INSTRUCTIONAL EQUIPMENT (IE) REQUEST: 2020-2021

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY IE REQUEST

CHECKLIST	DEADLINES
All Sections of Form Completed Requisition Attached	09/09/2020: IE Request to Division Dean 09/16/2020: IE Request: IE Request Presented at Division Mtg.
Quote Attached Dean and VP Signatures Obtained	09/23/2020: Request to Admin. Services Office, Via Email

IE Definition

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. The following are examples but the list is not limited to what is shown.

- 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, on-line subscriptions, books, periodicals, videos, etc.

<u>Non-Allowable Items</u>: 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 will evaluate each IE request based on the IE rubric. RAC stresses the importance of **quality** requests. RAC may choose not to rank **incomplete** IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
LPC Mission & Planning	Clear and compelling evidence/data	Clear evidence/data that equipment	Limited or no evidence/data that
Priorities	that equipment will fully support	will fully support LPC Mission and	equipment will support LPC
[Section 2] (5 points)	LPC Mission and Planning Priorities.	Planning Priorities.	Mission and Planning Priorities.
Ranking Scale	4-5	2-3	0-1
Educational Items:	Clear and compelling evidence/data	Clear evidence/data (as stated in	Limited or no evidence/data (as
Programmatic Impact and	(as stated in program review) that	program review) that this equipment	stated in program review) that
Institutional Support	this equipment will have substantial	will have substantial impact on	this equipment will have an
[Section 3] (10 points)	impact on program curriculum.	program curriculum.	impact on program curriculum.
Ranking Scale	8-10	4-7	0-3
Teaching & Learning	Clear and compelling evidence/data	Clear evidence/data that equipment	Limited or no evidence/data that
[Section 4 (10 points)	that equipment provides much	provides enhanced instruction that is	equipment provides enhanced
	needed or beneficial enhancement	not met through current means.	instruction that is not met through
	to instruction.		current means.
Ranking Scale	8-10	4-7	0-3
Outcomes	Clear and compelling evidence/data	Clear evidence/data that equipment	Limited or no evidence/data that
[Section 5] (5 points)	that equipment will support course	will support course and/or program	equipment will support course
	and/or program outcomes above	outcomes beyond current capability.	and/or program outcomes beyond
	and beyond current capability.		current capability.
Ranking Scale	4-5	2-3	0-1
Total Cost of Ownership	All items/issues in the Financial and	Items/issues in the Financial and	Items/issues in the Financial and
(Financial & Sustainability)	Sustainability sections fully	Sustainability sections are partially	Sustainability sections minimally
[Section 6] (5 points)	addressed.	addressed.	or not satisfactorily addressed.
Ranking Scale	4-5	2-3	0-1

INSTRUCTIONAL EQUIPMENT REQUEST 2020-2021

Internal Use

IE #: <u>Fall-04</u>

Total \$: 19, 900.00

Requester Name:	Thomas Fuller	Division Name: STEM		
The equipment is:	☐ A Replacement	☐ An Upgrade	☐ New Equipment/Technology	
SECTION 1: EQ	UIPMENT DESC	CRIPTION		
Describe the specific	equipment requeste	d and how it will be	used to replace, upgrade or provide new	
technology to LPC fi	om what is currently	y in place:		
Kubota #B2601HST Suggested List Pric 1 FRONT - 22x8.50- REAR - 31x15.5-15 Bar Style Turf Tirein (BR8735 & ABR879 1 60" MID-MOUNT I (RCK60-32) 1 FRONT LOADER (LA435) 1 54" SQ PIN-ON BI This will replace our	e \$19,900 ·12 R3 Bridgestone HF-1 Goodyear Xtra c. 0) MOWER (SWIFT-TACH, ON JCKET	Pillow Diameter 1 a Traction E LEVER HYDRO		
Equipment Location Location Comments:		ure Yard	Room: N/A	
It will be stored in our old		ng construction of our nev	w facility.	
	, [-	

SECTION 1: EQUIPMENT DESCRIPTION (continued)
If applicable, describe the legal requirement, mandate, or safety concern for purchase of this equipment, making specific reference to the legal requirement or regulation:
Tractor must have ROPS protection, OSHA requirement.

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides 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 life-long learning.

LPC PLANNING PRIORITIES:

- Implement the integration of all ACCJC standards throughout campus structure and processes.
- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decisionmaking, 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.

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

Landscape tractor operation is an essential component of CTE training for Horticultural degree and certificates.

Many urban students, have not had the opportunity to operate this type of equipment. Women students are especially encouraged to master equipment operation skills to which they have not been exposed.
master equipment operation skins to which they have not occir exposed.

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW_	
Specify the educational programs this equipment supports:	
A.S. DEGREE in Horticulture Certificate in Ornamental Horticulture Certificate in Landscape Maintenance and Construction Certificate in Landscape Design Certificate in Greenhouse and Nursery Operations.	
Will this equipment be a part of your upcoming Program Review or was it included last	
year? Please explain using the exact words from your Program Review. If not, explain why.	
It was not included in our program review last year. We were not aware at the time that our current equipment would be inoperated as a second	ıble

In detail describe evidence and data that equipment provides much needed benefit and
enhancement to teaching beyond current capabilities. This is a CTE program. Mastery of the principles of equipment operation and maintenance cannot be adequately taught without access to proper equipment. Our current capability to teach these principle is severely limited. We have had to cancel one course, Hort. 57 already because access to a operable tractor was unavailable. We may have to cancel other courses in the near future if this situation persists.
Describe in detail the impact this equipment will have on <u>learning</u> :
Students learn numerous tractor operational principles: loading/transporting bulk materials, soil preparation, leveling, cutting, and filling operations, bulk compost mixing, orchard mowing, and vegetation removal.
Each academic year, this equipment will impact: 6 # of classes/sections 60 # of students
Fach and amic year this againment will impact. # of alogge/gestions # of students

SECTION 4: TEACHING AND LEARNING

SECTION 5: OUTCOMES (SLOs)_

Using your documented SLOs, specify how the equipment will enable student learning outcomes to be achieved beyond current capability.

achieved beyond current capability.	
SLOs: Upon completion of HORT 57, the student will be able to identify the species and varieties of turf grasses commonly used California. A. Upon completion of HORT 57, the student will be able to understand and communicate landscape maintenance industry sta	
and business practices.	iliuarus
3. Jpon completion of HORT 57, the student will demonstrate how to properly schedule and perform basic landscape turf maasks such as mowing, edging, nutritional amendments, and irrigation system adjustment and monitoring.	intenance

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILI	TY)_
What is the potential life span of the requested equipment?	
30 years	
If new storage is needed what are the storage requirements, location requirements, and costs asso	
with the new equipment: (NOTE: Specific storage costs should be detailed in the "Part A: Initial	! Start-u
<u>Costs</u> " section below.)	
New additional storage will not be required.	
dew additional storage will not be required.	
f this equipment replaces old equipment but the old equipment will not be retired, are there on-g torage requirements, location requirements, and costs associated with the old equipment? If so, letails.	_
That is not known at this time. If the old tractor is not repairable, it will be disposed of. If it is repairable, it may be retained	l as a
iece of backup equipment. Storage requirements would be limited to the cost of a tarp to protect it from the elements.	

What will be required to maintain the equipment, such as regular servicing or upkeep? (Specific on-going costs should be detailed in the " <u>Part B: On-Going Annual Operating Costs</u> " sections below as applicable.)
\$100 for routine service and maintenance.
Explain how this equipment meets or exceeds basic sustainability efforts and/or provides renewable
resources to the college:
This tractor will be used to maintain the new Horticlutural Facility that is currently being designed and constructed. Sustainabilty of the facility is directly related to meeting the maintenance needs of the facility.
This tractor will be used to maintain the new Horticlutural Facility that is currently being designed and constructed. Sustainabilty of
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Part A: Initial Start-up Costs

<u>Item</u>	Cost	<u>Comments</u>
Equipment or Materials	\$19,900	Kubota #2601HST-1 + accessories
Taxes (9.5%)	\$1,848.61	
Shipping or Delivery Charge - Doc Fee	85.00	
Installation Costs * - CA Tire Tax	7.00	
Miscellaneous Costs:		
Facilities Modifications	None	
Operator Training	None	Instructor is qualified operator and trainer.
Maintenance & Repair Training	None	
Storage	7.00	
Other:		
Vendor Discount	Unknown	
Grand Total:	\$21,840	.61

Part B: On-Going Annual Operating Costs

<u>Item</u>	Cost	<u>Comments</u>
Annual Service or Maintenance	\$100	
Estimated Parts Replacement Per Year	\$100	
Outside Standardization or Calibration Costs	none	
Storage Costs	none	
New Supply Costs	none	
Maintenance & Repair Labor	none	
Licensing or Software	none	
Other:	none	
Annual Operating Costs:	\$200)

Horticulture equpment supplies	for on-going annual operating costs:	
Horneunture equipment supplies		
Part C: Incremental Lab	or Costs	
OPERATOR:		
Indicate the key operator: The	omas Fuller, Laura Cornet	
_	duties? yes	
	ator (include in Initial Start-up Costs al	
Indicate amount of time per m	onth key operator will use equipment:	10
MAINTENANCE & REPAIR	<u>S</u> :	
Indicate the person performing	g maintenance and repairs: Laura Cornet,	, Thomas Fuller
Is this in their current scope of	duties? yes	
	tenance and repairs: none	
	onth maintenance will be required: .5 h	
maicate amount of time per in	onth maintenance will be required:	
SIGNATURE APPROVA	LS	
Funded requesters will be exp	ected to respond to a brief RAC feedbac	ck survey by a requested deadline.
• Requests for computer-re	lated equipment and printers will be revie	wed by the LPC IT Department.
REQUESTOR	DIVISION DEAN/MANAGER	ADMIN SERVICES, VP
	Nan Ho	
Thomas Fuller	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Anette Raichbart
Date 9/9/20	Date 9/9/20	Date
IT MANAGER	M&O DIRECTOR	
Date	Date	
	1110	
9/29/20 - Reviewed by IT ar	id M&O	

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: LIS			TAX ID#							
SUGGESTED VENDOR	Mission Val	•							JSE ONLY	
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED		For inventory purposes include room	n # where	1	RETURN COPY of	RETURN COPY of REQUISITION TO:		
Thomas Fuller	9/9/2020	1/20/2021	STEM	equipment will reside: Hort. Yard						
DESCRIPTION	(PRODUCT, T	YPE, SIZE, COLC	R, STOCK NUMBER)		UNtIT	QTY	UNIT PRICE	EXT	ENDED COST	
Kubota #B2601HS	T-1 - 4WD TR	ACTOR W/FO	DABLE ROPS (E	3R8735 & ABR8790) 1 54	" SQ P	IN-OI	N BUCKET\$4	169.00)	
FRONT - 22x8.50-1	12 R3 Bridges	tone Pillow Dia	meter 1 REAR - 31	x15.5-15 HF-1 G		1	\$ 19,900.00	\$	19,900.00	
60" MID-MOUNT M	OWER (RCK	60-32)				1				
FRONT LOADER 5	54" SQ PIN-OI	N BUCKET				1				
						1				
								\$	-	
								\$	_	
								\$	-	
								\$		
								\$	_	
Deliver To:	Las Positas	College						\$	_	
	3000 Campı	us Hill Drive						\$	_	
	Livermore, C	CA 94551						\$	-	
								\$	-	
Comments:			Subtota	al		\$	19,900.00			
					Tax		\$ 0.0925	\$	1,848.61	
				Shipping: Doc Fee & CA Tire \$92.00				\$92.00		
Original invoices and receipt	ts must be attached	for payment. Include	current taxes unless inco	rporated in price.			TOTAL COST	\$	21,840.61	
ACCOUNT #	ŧ									
	FUND	ORG	ACCT	PROGRAM	Busine	ss Offic	ce			
4 DDD 01/41 0										
APPROVALS	Nan Ho 09092			-	<u> </u>					
	•	oordinator/ Directo		Dean/ VP/	Preside	ent				



780 E. Brokaw Road San Jose, CA 95112 Telephone: 408-933-2300

Invoice To: Las Positas College STEM Div Horticulture Dept

Phone:

Date: 9/10/20

Amount

3000 Campus Drive

Cell Phone:

Equipment Quote / Sales Order

Livermore, CA. 94551

Email: tfuller@laspositascollege.edu

PO #:

Attention: Thomas Fuller

the following:

Purchaser's Signature:

Print Name: Date: **Quote Expiration Date:**

2020 Kubota B2601HST-1 Compact Tractor Kubota 1105 24: 3 HP Engine Cat I 3-point Hitch 19.5 HP Live Independent PTO FRONT - 22x8.50-12 R3 Bridgestone Pillow Diameter 1 REAR - 31x15.5-15 H-1 Goodyear Xtra Traction 3 Range Hydrostatic Drive, Rear Differential Lock Hydrostatic Power Steering 2-Post Foldable ROPS LA435 Front End Loader (Swift-Tach, w/one lever hydro coupler) w/ 54" Bucket Attachments & Implements Stock # Make Model Description Kubota RCK60 60" Deck Mower Included Trade-In University Stock Mower Included Trade-In Cash Deposit Trade ID#: Uses payoff: Sales Race Stock Manager Total Delivered Price: School Solo Stock Warranty The succious of which the stock below terms on the Stock Stock Warranty The succious of which the Stock Brown of the Stock On the Stock Warranty The succious of which the Stock Brown of the Stock On the Stock Warranty The succious of which the Stock Brown of the Stock On the Stock On the Stock Warranty The succious of which the Stock Brown of the Stock On	STOCK #: TBD S/N: TBD	MAKE Kubata		Aniount		
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Cat I 3-point Hitch 19.5 HP Live Independent PTO FRONT - 22x8.50-12 R3 Bridgestone Pillow Diameter 1 REAR - 31x15.5-15 HF-1 Goodyear Xtra Traction 3 Range Hydrostatic Drive, Rear Differential Lock Hydrostatic Power Steering 2-post Foldable ROPS LA435 Front End Loader (Swift-Tach, w/one lever hydro coupler) w/ 54" Bucket Attachments & Implements Stock # Make Model Description Kubota RCK60 60" Deck Mower included Trade-In Vear Make Model Cash Deposit: Rebates: Rebates: Rebates: Trade-In Equity: Trade Allowance: Liess payoff: Trade Allowance: Less payoff: Trade Allowance: Less payoff: Sales & Operations Manager Notice to Sales & Operations Manager Total Delivered Price: \$219,900.00 S/N Included Selling Price: \$19,900.00 S/N Included Selling Price: \$19,900.00 S/N CA Tire Fee: Sales 78: 9,260% CA Tire Fee: Sales 78: 9,260% Students are in waterintees approve infects. Including any implied there are not obligations or inhibition are invited in price and proposed in the price of insight in the price of included in the price of		\$19,900.00				
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I/We hereby order from you, subject to all terms, conditions and agreements contained herein, and the ADDITIONAL PROVISIONS, attached as Sales Agreement,

Sales Rep: