BH# HECE860A	In Stock	\$464.00	1	\$464.00
	HP 26A Black LaserJet Toner Cartridge BH# HECF226ABLK	In Stock	\$149.00	3	\$447.00

Feedback

Chat

SHIP TO

Peter Kuo
LAS POSITAS COLLEGE
3000 CAMPUS HILL DRIVE
RECEIVING DEPARTMENT
LIVERMORE, CA, 94551
510-723-7270

Subtotal:	\$4,208.00
Shipping	Free
FedEx Ground Delivery	
Sales Tax	\$431.32
Total	\$4,639.32

Expires Oct 17, 2025

Modify/Cancel Quote

Proceed to Checkout

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ⓘ To convert this quote to an order, you must be a B&H B2B online account holder. To register for B&H B2B, please visit our B2B Homepage, select your organization type and follow instructions from there. If you need further assistance, please Contact Us.



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	Epson T9137 UltraChrome HDX Light Black Ink Cartridge (200mL) BH# EPT913700	In Stock	\$105.00	1	\$105.00
	Epson T619000 Maintenance Box BH# EPIMT4900	In Stock	\$18.00	3	\$54.00
	Epson Exhibition Canvas Satin Archival Inkjet Paper (17" x 40' Roll) BH# EPECS1740	In Stock	\$115.00	1	\$115.00
	Epson Premium Luster Photo Inkjet Paper (16" x 100' Roll) BH# EPPL16100Q	In Stock	\$91.00	1	\$91.00
	Epson Ultra Premium Luster Photo Paper (8.5 x 11", 50 Sheets) BH# EPPLPL50	In Stock	\$34.00	1	\$34.00
	HP 307A 4-Color LaserJet Toner Cartridge Kit BH# HELJ307ABK	In Stock	\$1,299.00	2	\$2,598.00
	HP 307A Black LaserJet Toner Cartridge BH# HELJ307AB	In Stock	\$195.00	1	\$195.00
	HP Color LaserJet 500-Sheet Paper Tray BH# HECE860A	In Stock	\$464.00	1	\$464.00
	HP 26A Black LaserJet Toner Cartridge BH# HECF226ABLK	In Stock	\$149.00	3	\$447.00

Feedback

Chat

SHIP TO

Peter Kuo
LAS POSITAS COLLEGE
3000 CAMPUS HILL DRIVE
RECEIVING DEPARTMENT
LIVERMORE, CA, 94551
510-723-7270

Subtotal:	\$4,208.00
Shipping	Free
FedEx Ground Delivery	
Sales Tax	\$431.32
Total	\$4,639.32

Expires Oct 17, 2025

Modify/Cancel Quote

Proceed to Checkout