



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 (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes.** For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
 - If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - For quotes of **\$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- 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
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
Outcomes [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: Tim Adams 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 Fire Training Facility Room #: TBA

Comments:

The Fire Service Technology Program is requesting the purchase of equipment to support the new fire academy training facility and the students. The items requested are:
40-Mobile Lockers for storage of the Personal Protective Equipment (PPE) that the academy students rent to participate in the fire academy.
2-Self Contained Breathing Apparatus(SCBA) Mobile Bottle Storage Cart for storage of spare bottles used by students in the academy
1- Mobile SCBA Bottle Cart for safe transportation of spare bottles to and from the Drillground to the Air Fill Station.
4- Mobile Hose Storage Racks to store academy hose properly.
The new facility does not have storage racks to store PPE, SCBA bottles, or hose safely. And the fire program does not have these items already in inventory. The mobile storage racks allow the ability to accommodate moving and storage of these items in secure areas.

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:

SCBA air bottles are compressed air cylinders that must be safely stored and transported to different areas on the Drillground. The PPE lockers provide a location for students to properly store their turnouts when not in use and provide a drying rack after decontamination in the extractors.
The hose racks provide a organized space for hose to be properly dried and stored when not in use.

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:

The equipment is the same as would be found at a typical fire station. Familiarization with this equipment at the academy is essential to students learning the importance of proper safety, care, maintenance, and storage of PPE, SCBA cylinders and hose. These skills are necessary for an aspiring new fire fighter to understand before entering the fire fighting work force.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This new equipment will support the fire academy at the new fire training facility. Although this equipment primarily serves the LPC Fire Academy it will also enhance the Fire Technology degree program as all fire classes will have access to the Academy stored equipment for use in individual Fire Technology classes.

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:

Unknown why this essential equipment has not been requested before or during planning of the new facility. The full time faculty and Dean of the Fire Technology Program and Fire Academy are all new employees.

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:

The true value of the equipment is to keep these items organized and stored properly. This benefits the level of teaching capabilities by providing instructors with the proper equipment to teach the students the correct way to care for and store PPE, SCBA cylinders and hose.

Detail the impact the equipment has on learning:

Students will learn the correct procedures for organizing, inventorying, and storing essential fire equipment.

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

Classes/Sections: **1 Class/2 Sections**

Students: **80 students annually**

SECTION 5: Student Learning Outcomes (SLOs)

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

Better organizational capabilities will allow for more time interacting and teaching students and less wasted time trying to keep equipment accounted for and stored in an orderly fashion.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

I would foresee it lasting a minimum of 1-15 years. .

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

All equipment will need to be stored inside the new Training Facility. This will provide for a locked, secure location. No associated costs to store.

Is there a specific location required to store the equipment?

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

The new building will have adequate storage space.

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.

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

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

Normal routine cleaning with standard cleaning supplies, Very minimal cost.

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

Having the ability to keep equipment for 10-15 years exceeds the LPC sustainability plan.

How does the equipment provide renewal resources to the college?

N/A

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

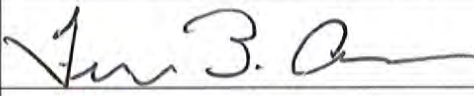

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 28,584.43	
Shipping & Delivery Fees	\$ 4,341.00	
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
Sub-Total	\$ 32,925.43	
Taxes	\$ 3,072.83	
Grand Total	\$ 35,998.26	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total	\$ 0.00	
Overall Cost:	\$ 35,998.26	

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

Operator	
Primary operator:	Faculty
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	None
Approx. # of hours equipment will be used per month:	80 to 120 hours
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	Services provided by vendor
Estimated hours per month:	N/A
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	N/A

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:		Date:	10/07/2022
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	



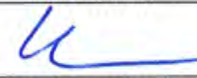
Office of Administrative Services
Requisition Request Form

(Wait 5-10s)

Reset Submit

R _____ - _____

Fiscal Year		Vendor ID #		Vendor Name		Date Required		
22-23				Municipal Emergency Services				
Deliver To			Room #		Return Copy of Requisition To			
Tim Adams			New Fire Training Grounds		Ellie Hirstein			
Seq	Item #	Description				Qty	Unit Price	Extended Cost
1	RMDS-6/20SEC	Red Rack Mobile Dbl-sided 6 compart. w/security 36 lockers				6	\$ 2,431.28	\$ 14,587.68
2	RMDS-4/20SEC	Red Rack Mobile Dbl-sided 4 compart. w/security 36 lockers				1	\$ 1,817.56	\$ 1,817.56
3	VBR-42	SCBA Mobile Bottle cart 54x24x71.5 (84 Cylinders)				2	\$ 1,246.16	\$ 2,492.32
4	VBR-16	SCBA Mobile Bottle cart 36x24x40 (16 Cylinders)				1	\$ 645.47	\$ 645.47
5	HC-96-2T	Mobile Hose cart two tier - 104lx79hx34w				4	\$ 2,260.35	\$ 9,041.40
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
Comments						Subtotal	\$ 28,584.43	
						10.25% Tax	\$ 3,072.83	
						Shipping	\$ 4,341.00	
						Total Cost	\$ 35,998.26	
FOAP to be Charged						%	Amount	
-						125000		
FUND	ORG	ACCOUNT	PROGRAM					
-	-	-	-					
FUND	ORG	ACCOUNT	PROGRAM					

_____ **Ellie Hirstein** _____ **10/18/22** _____  _____ **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



4343 Viewridge Ave.
Suite A
San Diego, CA 92123

Quote

Quote # QT1585846
Date 05/24/2022
Expires 11/30/2022
Sales Rep Tapia, Christopher
PO # ready rack
Shipping Method FedEx Ground
Customer CHABOT-LAS POSITAS COMMUNITY COLLEGE
Customer # C57872

Bill To

ACCOUNTS PAYABLE
 CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
 7600 DUBLIN BLVD, 3RD FLOOR
 Dublin CA 94568
 United States

Ship To

Matthew Jewett
 LAS POSITAS COLLEGE
 3000 Campus Hill DriveLas Positas College
 Public Safety Division
 Livermore CA 94541
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
RMDS-6/20SEC			Red Rack Mobile Double Sided- Six Compartment Total w/ Security Package 20" Wide RED 36 LOCKERS	6	\$2,431.28	\$14,587.68
RMDS-4/20SEC			Red Rack Mobile Double Sided- Four Compartment Total w/ Security Package 20" Wide RED 4 LOCKERS	1	\$1,817.56	\$1,817.56
VBR-42			SCBA Mobile Bottle Cart, Holds 42 bottles – 7 Shelves, 54" x 24" x 71.5" 84 CYLINDERS	2	\$1,246.16	\$2,492.32
VBR-16			SCBA Mobile Bottle Cart, Holds 16 bottles – 4 Shelves, 36" x 24" x 40" 16 CYLINDERS	1	\$645.47	\$645.47
HC-96-2T			Mobile Hose Cart - Two tier holds up to 2000' of 2 1/2" hose - 104"l x 79"h x 34"w	4	\$2,260.35	\$9,041.40

Subtotal \$28,584.43
Shipping Cost \$4,341.00
Tax Total \$3,072.83
Total \$35,998.26

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.





12328 Lower Azusa Road
 Arcadia, CA 91006
 (626) 652-0900

2552 Barrington Court
 Hayward, CA 94545
 (510) 887-6295

SALES QUOTE

CLPCC101222

Written By
 Justin Eldridge

Bill To: Chabot-Las Positas Comm. College
 Attn: Accounts Payable
 7600 Dublin Blvd, 3rd Floor
 Dublin, CA 94568

Ship To: Las Positas College
 Attn: Tim Adams
 Public Safety Division
 3000 Campus Hill Drive
 Livermore, CA 94541

Phone:

Email:

Date	Date Required	Cust. Order #	Tax Exempt #	Terms	F.O.B.	Salesperson	Ship Via
10/13/2022		QUOTE		Net 30	Origin	Richert	Drop Ship
Quantity	U/M	Description			Price	Amount	
6	EA	Groves RMDS-6/20SEC Mobile Double Sided Red Rack, 6 x 20" Locker Unit with Security Pkg			2,549.00	15,294.00	
1	EA	Groves RMDS-4/20SEC Mobile Double Sided Red Rack, 4 x 20" Locker Unit with Security Pkg			1,905.00	1,905.00	
2	EA	Groves VBR-42 SCBA Mobile Bottle Cart, Holds 42 Bottles with 7 Shelves			1,305.00	2,610.00	
1	EA	Groves VBR-16 SCBA Mobile Bottle Cart, Holds 16 Bottles with 4 Shelves			669.00	669.00	
4	EA	Groves HC-96-2T Mobile Hose Cart with 2 Tiers.			2,369.00	9,476.00	
					Subtotal		\$29,954.00
					Sales Tax	10.750%	\$3,220.06
					Freight		\$2,950.00
					Total		\$36,124.06

Ph: 510-839-5111
 TF: 800-443-3556
 Fax: 510-839-5325
oaksales@lncurtis.com
 UEI#: DDL5ADSWN7U7

CURTIS

TOOLS FOR HEROES

Pacific North Division
 6723 Sierra Court, Suite C
 Dublin, CA 94568
www.LNCurtis.com
 Quotation No. 239812

Quotation

CUSTOMER:	SHIP TO:	QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
Chabot Las Positas Community College District Accounting Department 7600 Dublin Boulevard, 3rd Floor Dublin CA 94568	Attn: Tim Adams Chabot Las Positas Community College District 3000 Campus Hill Drive Livermore CA 94551	239812	10/10/2022	11/09/2022
		SALESPERSON	CUSTOMER SERVICE REP	
		Trevor Murphy tmurphy@lncurtis.com 408-314-3789	John Cassani jcassani@lncurtis.com 510-268-3305	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	Tim Adams	C36190	Net 30	FR

F.O.B.	SHIP VIA	DELIVERY REQ. BY
FTSP	Standard Shipping	

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.lncurtis.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	6	EA	GROVES CUSTOM	As Below: Part #RMDS-6/20SEC Groves Description: Red Rack Mobile Double Sided unit with six sections 20" per section with Security Option	\$2,688.30	\$16,129.80
2	1	EA	GROVES CUSTOM	As Below: Part #RMDS-4/20SEC Groves Description: Red Rack Mobile Double Sided unit with four sections - 20" per section with security option	\$2,009.57	\$2,009.57

Ph: 510-839-5111
TF: 800-443-3556
Fax: 510-839-5325
oaksales@lncurtis.com
UEI#: DDL5ADSWN7U7

CURTIS

TOOLS FOR HEROES

Pacific North Division
6723 Sierra Court, Suite C
Dublin, CA 94568
www.LNCurtis.com
Quotation No. 239812

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	2	EA	VBR-42 GROVES	Seven Shelf Scba Mobile Bottle Cart, Holds 42 Cylinders	\$1,377.90	\$2,755.80
4	1	EA	VBR-16 GROVES	Four Shelf Scba Mobile Bottle Cart, Holds 16 Cylinders	\$713.70	\$713.70
5	4	EA	HC-96-2T GROVES	104" 2-Tier Mobile Hose Cart	\$2,499.30	\$9,997.20

Small Business
CAGE Code: 5E720
DUNS Number: 009224163
SIC Code: 5099
Federal Tax ID: 94-1214350

This pricing remains firm until 11/09/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$31,606.07
Estimated Tax Total	\$3,239.62
Transportation	\$3,200.00
Total	\$38,045.69

[View Terms of Sale and Return Policy](#)