



Instructional Equipment Request (IER) Form

FY 2025-2026

IER#0000100

Banner #:

Requisition #:

Title of Submission:	AUTO Hunter Ehngineering Road Force Elite Tire Balancer
Vendor Name:	Edwards and Sons Service Equipment
Brief Description of Item(s):	A tire balancer used for balancing wheel/tires and diagnosing defects in wheel/tires.

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: 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:

We are requesting New Technology in the form of a Hunter Engineering Road Force Elite tire balancing/diagnostic machine. While LPC AUTO has a tire balancer already, this particular machine uses a unique way to balance tires by applying "Road Force" (simulating the force of the road on the tire as if it were on the vehicle) to more accurately balance the wheel/tire combination. Additionally this machine has diagnostic features for analyzing the condition of the tires tread, belts and other imperfections that help the user determine the cause of a wheel/tire caused vibration.

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

- 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:

I believe the addition of this tire balancer/diagnostic machine supports our mission statement and planning priorities by allowing greater access to students needing to balance tires on their vehicles, diagnose various wheel/tire related problems and to learn how to use this widely used type of tire balancer. This will allow students access they otherwise would not have to this common equipment in the Automotive industry.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

This will support 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.

Purchase of this equipment will facilitate learning on a type of tire balancer we currently do not have.

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 Road Force tire balancer machines are far and away the most common brand tire balancer 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. As mentioned previously this tire balancer machine is one of their newest versions and is widely used in a lot of the shops our students work or will end up working in. It will also expand our current capabilities by giving us an additional tire balancer machine just in case the other one is down for a few weeks for repairs.

Detail the impact the equipment has on learning:

Learning this particular make and model of tire balancer machine is very advantageous for our students to learn before they are working at a shop that has one. Efficiency through repetition and exposure to a variety of equipment is key to helping our students succeed at the early stages of their careers. As mentioned this type of machine has capabilities our other balancer does have to help the user diagnose numerous wheel/tire defects, a valuable tool to learn on.

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

Classes/Sections:6 per semester

Students:150 per semester

SECTION 5: Safety and/or Organizational Effectiveness

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

Safety- More equipment means smaller work groups which means more safety.

Organizational effectiveness- A big part of our (or any Career Technical program) organizational effectiveness is being responsive to the industry in which we off our training. Our industry advisory board have expressed their need for us to obtain equipment like this for students (their future employees) to learn on.

SECTION 6: Student Learning Outcomes (SLOs)

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

Current SLO's from our program always mention safety.

-Having an additional tire machine will allow increased safety due to smaller work groups when completing assignments.

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?

N/A

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

This machine is designed to last decades with minimal maintenance. Our current Hunter Engineering equipment has lasted nearly 20 years with HEAVY use. We expect the new one to last just as long.

Any other additional information?

None

Operator

Primary operator: Weston, James

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: 20+

Comments:

The primary user will be students after being trained by staff or faculty.

Maintenance and Repairs

Who will perform maintenance and repairs? James Weston

Estimated hours per month: 10 minutes

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: 20+ years

FOAP (Budget) for Recurring Costs:

113004	-	33465	-	xxxx	-	094800
Fund		Org		Acct		Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	24,632.19	
Shipping & Delivery Fees	875.00	
Installation Costs	0.00	
Miscellaneous Costs	202.07	Truck Cone Kit
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	5,918.32	
Start-Up Total	19,790.94	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	25.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	50.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	75.00	
Overall Cost:	19,865.94	

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>James Weston</i>	10/11/2025
Division Dean:	<i>Michael A. McQuiston</i>	10/14/2025
Vice President:	<i>Sean Brooks</i>	10/14/2025
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



EQUIPMENT PROPOSAL / SALES AGREEMENT

Prepared on 9/16/2025 by Brian McKee

Submitted to:

James Weston
jweston@laspositascollege.edu
LAS POSITAS COLLEGE
3000 Campus Hill Dr
Livermore, CA 94551-7709
(925) 424-1000

Quoted through:

EDWARDS & SONS EQUIP SVC
6459 BRISA STREET
LIVERMORE, CA 94550

RFE12 (MSRP: \$24,632.19)

18,713.87

Road Force Elite Balancer with TDC Laser and Wheel Lift

Learn more and see it in action!

<https://www.hunter.com/wheel-balancers/road-force-elite/>

GSP9700 Road Force(R) Elite (5th Generation)



- Road Force balance in less time than a conventional balancer
- SmartScan(TM) laser measuring system automatically determines:
 - wheel dimensions
 - weight mode selection
 - spoke mode
 - rim profile
 - rim runout
 - ForceMatching(R) prediction
- Intuitive Touch Screen Interface is easy to learn
- Built-in HD Video Tutorials cover mounting & balancing
- Auto-Up Hood for increased productivity
- Exclusive eCal(TM) automatic calibration verifies balancing accuracy
- Centering Check Verifies Results
- Weight Placement Laser and Work Light
- StraightTrak(R) Solves tire pull issues
- TPMS Spec Database: TPMS info at your fingertips
- SmartWeight® Better balance without excess weight
- Hammerhead(R) TDC Weight Placement Laser
- Power Wheel Lift: Accurate centering without back strain
- Auto Inflation Station sets and documents tire pressure
- BullsEye(R) Dual-taper 10 collet centering kit standard
- Handles assemblies up to 175lbs, 40in tire/30in rim
- Factory Installation and Training included
- Superior alloy balancer shaft with 3 year warranty
- Made in USA

20-1207-1 (MSRP: \$274.23)

202.07

Truck Cone Kit, Extra Large Truck Cone 192-92-2 and Plastic Spacer Ring 46-309-2



Prices subject to change without notice.	Subtotal	\$18,915.94	(\$24,906.42 MSRP)
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This proposal is good through 10/16/2025	+ freight (estimated)	\$875.00
	+ state tax	\$2,033.46
	Total investment	\$21,824.40

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: 20 Working Days

This Proposal was Prepared for

Legal Name of Business

LAS POSITAS COLLEGE

Billing Address

3000 Campus Hill Dr

City, State Zip

Livermore, CA 94551-7709

Main Contact

James Weston

jweston@laspositascollege.edu

Main Phone Number

(925) 424-1000

Items on this Proposal

1 RFE12

1 20-1207-1

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
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Finley, Jim
Regional Manager
jfinley@hunter.com

**EDWARDS & SONS EQUIP
SVC**
6459 BRISA STREET
LIVERMORE, CA 94550

X

Approval

Total investment (Cash / Check)

\$21,824.40

All software pre-installed on, or subsequently released by Hunter for, Hunter equipment is licensed pursuant to the Hunter Engineering Company End User License Agreement(EULA) accompanying such software. A copy of the EULA is available upon request. By placing an order for, purchasing, or using Hunter equipment, you acknowledge and agree to be legally bound by the EULA, which is hereby incorporated by reference.

Due to increased import costs, a tariff surcharge will be applied to all goods.

An additional surcharge will be applied for TCX and related parts. These charges will appear as two separate line items on your quote and invoice.