



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Air Quality Sensor for Weather Station
----------------------	--

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

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	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 \$109,299.99 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 \$109,300.00 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](mailto: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)

**\*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
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

## 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: Pascal, Marisa Division: STEM

Discipline: Geography

This Equipment Request is: An Upgrade

## 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 #: 1800 Room #: 3rd Floor

### Comments:

LPC is located in a highly populated urban area that periodically experiences poor air quality during the year due to urban pollution and wildfires. Our weather station measures the crucial traditional meteorological parameters, but alone these parameters do not provide a complete picture of the environmental atmospheric conditions. The addition of an air quality sensor would add an essential layer of information by measuring PM 2.5 air pollutants.

### 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:

N/A

## 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 LPC weather station's online data is currently used by the Viticulture Department for their working vineyard, the Drone program to check on weather conditions before flying, and the Geography department students for their class work. The addition of a Purple Air sensor to the weather station would provide additional data for our students. This air quality sensor will be included in the Purple Air real-time map which would be accessible to faculty and students in real time. In today's interconnected world, the inclusion of an air quality sensor on our weather station empowers us to provide more comprehensive and relevant information to our faculty, students and community.

**SECTION 3: Educational Items | *Program Review***

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

Geography: 1 Introduction to Physical Geography  
1L Introduction to Physical Geography Laboratory  
8 Introduction to Atmospheric Science  
Geology: 5/7 Environmental Geology  
Chemistry: 1A/1B General Chemistry  
Environmental Science: 5/5L Energy and Sustainability  
6 Environmental Chemistry

**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:**

Yes, the air quality sensor will be included in the upcoming Program Review. An air quality sensor was not part of last year's program review because our new weather station was not operational at that time.

**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 air quality sensor will be installed on the roof alongside the weather station and its data will be transmitted to the Purple Air real-time air quality map. This map will include our real-time air quality readings as well as other air quality sensor data in the area. Students will be able to assess and track air quality and compare it to other regions around the U.S. Also students would be able to track air quality during California's fire season using LPC data and other data on the Purple Air real-time network.

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

Monitoring air quality is critical for public health and safety. Poor air quality, marked by high concentrations of pollutants, can have adverse effects on human health. Air quality data collected by weather stations can be used to study pollution trends, analyze the impact of emissions, and assess the effectiveness of pollution control measures.

Air Quality data is an environmental parameter that is used by various scientific disciplines. The data encourages interdisciplinary collaboration and fosters connection between departments.

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

<b>Classes/Sections:</b> 9/16	<b>Students:</b> 466
-------------------------------	----------------------

## SECTION 5: Student Learning Outcomes (SLOs)

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

Geography 1: Introduction to Physical Geography. This course is a spatial study of the Earth's dynamic physical system and processes. Topics include: weather, climate, atmosphere, water, landforms, soil, and the biosphere with emphasis on spatial characteristics, change over time, interactions between environmental components, and human-environment interactions.

Geography 1 Lab: Introduction to Physical Geography Lab. This course is designed to provide supplemental exercises in topics covered in physical geography lecture. Lab experience will include map analysis and interpretation, weather and atmospheric prognostication, landform processes and evolution, tectonics, biogeography, and habitat analysis.

Geography 15: Introduction to GIS

Purple Air can be used to map air quality in many regions across the U.S.

Geography 8: Introduction to Atmospheric Sciences: topics include atmospheric structure and composition, solar radiation and energy balances, temperature, seasonal changes, atmospheric moisture, clouds and fog, precipitation, air pressure, winds, air masses and fronts, cyclones, weather forecasting, climate and climate change.

EVST 5/5L: Energy and Sustainability lecture and lab directly discusses air quality and the impacts and results of the use of fossil fuels and having direct measurements at LPC would have a stronger impact on students.

EVST 6: Environmental Chemistry is a newly approved class where environmental quality measurements will be incorporated into the labs that we are developing.

Chemistry 1A and 1B: General Chemistry I and II both involve the study of reactions such as combustion and chemical oxidation reactions. This can be related to local atmospheric measurements such as those monitored by the Purple Air Station.

Geology 7: Environmental Geology: Resources, Use Impact & Pollution. Understanding how and where Earth's environmental resources are created and located, and then studying how the resources are accessed and utilized.

SECTION 6: 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?**

No

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

No

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

No

**Operator**

Primary operator:	Pascal, Marisa		
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:	720		
Comments:	The air quality sensor would be live and transmitting data 24 hours per day/7 days per week. The data is sent to the Purple Air real-time air quality online map.		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	Marisa Pascal		
Estimated hours per month:	1		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

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

**Lifespan of Equipment:** 6+ years

<b>FOAP (Budget) for Recurring Costs:</b>	103001	34920	4320	220600
	Fund	Org	Acct	Program

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	330.32	
Shipping & Delivery Fees	15.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	33.85	tax (10.25%)
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>379.17</b>	

**Part B: Annual Operating Costs**

Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	25.00	replacement laser; replace approximately every 2-3 years
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	17.56	shipping (\$15) + tax (10.25%)
<b>Annual Total</b>	<b>42.56</b>	
<b>Overall Cost:</b>	<b>421.73</b>	

## 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.**

Title	Signature	Date
Requestor:	<i>Marisa Pascal</i>	10/11/2023
Division Dean:	<i>Thomas Orf</i>	10/18/2023
Vice President:	<i>Nan Ho</i>	10/18/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/19/2023
M&O Director:	<i>John Seybert</i>	10/19/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/20/2023





# CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Vendor Profile Application

Return Completed Form to:	Contact Person Requesting Your Services
---------------------------	---

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>PurpleAir, Inc</u> DBA (if any): _____ Check payable to _____
2. This information must be supplied. <b>If not</b> , the application will be returned. <b>W9 form Required.</b> Federal ID Number <u>87</u> - <u>0838227</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification <input type="checkbox"/> Individual/Sole Proprietor (S) <input type="checkbox"/> Joint Venture (J) <input type="checkbox"/> Partnership <input type="checkbox"/> Single-Member LLC <input checked="" type="checkbox"/> Corporation (C), State where incorporated _____ B. Is it a Non-Profit Organization? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date <u>May</u> / <u>14</u> / <u>2021</u>
3. Addresses A. <u>Primary/Mailing</u> Street <u>12411 South 265 West Suite B</u> City <u>Draper</u> Zip Code <u>84090</u> Primary Contact Name <u>Amanda Hawkins</u> Phone ( <u>800</u> ) <u>474</u> - <u>0696</u> Ext. _____ Fax (____) _____ - _____ Email <u>purchasing@purpleair.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (____) _____ - _____ Ext. _____ Fax (____) _____ - _____ Email <u>purchasing+po@purpleair.com</u> C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (____) _____ - _____ Ext. _____ Fax (____) _____ - _____ Email <u>purchasing+ar@purpleair.com</u>
4. Vendor Category <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Minority Owned <input type="checkbox"/> Small Business <input type="checkbox"/> Women Owned
5. Type of Business: Check the one which best describe your company: <input type="checkbox"/> Broker <input checked="" type="checkbox"/> Manufacturer <input type="checkbox"/> Manufacturer's Rep <input type="checkbox"/> Wholesaler <input type="checkbox"/> Retailer <u>Service</u> <input type="checkbox"/> Architect, Engineer, Construction <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Other
6. Sales Tax Collection <input checked="" type="checkbox"/> Collects all Sales/Use Tax for Alameda County <input type="checkbox"/> Collects Selected Taxes _____ % <input type="checkbox"/> Does not collect Sales Tax California Seller or Use Tax Permit Number <u>267065088</u> Do you supply recycled products? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. Type of commodities or services that your business provides <u>Air Quality Monitors and Data via API</u>
8. Name of person completing the form Name <u>Amanda Hawkins</u> Title <u>COO</u> Phone No. <u>8004740696</u> Signature <u></u> Date <u>10/10/23</u> Email Address: <u>purchasing@purpleair.com</u>

DO NOT COMPLETE – For CLPCCD use only <input type="checkbox"/> New <input type="checkbox"/> Updated Received by Purchasing on _____ VENDOR NO. _____
---

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>PurpleAir, Inc.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input checked="" type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  <small><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>  <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>12411 South 265 West, Suite B</b></p> <p><b>6</b> City, state, and ZIP code <b>Draper, UT 84020</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
8	7	-	0	8	3	8	2	2	7

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <u>1/20/2023</u>
------------------	----------------------------	-------------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Quote #D5846  
October 9, 2023

**BILL TO:**

Marisa Pascal  
3000 Campus Hill Drive Geology Dept rm  
1824  
Livermore CA 94551 United States

**SHIPPING ADDRESS**

Marisa Pascal  
3000 Campus Hill Drive Geology Dept rm  
1824  
Livermore CA 94551 United States  
Tel. (925) 424-1336

**PAYMENT**

[Pay online](#)

**SHIPPING METHOD**

Flat Rate Shipping

**ITEMS**

**PRICE**

**QTY**

**ITEM TOTAL**



MicroSD Card (Formatted)  
32GB  
SKU: PA-32GB-MICRO-SD-P

\$9.99

1

\$9.99



PurpleAir Flex Air Quality Monitor  
SKU: PA-II-FLEX-P

~~\$289.00~~  
\$280.33

1

\$280.33



Outdoor Power Supply  
North America (Type A)  
SKU: PA-PSU-GT-01-A-P

\$40.00

1

\$40.00

**NOTES**

Subtotal

\$330.32

Shipping & Handling  
*Flat Rate Shipping*

\$15.00

CA STATE TAX 6.0%

\$19.82

CA COUNTY TAX 0.25%

\$0.82

ALAMEDA COUNTY  
DISTRICT TAX SP 3.0%

\$9.91

ALAMEDA CO LOCAL  
TAX SL 1.0%

\$3.30

**TOTAL (USD)**

**\$379.17**

**PurpleAir, Inc.**  
12411 S 265 W SUITE B , Draper, UT, 84020, United States  
1-800-474-0696  
contact@purpleair.com  
[www.purpleair.com](http://www.purpleair.com)

### Quotes:

The prices provided in connection with the service are quoted in U.S. dollars and will be valid for 60 days from the date it was generated.

### Payment Methods:

PurpleAir accepts MasterCard, Visa, American Express, and Discover credit cards; we do not accept payment cards.

Other payment options: Shop Pay, Apple Pay, PayPal, Google Pay, MetaPay, Check\*, ACH, and wire transfer.

\*The order number must be present on the check and sent to the following address:

PurpleAir, Inc  
12411 S 265 W, Suite B  
Draper, UT 84020 USA.

### Tax-Exempt Orders:

A valid tax-exempt certificate is required for all orders to be exempt from taxes.

### Purchase Orders:

All purchase orders must include the following:

Email  
Name  
Shipping address  
Billing address  
Order details (items and quantity)

### Within the U.S.

Upon receiving a valid purchase order, the order will be processed based on stock availability.

Payment terms Net 30

### International:

PurpleAir does not accept purchase orders for international orders. The order will be processed after payment has been received, and depending on stock availability.

Payment terms: Payment in advance.

### Incoterms:

We ship DDP (Deliver Duty Paid) to the following countries: Australia, Canada, Mexico, and all countries within the European Union.

We also ship DDU to all other countries - meaning you would be responsible for any duties, taxes, or fees charged by the destination country's government body, brokers, or third parties. If you have a broker, it may help with receiving your sensor(s).

### International Orders:

All International orders MUST contain the tax-ID number, and a valid phone number

### Shipping Policy:

At PurpleAir, we do our best to have the order ready to ship within 1-2 business days. However, this time can vary due to stock availability, weekends (Saturday and Sunday), or national holidays. Shipping is automatically calculated at checkout. All shipping charges include handling, order processing, packaging, and transportation of items. We use FedEx, USPS, and DHL International to ship our orders.

### The Sensors:

PurpleAir sells a number of different internet-connected air-quality Sensors on its website, [www.purpleair.com](http://www.purpleair.com) (the "Site"). Sensors measure airborne particulate matter in real-time and transmit this information back to the Service via the internet.

### Terms of Sensor Sale:

In order to use the Service in its entirety, you must purchase the appropriate PurpleAir Sensor. PurpleAir solely determines what Sensors will be sold through the Site as well as all pricing discounts, offers, incentives, coupons, and coupon codes that may be offered from time to time. For every order you place, you are (i) offering to purchase a product, (ii) representing that you are of legal age to enter and execute a legally binding contract in the United States, and (iii) representing that all information you provide to us in connection with such order is true and accurate including the method of payment(s) and payment instrument. The receipt by you of an order confirmation does not constitute a formal acceptance by PurpleAir. We retain the right to refuse any request to purchase made by you for any reason whatsoever.

### Sensor Order Acceptance:

Prior to accepting any order, PurpleAir reserves the right to verify any information you send to us. PurpleAir reserves the right at any time after receipt of your order to accept or decline your order, or any portion thereof, even after your receipt of an order confirmation from us. In its sole discretion, PurpleAir reserves the right to limit the number of items ordered and to refuse service to you without prior notification. In the event that an item lists an incorrect price, either due to typographical or other error, PurpleAir shall have the right to refuse or cancel any such order placed for the incorrect price, regardless of whether the order is being or has been processed. If payment has already been made or if your account has already been charged for the purchase and the order is canceled, PurpleAir shall credit your account in the amount of the incorrect price.

### Prices and Limitations on Availability:

PurpleAir makes every effort possible to display as accurately as possible the colors of our products that appear on the Site; however, the actual color you will see will depend on many factors, including your computer, and we cannot guarantee that your computer will accurately display our colors or sensor descriptors. Sensors are available while supplies last and may include the use of remanufactured parts. All prices and products advertised are subject to change. All prices displayed in connection with the Service are quoted in U.S. dollars.

### Risk of Loss and Title:

THE RISK OF LOSS AND TITLE FOR SENSORS PURCHASED BY YOU PASS TO YOU UPON OUR DELIVERY OF THE PRODUCT(S) TO THE CARRIER.

### Sensor Payment via Third Parties:

PurpleAir uses Shopify Inc. ("Shopify") as its third-party electronic payment processing provider for payment services (e.g., card acceptance, merchant settlement, and related services) ("Payment Services") for payments related to the Service. By making use of some or all of these Payment Services on the Service, you agree to be bound by Shopify's terms and conditions (available at <https://www.shopify.com/legal/terms>) as well as its privacy policy (available at <https://www.shopify.com/legal/privacy>) and hereby consent and authorize us to delegate the authorizations and share the information you provide to us with our third-party electronic payment processing provider(s) to the extent required to provide the Payment Services to you.