



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage:
<http://grapevine/pbc/InstructionalEquipment.php>

Name of Requestor: James Weston/Brian Hagopian

Division/Unit : BCATSS/Automotive Technology

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Drivetrain Service and Repair Kit

Request amount (unit cost and total cost including tax and shipping. Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.):
 This should come from the vendor quote

Item (s) cost	\$ <u>4,001.09</u>
Tax (.0875)	\$ <u>350.109</u>
Shipping	\$ <u>278.00</u>
Installation	\$ <u>0</u>
Facilities Modification	\$ <u>0</u>
Other	\$ <u>0</u>
Total Cost	\$ <u>4,629.18</u>

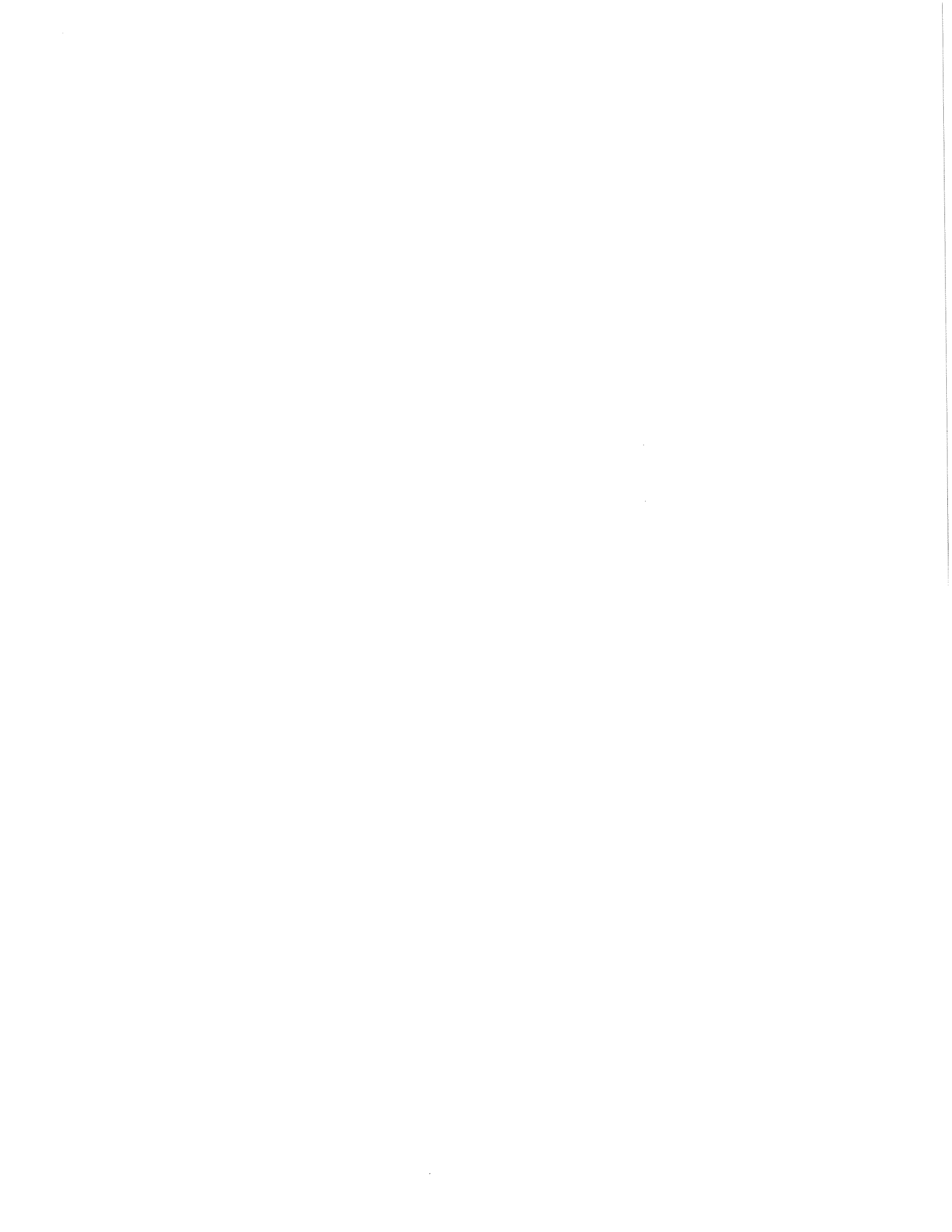
Attach copy of quote(s), estimate(s) and requisition(s):
 (Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Drivetrain Service/Repair Kit- The items in this kit are essential to service and repair of Engines, Transmissions, Transfer Cases and Drive Axles. The kit consists of 4 oil drains and funnels, 4 ratchet adapters, 2 floor jacks, a transmission jack, a transmission fill system, a torque multiplier wrench and a Torx socket set.

Is this in your Program Review? Yes No

The first sentence in the mission statement portion of our program review states, "It is the primary purpose of the Las Positas College Automotive Department to deliver high quality up to date automotive technology training for the tri-valley". The items in this IER are essential to fulfilling this mission to our students. They are all items that will help our program give quality, up to date training to our students. Our program review also states that our nonexistent budget does not allow us to purchase tools and equipment. Because of this the IER process is one of the few opportunities our program has to get up to par with other automotive programs.



Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

The Drivetrain Kit is a replacement for broken, unsafe and leaking equipment that we currently have. Some items in the kit, such as the transmission fill system, are new technology (five years ago) that is essential for students to have experience with if they want to be competitive in the job market. Items like the four new oil drains are an upgrade over our current single oil drain, that is used between our four service bays.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the Instructor or students, or both?

In our program quality, enthusiastic instruction can only go so far if our lab equipment is broken, out of date or non existent. The vast majority of our students are kinesthetic tactile learners, in that to master the subject it is absolutely crucial for them to be able to apply in the lab what they have learned in lecture. This Drivetrain Kit will have an immensely positive impact on our mission to provide students who learn through this particular learning modality with quality, safe, cutting edge equipment that will help them master the subject and be highly competitive in the job market.

Both instructor and students, the items in this kit will be demonstrated by the instructor on their safe and proper use, and then used by the students to complete their lab assignments

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

This equipment will impact our entire program in a very positive way. Currently the lack of modern, functional and easily accessible equipment tends to deter some current students from participating in lab assignments. Unfortunately, this lack of equipment deters other potential students from even enrolling in the first place, instead opting for our better equipped competitors (even in our own district). This equipment will allow more of our current students to participate and attract more students in the future, knowing we have the equipment they need to reach their career goals.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

All of the equipment in this Drivetrain Kit are designed to be used by anyone regardless of race, learning style, language or physical impairment. All of this equipment is designed to make performing a job (in our case a lab assignment) on a vehicle easier. Many of the items accomplish this through mechanical advantage, giving someone that is disabled or of limited physical strength the ability to perform a task they normally could not do.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

All of the equipment in this IER will enable AND enhance SLO's across our entire program. Nearly all of our SLO's are based upon a students ability to use a tool or piece of equipment properly. If this tool is broken, out of date or nonexistent the instructor cannot properly evaluate the students learning outcomes.

A task for one of the SLO's in our Auto 55 (Introduction) class asks, "Did the student drain oil into an approved container?". This task can be hard to complete efficiently or at all, with currently only ONE "approved container" to be used between 48 students (in the Auto 55 class) and four service bays. If this one remaining "approved (early 1980's vintage) container" were to finally fail, we have no functional backups left, making the SLO impossible to evaluate. The Driveline Service kit includes four new "approved containers" (also known as oil drains). A SLO in our Auto 56 class asks, "Did student use proper repair procedures for vehicle being repaired". Modern vehicles require very specialized equipment that is essential to doing even basic service. If we expect our students to use "proper repair procedures" we need to supply them with the proper equipment to make the repair or service. As an example, since the late 1990's a number of Domestic and European vehicles (as common as a Ford Explorer or Volkswagen Jetta) do not have a traditional gravity fill pipe (or dipstick) as a means to fill the transmission with fluid. Instead a fluid pump system with specialized vehicle specific fittings is required and is the ONLY method to complete this very basic of repair procedures. Currently we have no equipment available in our program that would allow students to fill transmissions of this kind, the transmission fill system in this request would fill this basic need. All of the items in the Driveline kit are replacing broken equipment or buying equipment that we simply don't have. The consequence of this IER being denied is that students will not have the proper equipment to satisfy this SLO.

All of our classes have a SLO that asks, "Did student use proper lifting procedures?". The Driveline Service kit includes 2 new floor jacks and a new transmission jack, these will enable students to use proper (safe) lifting procedures when working in the lab. If this request is denied students will continue to have to jockey for the use of the 2 existing floor jacks (shared amongst a class of 24-48 students). In addition, they will not even have the option of using a transmission jack because our current one is so old and leaks hydraulic oil so badly, we don't allow students to use it.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) What is the lifespan of the equipment? 5 years? 10 years? 20 years?
- b) Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?
- c) Are there operating costs and how will they be covered by the department?
- d) What will be required to maintain the equipment, such as regular servicing or upkeep?
Who will perform maintenance, and what will the estimated costs be?

a) All of the items should have a lifespan of at least 10 years. I specifically sought out high quality domestically made equipment that may not be the cheapest option but will last under the rigors of the instructional lab environment.

b) Many of the items requested are replacements for broken or outdated equipment currently stored in the lab or central tool room, so there should be no space/modification issues there. The remainder of the equipment will be stored in the lab area or in the central tool room, there will be no additional costs related to storing this equipment. Any installation needed can be performed by the Lab Technician.

c) The items in the Drivetrain kit have no real operating costs over their lifespan as long as they are maintained (see part d) and used properly.

d) A few of the items requested will require periodic, basic maintenance which can be done by the Lab Technician as part of his regular equipment maintenance duties, at no additional cost.

Visibility/Profile within Community

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

Unfortunately, none of these items are "flagship", one-of-a-kind or rare. They are however critical to our mission to get "up to par" with other public and private automotive training programs. These items will enhance our image to students and the community as a program that is serious about providing quality equipment to our students, which in turn produce exceptional technicians to the community.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

As mentioned previously I purposely sought out high quality, serviceable equipment that are designed to last and be repaired if needed, instead of cheaper, "break it and throw it out" equipment. Additionally, a number of the items requested are replacements for old, leaking (hazardous oil and hydraulic fluid), non repairable pieces of equipment that have long exceeded their service life. In this way I believe this request reflects LPC's and our programs commitment to sustainability.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

Most of the items requested address one or more of these concerns. Some examples...



Our current "approved oil container" is dangerously unstable and lacks an adequate sized catch pan to safely protect students from used oil (a known carcinogen) . The addition of the four new oil drains and oversized catch funnels will make the

Our current transmission jack is another vintage 1980's item that leaks (a hazard in itself) hydraulic oil so badly that students can no longer safely use it.

Overall the items requested are replacing substandard equipment that are a liability to the college and a hazard to students and faculty.

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is **required**.)

Requested by  _____
Dean/ Unit Head  _____

IT Department Signature _____

Vice President  _____

LPC VP Business/President _____ LPC Business Office Use (Account Number) _____

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.				FOR OFFICE USE ONLY			
SUGGESTED VENDOR Snap On Industrial 21755 Network Pl. Chicago, IL 60673 DO NOT SUBSTITUTE				RETURN COPY OF REQUISITION TO: J. Weston, C. McCauley			
NAME OF STAFF MEMBER James Weston		DATE WRITTEN 27-Feb-12	DATE REQUIRED asap	DIVISION/DEPARTMENT Auto/BCATSS	For inventory purposes include room # where equipment will reside: 808 CTR		
DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	TOTALS		
Item # S77A 1/2" Ratcheting Adaptor		ea	4	\$43.19	\$ 172.76		
Item # GA184A Torque Multiplier, x4, Gearing Head, Bar Reaction, 1000 ft. lb. Output		ea	1	\$253.70	\$ 253.70		
Item # YA714D 1/2 Ton Trans Jack		ea	1	\$944.37	\$ 944.37		
Item # ASTATF1100-5 9pc Drive Line Filler System		ea	1	\$359.84	\$ 359.84		
Item # 210EFTXRY Tamper Resistant TORX Socket Set 10pc T8-T50		ea	1	\$ 130.52	\$ 130.52		
Vendor Information/ Remit To:				Deliver To, include room # (optional):			
Attn: Bob Furton				James Weston 925-424-1137 Rm. 808			
Cell- 408-888-6499				Las Positas College			
Fax- 408521-0472				3000 Campus Hill Drive			
				Livermore, CA 94551			
Comments: FREE Shipping if purchased through Bob Furton							
Part of Driveline Kit Requisition							
BT#							
				TOTAL COST \$ 2,024.04			

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

ACCOUNT #

FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS

[Signature] 3-23-12
Supervisor/ Coordinator/ Director

[Signature]
Dean/ VP/ President

Snap-on Industrial

Quote

Submit To: Snap-on Industrial
 A Division of IDSC Holdings, LLC
 21755 Network Place
 Chicago, IL 60673-1217

 (877)740-1900

Number **208423** Date: 1/18/2012
 Type Quote
 Customer # 200051182 Valid Until: 3/18/2012
 Cust PO #
 Ship Via UPS GROUND
 Terms NET 30 DAYS
 Sales Rep **033924 Robert Furton,**
 Fax/Mobile (408)521-0472 / (408)888-6499
 bob.n.furton@snapon.com

Delivery To: 200051182
 LAS POSITAS COLLEGE
 3000 CAMPUS HILL DRIVE
 LIVERMORE, CA 94551

Bill To: 300868117
 CHABOT-LAS POSITAS C.C.D.
 3000 CAMPUS HILL DRIVE
 LIVERMORE, CA 94551

CMAS Contract 4-01-51-0001D
 No shipping charges for CMAS orders.

Thank you for considering Snap-on for all your shops needs!!

Line #	Item	Description	Qty	List Price	Unit Price	Total
1	S77A	1/2IN RATCHETING ADAPTOR.	4	83.05	43.19	172.76
2	GA184A	Torque Multiplier, X4, Geared Head, Bar Reaction, 1000 ft. lb. Output	1	402.70	253.70	253.70
3	YA714D	1/2 TON TRANS JACK	1	1,499.00	944.37	944.37
4	ASTATF1100-5	9PC DRIVE LINE FILLER SYSTEM	1	449.80	359.84	359.84
		AMERICAN COOLING SYS ADPT	1	202.20	202.20	202.20
		AMERICAN COOLING SYS ADPT	1	202.20	202.20	202.20
7	210EFTXRY	Set, Socket Driver, TORX®, Tamper Resistant, 1/4"-3/8" Drive, T8 to T50 (10 pcs.)	1	251.00	130.52	130.52

Tax and freight shown are estimates.
 Applicable tax and freight will be charged to the Customers 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.

Sub Total ~~\$2,000.99~~ **\$1,861.19**
 Tax ~~162.85~~
 Freight \$0.00
 Total **\$2,024.04**

James Weston - Invoice Request

From: Northerntool + Equipment
To:
Date: 2/13/2012 4:13 PM
Subject: Invoice Request






Please find attached the invoice you requested from your recent order. Thank you for your order. Please note that a receipt must be presented with all returns or exchanges and no returns are allowed without authorization. Please contact customer service with any questions.

Order Number: 33560086
 Customer Account Number: 16548335
 Invoice Date: 02/13/2012
 Invoice Number:
 PO Number:

Billing Address:
 CHABOT LAS POSITAS
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551

Shipping Address:
 CHABOT LAS POSITAS
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551

Ordered	Shipped	Backordered	Item #	Description	Unit Price	Extension
2	2		 1444482	2 TON SERVICE JACK-	\$389.99	\$779.98
4	4		 145951	BIG MOUTH TRANSMISS	\$39.99	\$159.96
4	4		 109493	27 GAL PORTABLE POL	\$299.99	\$1,199.96
FREIGHT				UPS GROUND BUSINESS	\$278.00	\$278.00

Taxable Amount	\$.00 @ .00	Product Subtotal	\$2,139.90
		Shipping	\$278.00
		Tax	\$.00
		Order Total	\$2,417.90
		Payment	\$.00
		Balance Due	\$2,417.90

Email:

Customer Care: CustomerCare@NorthernTool.com
Product Experts: ProductExperts@NorthernTool.com

Phone:

Customer Care: 1-800-222-5381
Product Experts: 1-800-533-5545

Address:

Northern Tool + Equipment
2800 Southcross Dr. W.
Burnsville, MN 55337