



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000095

Banner #:

Requisition #:

Title of Submission:	Instruments to Facilitate Olive Harvest
Vendor Name:	INFACO USA, INC.
Brief Description of Item(s):	Shakers for Olive Harvest

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: Cornett, Laura

Division: STEM

Discipline: Horticulture

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 #: 3300

Room #: Equipment Shed

Comments:

We currently have a shaker to facilitate harvesting olives from our trees. This particular shaker requires a car battery and cord to operate and is thus unwieldy with little mobility. The newer shakers have battery packs which allow the pickers to go from tree to tree with ease. The newer shakers also are telescopic which allows pickers to reach higher branches to harvest the fruit. Because of safety issues, we do not use ladders to harvest fruit. Shakers are also superior to rakes in harvesting fruit. Having portable electric shakers will make olive harvesting easier, with less stress on the picker.

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:

PPE should always be used when operating the shakers- gloves, ear muffs and eye protection are required. It is also recommended that no student be allowed to operate the shaker for more than 30 minutes without a rest period to avoid repetitive stress.

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:

We have 50 olive trees on campus that we harvest from. The harvest depends heavily on student volunteers. Harvesting fruit is both rewarding and educational and furthers our goal of Career Technical Education in Horticulture. The new shakers will provide an opportunity for all students to harvest with ease.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Keeping abreast of new equipment technology is of the utmost importance to the Horticulture program. All students in fall semester courses are encouraged to participate in the olive harvest with the end result being a bottle of olive oil to all participants. The new shakers are battery powered, light weight and easy to use. The purchase of additional shakers will expand the number of students able to use this new technology. The olive oil that is produced from our fruit on campus is sold to provide funds for our Horticulture 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:

No

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:

Being able to harvest our olives efficiently and in a timely fashion is critical. The new shakers will give more students the ability to harvest quickly. I believe that the new equipment will make the harvesting experience much more fun and rewarding for students. This obviously makes the instructor's job easier. As mentioned earlier, keeping up with technological innovations is vital in Horticulture. We want our students to be exposed to the most current equipment so that they are prepared with the expertise needed for operation.

Detail the impact the equipment has on learning:

Learning to be comfortable operating power tools is essential in Horticulture. Students who pursue careers in a Horticulture field will almost always be required to use battery operated equipment. The new shakers will familiarize students with the operation and concerns regarding battery-operated equipment, ie. charging, battery life, proper insertion, proper handling and care of a battery. This knowledge will transfer to other equipment that students use in the program such as hedge trimmers, string trimmers and blowers as well as handheld drills, planers and routers.

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

Classes/Sections:4 courses in fall semester

Students:60

SECTION 5: Safety and/or Organizational Effectiveness

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

These shakers with a battery pack are far superior to the version that is tethered to a car battery. Use is ergonomically superior because the picker is not restricted to one position to operate. Having a battery pack removes the possibility that the picker will trip over a cord or remove the cord from the car battery. Proper PPE as mentioned previously will be worn and although the new shakers are light in weight, use will be somewhat restricted timewise so that all students can operate the equipment with supervision.

SECTION 6: Student Learning Outcomes (SLOs)

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

As mentioned previously, keeping abreast of new technology is critical in Horticulture. Students must be able to operate equipment that is standard in the industry and operate that equipment safely.

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?

We will continue to use the old shaker that needs to be attached to a car battery. Its lack of mobility is a hindrance and limits the number of students who can operate it. It will continue to be housed in our equipment shed.

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

Because the new shakers are portable battery- operated and provide no emissions they are sustainable. The batteries are able to be recharged or changed out as needed.

Any other additional information?

The company that makes the new shakers, Infaco, has an office in Livermore. They are available to give staff and students instruction on operation and care of the shakers. They would also be handy in case the units needed regular maintenance.

Operator

Primary operator: Cornett, Laura

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: That is variable

Comments:

Normally, our olives are harvested to take advantage of Community Milling Day at Olivina. This is usually at the end of November or the beginning of December. We are not charged for the milling. In the future, we may also, if funds are available, pay Olivina to do custom milling for us. This would allow us to harvest more olives outside of the Community Milling window. The shakers would also get more use in that case.

Maintenance and Repairs

Who will perform maintenance and repairs? Laura Cornett

Estimated hours per month: Keeping the units clean, storing them properly and charging the batteries.

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: 10 years

FOAP (Budget) for Recurring Costs: - - -

Fund
Org
Acct
Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	6,687.77	
Shipping & Delivery Fees	0.00	We will pick up as office is local
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	Infaco will train
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	
Start-Up Total	6,687.77	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	There could be unforeseen costs if unit is damaged during use.
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:	6,687.77	

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:	<i>Laura Cornett</i>	10/08/2025
Division Dean:	<i>Paula Checchi</i>	10/08/2025
Vice President:	<i>Sean Brooks</i>	10/09/2025
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/15/2025
M&O Director:	<i>JOHN SEYBERT</i>	10/16/2025
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/16/2025



QUOTE

QT-002025

INFACO USA

2356 Research Dr
Livermore California 94550
U.S.A
9254098856
accounting@infaco-usa.com
WWW.INFACO-USA.COM

Bill To

Las Positas Community College
3000 Campus Boulevard
Livermore
94550 CA
US

: 06 Oct 2025
Reference# : harvester
Ship via : PICKUP (maybe)

#	Item & Description	Qty	Rate	Amount
1	E50048T-Telescopic Electro'liv Light 48V (length: 90"-130"; weight: 7.2 lbs.) - was \$998 Telescopic Electro'liv Light 48V (length: 90"-130"; weight: 7.2 lbs.) - was \$998	3.00	895.00	2,685.00
2	MAL2B15-Complete carrying case with 2 F3015 batteries Complete carrying case with 2 F3015 batteries	3.00	1,127.00	3,381.00
Sub Total				6,066.00
CA STATE TAX (6%)				363.96
CA COUNTY TAX (0.25%)				15.17
CA SPECIAL TAX (3%)				181.98
CA SPECIAL TAX (1%)				60.66
Total				\$6,687.77

Notes

Shipping is not included.
Looking forward for your business.