

Instructional Equipment Request
2015-16

RECEIVED

OCT 26 2015

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

FALL 18

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Enhance Students Study room

Equipment Location: 2010-G

Name of Requestor: Tina Inzerilla

Division/ Unit: ALSS/Library

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

The equipment is: A replacement An upgrade XXX New equipment/technology

Describe the specific equipment requested and how it will be used to replace, upgrade or provide new technology to the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

The equipment requested is a D shaped table and 2 Grazie chairs. The additional furniture will allow the library to provide an additional study room that has smart technology. If we were to simply add the equipment without the new furniture, the current furniture and room layout would be a safety concern since the wiring would be exposed and, therefore, a hazard. Students can connect their laptops to a 50 inch screen TV, which will be funded and installed by the IT department. The students will benefit because they will have an additional smart technology study room in which they can collaborate on research projects. The student survey provided feedback that the students want more study rooms with smart technology so they can practice their presentations and do group study work. The two new chairs will increase the number of students from four to six that can access the study room. This will ensure better student success.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

This supports the Library and all educational programs that require group work.

Is this equipment included in your Program Review? XXX Yes No

If yes, please cut and paste the appropriate wording here. If not, explain why.

In 2015-16 program review update section D:

- Add collaboration technology to an additional study room. This will enable students to do group work with a technology enabled study room. Students will have the ability to connect their laptops to the 50 TV screen provided by the IT department.

In 2015-16 program review update section E:

- Add collaborative technology and an additional table and chairs to add a technology supported study room. This supports student success in Basic Skills, CTE, and Transfer courses. This provides students an additional opportunity for practicing presentations and continuing group work that has been assigned by their instructor. [*Establish regular and ongoing processes to implement best practices to meet ACCJC standards, Expand tutoring services to meet demand and support student success in Basic Skills, CTE and Transfer courses.*]

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

Impact on teaching: Faculty holding office hours in the library will be able to utilize this improved space to effectively engage students with access to Blackboard and other online learning tools.

Impact on learning: Students that are assigned group work will have an additional library study room with technology. A lot of students have requested more rooms be equipped with technology so that they can work collaboratively.

Per academic year, this equipment will impact:

All classes that request students to do group work. The specific number of classes is unknown

Number of classes or sections

Approximately 3,240 Number of students

SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

All SLOs that relate to group work will be positively impacted due to the access by students to a study room with smart technology. One example of a PSCN 13 SLO is "Students will successfully work together on a group project."

SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current LPC planning priorities.

Purchasing the specialized table and two chairs will enable the library (a tutoring service) to meet the demand and support student success in Basic Skills, CTE and Transfer courses by providing ease of access to technology in a library study room for students assigned group work for all of their classes.

SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?: Approximately 20 years

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below.

There is not cost for maintenance. The library staff will clean the table and chairs when they get dirty.

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below.

The furniture will be located in the Library study room: 2010 - G

Part A: Initial Start-up Costs**Costs****Comments**

Equipment or Materials	Costs	Comments
Equipment or Materials	\$4,230.86	
Shipping or Delivery charges	0	Included in equipment cost.
Installation costs	0	Included in equipment cost.
Costs to modify facilities	0	
Vendor Discount	0	

Any Other Costs- training, etc.	0	Specify
Local Sales Tax	\$401.93	
Grand Total Costs =	\$4,632.79	Click the \$ and press F9 to calculate the grand total

A completed purchase order(s) and quote(s) for this total cost must be attached.

Part B: On-going Annual Operating Costs

Costs

Annual service or maintenance contract	\$ 0	
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	\$ 0	How often?
Storage costs	\$ 0	
New supply costs	\$ 0	
Any other costs, including labor	0	Specify
Annual Operating Costs =	\$0	How will costs be paid?

Part C: Incremental Labor Costs

Please describe who will be the key operator and who will perform the maintenance & repairs.

N/A

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

N/A

Estimate the amount of time required in a month to perform this maintenance or operation

N/A

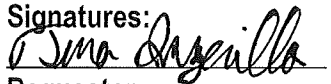
Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable resources to the college?

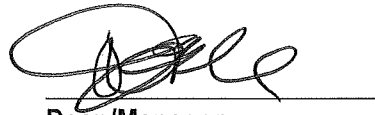
N/A


Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: _____

Signatures:


Requestor
Date Originated: 10/9/15


Dean/Manager
Date Received 10/19/15


Vice President
Date Received _____

QUOTATION

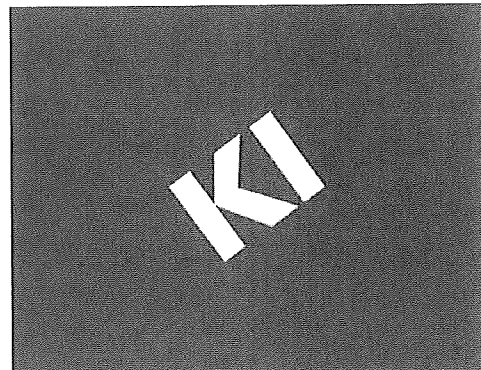
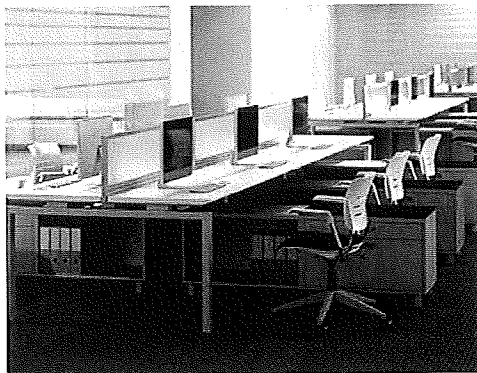
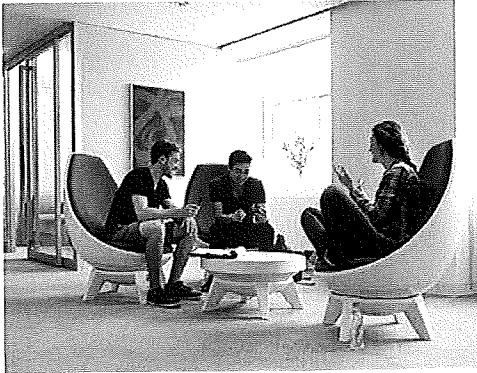
CREATED 10/1/2015 | REVISED 10/8/2015 | Valid Through 12/30/2015

LAS POSITAS COLLEGE - LIBRARY - PHASE 2

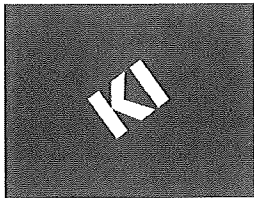
Quote Number: 15JEG-LPC002/C

KI is pleased to present the enclosed quotation. The following items are included:

- Detailed PO requirements
- Quote Summary
- Itemized Quote
- Product Options



Sales Team:



QUOTATION

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Jessica Gelin

"Reference Only"

Market Code: 1=1=University & College

Opportunity #: 280960

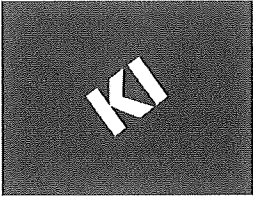
Quote Filename: LAS POSITAS COLLEGE - LIBRARY -
PHASE 2 - 15JEG-LPC002

Proj Num - 15JEG-LPC002/C
Model Opt: Y GSA: N
Proj Totals: Y
Pricing Selection: Net Only

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.



QUOTATION

LAS POSITAS COLLEGE - LIBRARY - PHASE 2

Quote Number: 15JEG-LPC002/C

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Jessica Gelin

"Reference Only"

Market Code: 1=1=University & College

Opportunity #: 280960

Quote Filename: LAS POSITAS COLLEGE - LIBRARY - PHASE 2 - 15JEG-LPC002

Proj Num - 15JEG-LPC002/C
Model Opt: Y GSA: N
Proj Totals: Y
Pricing Selection: Net Only

CREATED 10/1/2015

REVISED 10/8/2015

Valid Through 12/30/2015

PRODUCT TOTALS	\$4,230.86
Other- See Quote Details	\$401.93
GRAND TOTAL	\$4,632.79

KI Offers A Lease Finance Option For All of Your Furniture Needs. Contact Us For A Quote.

Contract Info

CACB13-01B FCCC Agreement:CB13-013

Requested Delivery Date

To be Determined

Sold To

Chabot-Las Positas Community College
7600 Dublin Boulevard
Dublin, CA 94568

P. 925-485-5208

End User

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

Attn: Ann Kroll
P. 925-765-3061

Ship To

Golden PMI
4441 Enterprise Street
Fremont, CA 94538

Installation


Golden PMI
4441 Enterprise Street
Fremont, CA 94538

Attn: Lou Reguero
P. 510.673.8236 F. 510.498.5934
Vendor # 30097

Client Notes:

QUOTATION

CREATED 10/1/2015
 VALID THROUGH 12/30/2015
 Prepared By Jessica Gelin
 Quote Filename LAS POSITAS COLLEGE - LIBRARY - PHASE 2 - 15JEG-LPC002/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1							
RM 2010G							
1.1	GLNAP	Grazie Four-Leg Chair, Armless, Poly	2		\$156.08	\$312.16	
		Glide Option Frame Color Poly Seat & Back Color Poly Seat & Back Color Price Description: Delivered/Open Market		Steel glides /S Chrome /CH Compliance to TB 117-2013 /NFR Grass Green /PGN			
1.2	S15648902	Custom (Modified S14575413) Special Venue Lam 36D x 90W D-Shape Top, Cutout for Extron Cable Cubby	1		\$3,918.70	\$3,918.70	
	No Image Available	Edge Color Surface Finish Top/Base Combo CUSTOM - - - - -		Kensington Maple /LKM Kensington Maple /LKM Kensington Maple /LKM *** CUSTOM SHAPE: D-TOP *** /CUSTOM *** CUSTOM SIZE: 36D x 90W *** *** CUSTOM: NEED CUTOUT FOR EXTRON CABLE CUBBY 600 *** *** INCLUDES 15"DIA HALF DRUM BASE & 6x22 COLUMN BASE *** *** COLUMN BASE HAS 1 OPEN SIDE & 1 ACCESS PANEL *** *** INCLUDES (2) 7x65 STRINGERS WITH 60" METAL J-TROUGH ***			
Tag 1					WorkGroup Product Subtotal	\$4,230.86	
RM 2010G							

Product SubTotal:	\$4,230.86
Estimated Sales Tax 9.5000%:	\$401.93
Quote Total:	\$4,632.79

Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.

Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customers's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.
 KI, 1330 Bellevue St., Green Bay, WI 54302

NAME OF STAFF MEMBER: Tina Inzerilla
 DATE WRITTEN: 10/9/2015
 DATE REQUIRED: Soon
 DIVISION/DEPARTMENT: ALSS/Library
 For inventory purposes include room # where equipment will reside: 2010 G - Library

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)
 S15648902: Custom (Modified S14575413) Special Venue Lam 36D x 90W
 D-Shape Top, Cutout for Extron Cable Cubby
 Edge Color Kensington Maple /LKM; Surface Finish Kensington Maple /LKM;
 Top/Base Combo Kensington Maple /LKM; CUSTOM *** CUSTOM SHAPE: D-TOP *** /CUSTOM; *** CUSTOM SIZE: 36D x 90W ***
 - *** CUSTOM: NEED CUTOUT FOR EXTRON CABLE CUBBY 600 ***; *** INCLUDES 15"DIA HALF DRUMBASE & 6x22 COLUMN BASE ***
 - *** COLUMN BASE HAS 1 OPEN SIDE & 1 ACCESS PANEL ***; *** INCLUDES (2) 7x65 STRINGERS WITH 60" METAL J-TROUGH

GLNAP: Grazie Four-Leg Chair, Armless, Poly
 Glide Option Steel glides /S; Frame Color Chrome /CH
 Poly Seat & Back Color Compliance to TB 117-2013 /NFR; Poly Seat & Back Color Grass Green /PGN

Deliver To: Las Positas College
 3000 Campus Hill Drive
 Livermore, Ca 94551

Comments:
 Subtotal \$ 4,230.86
 Tax \$ 401.93
 Shipping (if available):

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

TOTAL COST \$ 4,632.79

FOR OFFICE USE ONLY
 RETURN COPY OF REQUISITION TO:


ACCOUNT #

FUND ORG ACCT PROGRAM

Business Office

APPROVALS

 Supervisor/ Coordinator/ Director


 Dean VP/President