



## Instructional Equipment Request (IER) Form FY 2022-2023

### Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

### Checklist

- All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- Requisition completed and attached
- Valid quote attached (with extended expiration date) including:
  - Shipping costs
  - Installation fees
  - Taxes
- Board packet completed (required for any requests with a total cost of \$99,100.00 or greater)
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
  - New Vendor Form (if new vendor)
  - Copy of W9 (if new vendor)

\*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

### IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President's Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

## 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: James Weston Division: PATH

This Equipment Request is:  A Replacement |  An Upgrade |  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 #: New AMT Building Room #: AUTO Shop

### Comments:

We are requesting a Snap On Industrial brand EELS540A 16,000lb Automotive Vehicle Lift/Hoist for our new AMT facility. This is one of two automotive lifts that we are requesting for the AY 22-23 round of IER's. Purchasing this lift will be one of the last pieces towards our goal of having some type of automotive lift in all of the new workstations/workbays in our new automotive facility. Purchase of this lift and the other lift requested during this round of IER's will not be included in the new buildings FF&E budget which is why we have been advised to use the IER process to obtain these final two lifts.

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:

## 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 that adding additional vehicle lifts will support our mission statement because it can offer our career-technical students greater access to essential equipment like this to more effectively do their labs and repair their vehicle.

I believe that obtaining this equipment also supports our planning priorities through building capacity. This system will allow our professors to assign smaller lab groups which will in turn allow more one on one teaching/learning for the entire class.

SECTION 3: Educational Items | Program Review

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

This equipment will support every course, every section every semester in the Automotive/Transportation Technology program at Las Positas College.

**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 our 21-22 Program Review...

Section One Part C. Planning: What are the most important plans, either new or continuing, for your Program?

-Acquire new equipment for new building.

Our 22-23 PR will include this need as well.

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:**

A vehicle lift is one of the most essential and basic pieces of equipment in a vehicle repair shop, without one an automotive technician can not safely and conveniently work on a vehicle. The same goes for teaching students in an automotive training facility. More lifts will allow smaller work groups and better more effective teaching our students.

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

Similarly to the answer above, more lifts in our shop allow more students in smaller groups to do their labs and work in our shop at any given time. Smaller work groups and more access to equipment have a positive impact on learning by giving each of our students no choice but to do it themselves instead of waiting for answers in the back of a pack of students.

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

Classes/Sections: <b>13</b>	Students: <b>180</b>
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SECTION 5: Student Learning Outcomes (SLOs)

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

Virtually all of our AUTO program classes have an SLO that mentions following safety precautions

As an example, AUTO INTR has an SLO that says...

- Upon completion of AUTO INTR, the student should be able to, recognize and apply shop safety precautions.

Greater student access to safe and effective shop equipment will allow more students to fully achieve this SLO.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

**Please provide the lifespan of the proposed equipment:**

A minimum of 25 years.

**What are the requirements and associated costs for the storage of the equipment?**

None. When these are delivered next spring they will be installed in position in the new AMT building.

**Is there a specific location required to store the equipment?**

*Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)*

No

**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?**

No, this will not replace old equipment.



SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

**What are the maintenance costs associated with the regular upkeep of the equipment?**

Annual lift inspection @ \$100 per lift.

**Detail how the equipment meets or exceeds LPC's Sustainability Efforts:**

It is made of durable materials that should last generations. If it ever did have to be taken out of commission, virtually every component is recyclable. Parts can be replaced if needed instead of throwing it away.

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

Similar to the points made above, these lifts will allow students to more efficiently repair (renew) vehicles allowing us to increase the lifespan of that vehicle instead of replacing it with a new one.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)


Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 33,624.30	
Shipping & Delivery Fees	\$ 963.00	
Installation Costs	\$ 0.00	Paid for with new building FF&E budget
Miscellaneous Costs	\$ 150.00	Equipment Off Load
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts <i>(enter as negative)</i>	(\$ 10,087.29)	
<b>Sub-Total</b>	<b>\$ 24,650.01</b>	
<b>Taxes</b>	<b>\$ 2,526.63</b>	
<b>Grand Total</b>	<b>\$ 27,176.64</b>	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	\$ 100.00	Yearly inspection fee
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
<b>Grand Total</b>	<b>\$ 100.00</b>	
<b>Overall Cost:</b>		

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	Students/Staff/Faculty
Does the work align with current position duties?	<input checked="" type="radio"/> Yes   <input type="radio"/> No
Cost to train primary operator:	0
Approx. # of hours equipment will be used per month:	160 hours per month (8 hrs a day 5 days a week)
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	Lab Technician
Estimated hours per month:	20 minutes
Does the work align with current position duties?	<input checked="" type="radio"/> Yes   <input type="radio"/> No
Cost to train for maintenance and repairs:	0

### 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). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:	<b>James</b> Digitally signed by James Date: 2022.09.27 14:52:57 -07'00'	Date:	9/27/22
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



**Office of Administrative Services**  
**Requisition Request Form**


(Wait 5-10s)

**Reset**

**Submit**

**R** \_\_\_\_\_ - \_\_\_\_\_

Fiscal Year		Vendor ID #		Vendor Name		Date Required	
22-23				Snap On Industrial		1/27/2023	
Deliver To			Room #		Return Copy of Requisition To		
J. Weston or AMT CM			AMT Building		J. Weston, E. Hirstein		
Seq	Item #	Description			Qty	Unit Price	Extended Cost
1	EELS540A	16K 2-POST RED			1	\$ 23,537.01	\$ 23,537.01
2							\$ 0.00
3							\$ 0.00
4							\$ 0.00
5							\$ 0.00
6							\$ 0.00
7							\$ 0.00
8							\$ 0.00
9							\$ 0.00
10							\$ 0.00
11							\$ 0.00
12							\$ 0.00
13							\$ 0.00
14							\$ 0.00
15							\$ 0.00
Comments					<b>Subtotal</b>		\$ 23,537.01
					10.25% Tax		\$ 2,526.63
					Shipping		\$ 1,113.00
					<b>Total Cost</b>		\$ 27,176.64
FOAP to be Charged					%	Amount	
-					100		
FUND		ORG		ACCOUNT	PROGRAM		
-							
FUND		ORG		ACCOUNT	PROGRAM		

\_\_\_\_\_ **James Weston** \_\_\_\_\_ **9/27/22** \_\_\_\_\_  \_\_\_\_\_ **10/19/22**  
*Requestor (print name)* *Date* *Dean (signature)* *Date*  
 \_\_\_\_\_  
*Coordinator/Manager (signature)* *Date* *Vice President (signature)* *Date*

**OFFICE OF ADMINISTRATIVE SERVICES USE ONLY**

Reviewed: \_\_\_\_\_ Verified: \_\_\_\_\_ Approved: \_\_\_\_\_  
*Administrative Services* *Administrative Services Officer* *VP, Administrative Services*  
 PO Number: \_\_\_\_\_ Budget Transfer #: \_\_\_\_\_ Entered: \_\_\_\_\_  
TR 4/6/20



# Quote

**Submit to**  
 Snap-on Industrial  
 3011 IL RTE 176, Door 1  
 Crystal Lake, IL 60014  
 877-740-1900

**Quote Number** IMP-000958945  
**Quote Date** 9/2/2022  
**Quote Expiration Date** 11/1/2022  
**Customer Name** CHABOT-LAS POSITAS  
 C.C.D. ATTN: RECEIVING  
 DEPARTMENT  
**Customer BP** 200051182  
**Contact Name** JAMES WESTON  
**Email** jweston@laspositascollege.edu  
**Phone Number** 9254241137  
**Sales Rep** Paredes, Robert F  
**Mobile #** 408-826-1460  
**Email Address** Robert.F.Paredes@snapon.com

**Ship Via** 1 - UPS GROUND  
**Payment Terms** P45 - NET 45 DAYS  
**Ship to** 200051182  
 LAS POSITAS COLLEGE ATTN:  
 RECEIVING DEPARTMENT  
 3000 CAMPUS HILL DRIVE  
 LIVERMORE CA 94551  
**Bill to** 200819221  
 LAS POSITAS COLLEGE ATTN:  
 RECEIVING DEPARTMENT  
 3000 CAMPUS HILL DRIVE  
 LIVERMORE CA 94551

Line Number	Part Number	Description	Quantity	List Price	Unit Net Price	Line Total
1	EELS540A	16K 2-POST RED	1	\$33,624.30	\$23,537.01	\$23,537.01
Notes: Since you will be storing this lift until your new building is completed I have not added installation to this Quote. Customer understands that if they wish to have Snap-on Industrial/Snap-on Equipment install this lift at a later date they will need to contact their Snap-on representative for a quote. Snap-on Industrial will need a PO for installation before the lift can be installed.						
2	SOEFREIGHT	FREIGHT FOR SNAP-ON EQUIPMENT	963	\$1.00	\$1.00	\$963.00
Notes: Per Chris Cary on 09/02/2022						
3	SOEOFFLOAD	OFF-LOAD OF SNAP-ON EQUIPMENT	1	\$150.00	\$150.00	\$150.00
Notes: Per Chris Cary on 09/02/2022						

**Total Weight** 2,460.00 lbs  
**Sub Total** \$24,650.01  
**Shipping** \$0.00  
**Tax** \$2,526.63

**Grand Total** \$27,176.64

Tax and freight shown are estimates.

Applicable tax and freight will be charged to the Customer's account.

The sale of product is subject to Snap-on Industrial's standard terms and conditions of sale. Placement of an order is Customer's assent to these terms and conditions and Snap-on hereby objects to any additional and/or different terms which may be contained in any Customer forms or other documents. No such additional terms will be of any force or effect.

The sale of product is subject to Customer meeting Snap-on Industrial's credit approvals. Financing through Snap-on Credit LLC is available on most purchases. Ask your Sales Rep for more information.

\*Please provide vendor and pricing information to customer service on this part number.