

INSTRUCTIONAL EQUIPMENT REQUEST

Internal Use

RECEIVED

2016-2017

IE #: Fall 55

OCT 18 2016

Total \$: 17,111.03

VP ACADEMIC SERVICES
LAS POSITAS COLLEGE

Requester Name: Jennie Graham

Division Name: MSEPS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

This request is for student tables, with dividers and chairs for our testing room. The tables need to be sufficiently large enough to hold the all-in-one computers that have already been purchased for our testing room.

Equipment Location Building: 600

Room: 607

SECTION 2: EQUIPMENT DESCRIPTION

The equipment is: A Replacement An Upgrade New Equipment/Technology

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:

Our current testing center is only suitable for pencil and paper testing. We are updating our Math X program to accommodate computerized testing, with minimal pencil and paper testing. The computers have already been purchased.

We need to upgrade our traditional student chair/desk combos to be longer tables with dividers that can accommodate our computers, and separate chairs.

If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:

We need to be ADA compliant. The quote offered by the vendor shows this condition to be met.

SECTION 3: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Specify how the equipment supports *LPC's Mission Statement and Planning Priorities:*

Having the student tables for our computerized testing will allow for:

- All Math X courses to be streamlined according to each student's strengths and weaknesses. This will aid more students in completing their transfer, degree or career technical goals.
- A freed up instructor from grading and reviewing pencil/paper tests, which in turn allows for more tutoring opportunities in the Math X classroom: one-on-one, group sessions, mini-workshops. The instructor will be able to work more closely with our math X tutor to make sure that tutoring services meet demand and support student success in Basic Skills courses.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The Math Department's Math X Courses (soon to be Math eXcel once the redesign is finished). Math eXcel will be based on the Emporium Model that allows students to work through the material at a pace that fits their needs. The computerized assessments will allow them to test out of certain blocks of material and streamline the rest of the material for their review. They will be supported by the instructor, an IA and a student tutor, along with the supplemental materials that are in development.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

The equipment was not included in the program review because we didn't know we needed it until late last year. After researching what makes a successful Emporium Model for math students, we found that computerized testing to aid in streamlining the students' progress through the course was key. We were able to get computers through a different funding source, but could not use the same source for furniture. The addition of the furniture will be updated and captured in the next Program Review.

SECTION 5: TEACHING AND LEARNING

Describe in detail the impact this equipment will have on teaching:

The current process in our math x mode has instructors reviewing the traditional pencil and paper tests with the students after each attempt. The instructor also creates a personalized review for the student to work through if they were unsuccessful in their attempt. While this sounds like teaching, the instructor could be doing so much more with their class time. With the computerized testing (only possible if we have somewhere to put the computers) the students immediately know their score and a personalized review assignment is automatically created for them. This frees up the instructor to circulate throughout the classroom and work with more students, to take students at similar points in their learning into impromptu mini-lectures and to lead scheduled workshops with students on various topics throughout the semester. The instructor would be able to interact with so many more students if we can setup the computerized testing room (again, only possible with furniture).

Describe in detail the impact this equipment will have on learning:

With the instructor freed up from continually reviewing pencil and paper exams with students, the majority of the class will have more access to the instructor and their knowledge. The instructor could group like-minded students together to work through a particular set of problems, lead students in a mini-lecture, and spend time with students preparing for an exam instead of just reacting to the students who have already taken their exam.

Each academic year, this equipment will impact: 8 # of classes/sections 360 # of students

SECTION 6: OUTCOMES (SLOs)

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved?

The computerized testing (only possible with the requested furniture) will allow for greater student success in our math sequence due to the streamlined, personalized nature of the material after a pre-test. This means that students will spend time only on the objectives that they haven't mastered yet, instead of using their time to work through material they are already comfortable with. As a result, this means that more students will reach the Midterm and Final exams (pencil/paper) where the student learning outcomes will be assessed.

What are the consequences related to learning outcomes if request is not funded?

Currently, we find that students take far too long to complete their math x sequence. They appear to lose motivation for a variety of reasons, some of which will be addressed through the redesign of the program. This means that the number of students reaching the final exam is lower than it should be and our SLOS are not assessed for those students (SLOs are assessed on our final exams). If a student takes three semesters to complete a class, then there are two semesters of data that appear to be failure, when in reality those students just did not finish all of the material yet. If we can't implement computerized testing (which we need furniture for) then we won't be able to more accurately use our SLO data for these courses.

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

What is the potential life span of the requested equipment?

The equipment will be needed throughout the life of the Math X program. The furniture vender (KI) has this to say about their products: "All furniture procured on the FCCC Purchasing Contract has an expected lifecycle of 25 -30 years."

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

No storage needed for the new equipment. The tables, dividers and chairs will be installed into our testing room and left there for the duration. (The current standalone desks in our testing room can be stored and repurposed elsewhere if needed.)

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the "Part B: On-Going Annual Operating Costs" sections below as applicable.)

The furniture will have marginal upkeep and no servicing.

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

The Desks. Certifications: (SCS Indoor Advantage™ Gold; (CARB Compliant – Phase II); (BIFMA level® 2 Certified; (Healthier Hospitals Initiative (HHI); (FSC® Certified- Trademark License Code: FSC-C011706
The Desks are 42% recycled material.

Certifications: The Chairs: SCS Indoor Advantage™ Gold;;CARB Compliant – Phase II;LEED
Contributions:Recycled Content, Regional Materials, Low Emitting Materials

Note: We need these desks to hold our computers and computerized testing means less paper used for handouts.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	15,626.51	
Taxes (9.5%)	1,484.52	
Shipping or Delivery Charge		Included in Equipment Cost
Installation Costs *		Included in Equipment Cost
Miscellaneous Costs:		
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other: _____		
Vendor Discount		
Grand Total:		17,111.03

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		There will not be any ongoing costs for the tables, etc.
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Miscellaneous Costs:		
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		0.00

Indicate the source of funding for on-going annual operating costs:

N/A

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: The students will be using the computers that are sitting on these tables. The students will be sitting in the chairs.

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: Varies, but generally a lot.

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: _____

Is this in their current scope of duties? _____

Indicate cost to train for maintenance and repairs: _____

Indicate amount of time per month _____

SECTION 8: APPROVALS

Funded requesters will be expected

Requests for computer-related equi

Signatures:

Jamie Mahan
Requester

CSU/UC MDTP
Mathematics Diagnostic Testing Project

See attached email log.
Steve Gunderson was
unavailable for a signature.

<http://mdtp.ucsd.edu>

ed deadline.
partment.

IT Department (if required)

Date

Nan Ho
Dean/Manager

10-17-16
Date

Ron Bro
Vice President

10/24/16
Date

From: Jennie Graham
Sent: Monday, October 10, 2016 2:28 PM
To: Stephen Gunderson <sgunderson@laspositascollege.edu>; Jessica Gelin <Jessica.Gelin@ki.com>
Cc: Sherman Lindsey <slindsey@laspositascollege.edu>
Subject: RE: 3 options.... please let me know which you prefer

Hi Steve,

Could we go ahead and order desks for the two wall setup, but only use 8-9 of the spots for computers? This way we have the desks for any paper/pencil tests that need to happen and we have space to grown into when we revisit the power options.

Do you have a preference on table type? Either the Intandem or The Connection Zone look fine to me, but which will work better for setting up the computers?

Best,
Jennie

From: Stephen Gunderson
Sent: Monday, October 10, 2016 2:33 PM
To: Jennie Graham <JGraham@laspositascollege.edu>; Jessica Gelin <Jessica.Gelin@ki.com>
Cc: Sherman Lindsey <slindsey@laspositascollege.edu>
Subject: RE: 3 options.... please let me know which you prefer

Could we go ahead and order desks for the two wall setup, but only use 8-9 of the spots for computers? This should be the decision of you, and your department Dean or program lead.

Do you have a preference on table type? Either the Intandem or The Connection Zone look fine to me, but which will work better for setting up the computers? If I remember correctly the Connection Zone need to be pulled out to access. For that small room the Intandems with power whips should be fine.

Thanks
Steve

Oct 10, 2016, at 2:38 PM, Jennie Graham <JGraham@laspositascollege.edu> wrote:

Okay, then we'll go ahead with the two wall setup, but only put in as many computers as you can wire properly. Just wanted to make sure that logistically that would still work for setting up the machines with the current power setup.

Jessica, would you please send me a quote for the two-wall, Intandem design as soon as possible. Thank you.


Best,
Jennie

From: Carrie Manos [<mailto:carrie.manos@ki.com>]
Sent: Tuesday, October 11, 2016 8:27 AM
To: Stephen Gunderson <sgunderson@laspositascollege.edu>; Sherman Lindsey <slindsey@laspositascollege.edu>; Jennie Graham <JGraham@laspositascollege.edu>
Cc: Jessica Gelin <Jessica.Gelin@ki.com>; Jeana Brunscher <Jeana.Brunscher@ki.com>
Subject: Room 607 Quote and Drawing

Jennie,

Attached is the quote for their review. I will need to update finishes, but can you also confirm the power selection is hardwire as quoted and drawn? Let me know if you need more information on this.

Thanks,

 **CARRIE MANOS** | SENIOR INSIDE SALES SPECIALIST - NORTHERN CALIFORNIA
P: 855-853-8646 | E: carrie.manos@ki.com | ki.com



From: Jennie Graham [<mailto:JGraham@laspositascollege.edu>]

Sent: Tuesday, October 11, 2016 4:36 PM

To: Carrie Manos <carrie.manos@ki.com>; Stephen Gunderson <sgunderson@laspositascollege.edu>; Sherman Lindsey <slindsey@laspositascollege.edu>

Cc: Jessica Gelin <Jessica.Gelin@ki.com>; Jeana Brunscher <Jeana.Brunscher@ki.com>

Subject: RE: Room 607 Quote and Drawing

Hi Carrie,

Thank you for getting this to me so quickly.

Steve, do you know the answer to the question about the power? I looked at the diagram, but I'm not sure what I am supposed to be looking for.

Best,
Jennie Graham

From: Jeana Brunscher [<mailto:Jeana.Brunscher@ki.com>]

Sent: Wednesday, October 12, 2016 10:40 AM


To: Jennie Graham <JGraham@laspositascollege.edu>; Carrie Manos <carrie.manos@ki.com>; Stephen Gunderson <sgunderson@laspositascollege.edu>; Sherman Lindsey <slindsey@laspositascollege.edu>

Cc: Jessica Gelin <Jessica.Gelin@ki.com>

Subject: RE: Room 607 Quote and Drawing

Hi Jennie & Steve,

We just want to make sure you knew this power layout will require an electrician to make the connection to the building. Our other option is a system that plugs into a standard outlet.

 **JEANA BRUNSCHER** | AutoCAD Coordinator {2 Henry Adams St, #110, San Francisco, CA 94103}
C: 415.238.9357 | O: 415.252.0943 | F: 415.252.0312 | E: jeana.brunscher@ki.com | ki.com



From: Stephen Gunderson

Sent: Thursday, October 13, 2016 10:17 AM

To: Jeana Brunscher <Jeana.Brunscher@ki.com>; Jennie Graham <JGraham@laspositascollege.edu>; Carrie Manos <carrie.manos@ki.com>; Sherman Lindsey <slindsey@laspositascollege.edu>

Cc: Jessica Gelin <Jessica.Gelin@ki.com>; Ethan Castor <ecastor@laspositascollege.edu>

Subject: RE: Room 607 Quote and Drawing

Yes, we understand that it is a hardwired connection. Our electrician is aware of the installation.

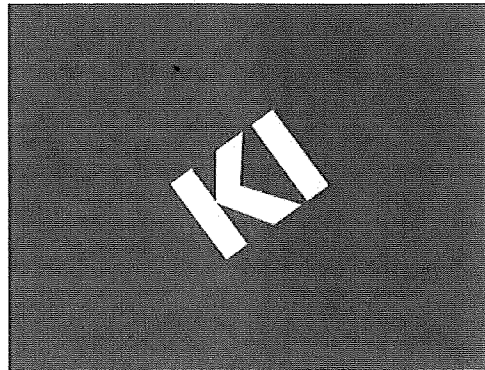
QUOTATION

CREATED 9/22/2016 | REVISED 10/11/2016 | Valid Through 12/21/2016

Las Positas College: Room 607 Quote Number: 16CAM-322047/C

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

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

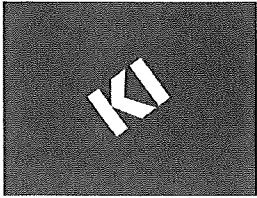


Sales Team:

Jessica Gelin | Sales Rep | jessica.gelin@ki.com | (510) 593-3597

Carrie Manos | Inside Sales Specialist | carrie.manos@ki.com | 855-853-8646

* Product options that must be determined (aka TBDs) exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.



QUOTATION

Final Considerations:

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

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.

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 Carrie Manos

"Reference Only"

Market Code: 1=1=University & College

Opportunity #: 322047

Quote Filename: Las Positas College: Room 607 -
16CAM-322047

Jessica Gelin

Sales Rep

jessica.gelin@ki.com

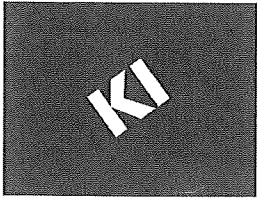
(510) 593-3597

Carrie Manos

Inside Sales Specialist

carrie.manos@ki.com

855-853-8646



QUOTATION

Las Positas College: Room 607

Quote Number: 16CAM-322047/C

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CREATED 9/22/2016
REVISED 10/11/2016
Valid Through 12/21/2016

PRODUCT TOTALS	\$15,626.51
Other- See Quote Details	\$0.00
GRAND TOTAL	\$15,626.51

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

Prepared by Carrie Manos

"Reference Only"

Market Code: 1=1=University & College

Opportunity #: 322047

Quote Filename: Las Positas College: Room 607 -
16CAM-322047

Jessica Gelin

Sales Rep

jessica.gelin@ki.com

(510) 593-3597

Carrie Manos

Inside Sales Specialist

carrie.manos@ki.com

855-853-8646

Requested Delivery Date

To be Determined

Sold To

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

P. (925) 424-1010 F. (925) 443-0742
Customer # 0

End User

Las Positas College
3000 Campus Hill Drive
Livermore, CA 94551

P. (925) 424-1010 F. (925) 443-0742
End User # 0

Ship To

To be Determined

Installation

Golden PMI
4441 Enterprise Street
Fremont, CA 94538

Attn: Lou Reguero
P. (510) 673-8236 F. (510) 498-5934
Vendor # 30097

Client Notes:

Changes in fabrics, finishes, and quantities may affect pricing

Freight included

Installation included

Pricing is based on FCCC Delivered and Installed Contract
Please send PO to Carrie.Manos@ki.com or fax 920.468.2596
Applicable taxes at time of invoice










↳ USE 9.5% for estimate

QUOTATION

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VALID THROUGH
Prepared By
Quote Filename

9/22/2016
12/21/2016
Carrie Manos
Las Positas College: Room 607 - 16CAM-322047/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)










Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1							
INTANDEM 607							
1.1	47.0706.1.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 1,Black	4		\$11.77	\$47.08	
							
		Price Description: Delivered/Open Market					
1.2	47.0706.2.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 2,Black	4		\$11.77	\$47.08	
							
		Price Description: Delivered/Open Market					
1.3	47.0706.3.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 3,Black	3		\$11.77	\$35.31	
							
		Price Description: Delivered/Open Market					
1.4	47.0706.4I.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 4,Black	3		\$11.77	\$35.31	
							
		Price Description: Delivered/Open Market					
1.5	47.0706.5I.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 5,Black	2		\$11.77	\$23.54	
							
		Price Description: Delivered/Open Market					
1.6	47.0706.6I.BL	Duplex Receptacle,10 Wire,622 Style,Circuit 6,Black	2		\$11.77	\$23.54	
							
		Price Description: Delivered/Open Market					
1.7	48.0268.17	InTandem Worksurface to Worksurface 10-Wire Connector	7		\$39.06	\$273.42	
							
		Price Description: Delivered/Open Market					
1.8	ITCL3029	InTandem "C" Leg,30"D,29"H	11		\$117.17	\$1,288.87	(?)
		In tandem Leg Color Selection		>>To Be Determined	TBD<<		
		Price Description: Delivered/Open Market					
1.9	ITDV2330/E	End Divider Screen,23"Hx30"W	4		\$133.75	\$535.00	(?)
		Surface Finish		>>To Be Determined	TBD<<		
		Price Description: Delivered/Open Market					

QUOTATION

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Quote Filename

9/22/2016
12/21/2016
Carrie Manos
Las Positas College: Room 607 - 16CAM-322047/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)


Line	Model		Qty.		Sell Price	Extended Total	TBD Options	
1.10	ITDV2330/MPL	Middle Divider Screen, Postformed Edge, 23"Hx30"W	16		\$140.17	\$2,242.72	(?)	
		Surface Finish		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.11	ITHK.29	InTandem Floor Infeed Hardwire Kit, 29"H, (Leg Cover Color=Trim)	2		\$51.36	\$102.72	(?)	
		Trim Color		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.12	ITMB60/HC/DC	InTandem Middle Bm, 60"W, Hardwire, w/Data Cover	5		\$311.37	\$1,556.85	(?)	
		Trim Color Selection		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.13	ITPS2342	InTandem Privacy Screen, Rect, 23"Hx42"W	1		\$149.80	\$149.80	(?)	
		Surface Finish		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.14	ITPS2360	InTandem Privacy Screen, Rect, 23"Hx60"W	8		\$226.31	\$1,810.48	(?)	
		Surface Finish		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.15	ITSB42/HC/DC	InTandem End Of Run/Std-Alone Bm, 42"W, Hrdwire w/Data Cvr	1		\$236.47	\$236.47	(?)	
		Trim Color Selection		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.16	ITSB60/HC/DC	InTandem End Of Run/Std-Alone Bm, 60"W, Hrdwire w/Data Cvr	3		\$324.75	\$974.25	(?)	
		Trim Color Selection		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.17	ITWS3042/NB-PL-N	InTandem Wrksrf, Rect, Npwr Bm, No Feed, Postformed, 30x42"	1		\$183.51	\$183.51	(?)	
		Number of PowerUp Modules		No PowerUp module	/0			
		Grommet/PowerUp Color		>>To Be Determined	TBD<<			
		Surface Finish		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						
1.18	ITWS3060/NB-PL-N	InTandem Wrksrf, Rect, Npwr Bm, No Feed, Postformed, 30x60"	8		\$236.47	\$1,891.76	(?)	
		Number of PowerUp Modules		No PowerUp module	/0			
		Grommet/PowerUp Color		>>To Be Determined	TBD<<			
		Surface Finish		>>To Be Determined	TBD<<			
		Price Description: Delivered/Open Market						

QUOTATION

CREATED
VALID THROUGH
Prepared By
Quote Filename

9/22/2016
12/21/2016
Carrie Manos
Las Positas College: Room 607 - 16CAM-322047/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are noted in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options	
1.19	TPNAP	Torsion Pedestal Base Chair, Armless, Poly Seat/Back	16		\$260.55	\$4,168.80	(?)	
		Ped Base Frame Color		>>To Be Determined	TBD<<			
		Torsion Ped Base Casters		Carpet casters	/C			
		Poly Seat & Back Color		No Fire Retardant	/NFR			
		Poly Seat & Back Color NFR		Flannel	/PFN			
		Price Description: Delivered/Open Market						
Tag 1						WorkGroup Product Subtotal	\$15,626.51	
INTANDEM 607								

Product SubTotal:	\$15,626.51
Estimated Sales Tax:	See Note Below
Quote Total:	\$15,626.51

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.

TAX ID#

SUGGESTED VENDOR **KI**

FOR OFFICE USE ONLY

NAME OF STAFF MEMBER Jennie Graham	DATE WRITTEN 17-Oct-16	DATE REQUIRED ASAP	DIVISION/DEPARTMENT MSEPS/Math	For inventory purposes include room # where equipment will reside: 607	RETURN COPY OF REQUISITION TO: Ext#:
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DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	Air
10 Wire, 622 Style, Circuit 1-6, Black		18	\$ 11.77	\$ 211.86
In Tandem Worksurface to Worksurface 10-Wire Connector		7	\$ 39.06	\$ 273.42
ndem "C" Leg, 30"D, 29"H		11	\$ 117.17	\$ 1,288.87
Divider Screen, 23"Hx30"W		4	\$ 133.75	\$ 535.00
Screen, Postformed Edge, 23"Hx30"W		16	\$ 140.17	\$ 2,242.72
Hardwire Kit, 29"H, (Leg Cover Color=Trim)		2	\$ 51.36	\$ 102.72
In Tandem Middle Bm, 60"W, Hardwire, w/Data Cover		5	\$ 311.37	\$ 1,556.85
In Tandem Privacy Screen, Rect, 23"Hx42"W		1	\$ 149.80	\$ 149.80
In Tandem Privacy Screen, Rect, 23"Hx60"W		8	\$ 226.31	\$ 1,810.48
In Tandem End Of Run/Stnd-Alone Bm, 42"W, Hrdwire w/Data Cvr		1	\$ 236.47	\$ 236.47
In Tandem End Of Run/Stnd-Alone Bm, 60"W, Hrdwire w/Data Cvr		3	\$ 324.75	\$ 974.25
In Tandem Wrksrf, Rect, Npwr Bm, No Feed, Postformed, 30x42"		1	\$ 183.51	\$ 183.51
In Tandem Wrksrf, Rect, Npwr Bm, No Feed, Postformed, 30x60"		8	\$ 236.47	\$ 1,891.76
Torsion Pedestal Base Chair, Armless, Poly Seat/Back		16	\$ 260.55	\$ 4,168.80
Vendor Information/ Remit To:				\$ -
Steve Gunderson/Jennie Graham				\$ -
Comments:				\$ -
No substitutions without prior approval by Jennie Graham and/or Steve Gunderson				\$ 15,626.51
Subtotal				\$ 1,484.52
Tax				\$ -
Shipping (if available):				
BT#				
Deliver To, include room # (optional):			607	

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

TOTAL COST \$ **17,111.03**

ACCOUNT #

FUND _____ ORG _____ ACCT _____ PROGRAM _____

Business Office

APPROVALS

Supervisor/ Coordinator/ Director _____

Dean/ VP/ President _____

Jennie Graham