

If you are using a Mac computer to fill out the PDF forms, please make sure you are not on "Apple Preview" mode because the data entered in the form fields will not show when the documents are printed.

INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022



Internal Use
IE #: 2022 - <u>08</u>
Total \$: <u>425.17</u>

LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Requester Name: _____ **Division Name:** _____

Equipment Name: _____

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

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: _____ **Room:** _____

Location Comments:

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:

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 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.

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

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

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.

SECTION 4: TEACHING AND LEARNING

In detail describe evidence and data that equipment provides much needed benefit and enhancement to teaching beyond current capabilities.

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

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

SECTION 5: OUTCOMES (SLOs)

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

SECTION 6: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

If new storage is needed what are the storage requirements, location requirements, and costs associated with the new equipment: (NOTE: Specific storage costs should be detailed in the “Part A: Initial Start-up Costs” section below.)

If this equipment replaces old equipment but the old equipment will not be retired, are there on-going storage requirements, location requirements, and costs associated with the old equipment? If so, provide details.

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.)

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

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials		
Taxes (9.5%)		
Shipping or Delivery Charge		
Installation Costs *		
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: _____		
Vendor Discount		
Grand Total:		

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance		
Estimated Parts Replacement Per Year		
Outside Standardization or Calibration Costs		
Storage Costs		
New Supply Costs		
Maintenance & Repair Labor		
Licensing or Software		
Other: _____		
Annual Operating Costs:		

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

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: _____

Is the work in their current scope of duties? _____

What is the cost to train key operator? _____
(include \$\$ in the Initial Start-up Costs above)

Number of hours per month will the key operator use the equipment? _____

MAINTENANCE & REPAIRS

Indicate who will performing maintenance and repairs: _____

Is the work in their current scope of duties? _____

Indicate cost to train for maintenance and repairs? _____

Number of hours maintenance is required per month: _____

REMINDER

Instructional Equipment Requests submitted without a quote and requisition will be returned.
Shopping Carts are not considered quotes and will not be expected.

SIGNATURE APPROVALS and ROUTING

REQUESTER: 
DATE: _____

DIVISION DEAN/MANAGER: 
DATE: 1/18/2022

Click the Submit Button to Route

Signed Instructional Equipment Requests (IER) Directly to Admin Services

Admin Services will coordinate review of all IER by IT and M&O and collect signatures

College Technical Services, Manager:
Date: _____

M&O Director:
Date: _____

VP Academic Services:
Date: _____

VP Administrative Services:
Date: _____



Office of Administrative Services

(Wait 5-10s)

Reset

Submit

Requisition Request Form

R -

Fiscal Year 21-22		Vendor ID # @00093859	Vendor Name B&H Photo and Video		Date Required
Deliver To Daniel Cearley		Room # 1061	Return Copy of Requisition To		
Seq	Item #	Description	Qty	Unit Price	Extended Cost
1	AL2016	ALZO 100 LED 2-LITE/TABLE STANDS KIT/PHOTOG/REG	1	\$ 123.41	\$ 123.41
2	PEV525D	PELICAN VAULT V525 ROLLING CASE w/DIVIDER/REG	1	\$ 154.57	\$ 154.57
3	NIENEL14A	NIKON EN-EL14A RECHARGEABLE LI-ION BATTERY/REG	1	\$ 39.03	\$ 39.03
4	PRGT155B	PROTAPES PRO GAFF TAPE 1"x55yds (BLACK)/REG	1	\$ 9.29	\$ 9.29
5	IMSBEB156K	IMPACT PRO 6x 15 LB SANDBAG KIT - BLACK/REG	1	\$ 59.34	\$ 59.34
6					\$ 0.00
7					\$ 0.00
8					\$ 0.00
9					\$ 0.00
10					\$ 0.00
11					\$ 0.00
12					\$ 0.00
13					\$ 0.00
14					\$ 0.00
15					\$ 0.00
Comments			Subtotal		\$ 385.64
Free Shipping			10.25% Tax		\$ 39.53
			Shipping		\$ 0.00
			Total Cost		\$ 425.17
FOAP to be Charged			%	Amount	
-					
FUND	ORG	ACCOUNT	PROGRAM		
-	-	-			
FUND	ORG	ACCOUNT	PROGRAM		

Daniel Cearley 1/12/22 Stuart McElderry 1/18/22
 Requestor (print name) Date Dean (signature) Date

 Coordinator/Manager (signature) Date Vice President (signature) Date

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY			
Reviewed: _____	Verified: _____	Approved: _____	
Administrative Services	Administrative Services Officer	VP, Administrative Services	
PO Number: _____	Budget Transfer #: _____	Entered: _____	



Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: 800-947-8003 212-239-7503	Fax: 800-858-5517 212-239-7759	Email: Education: emailbids@bhphoto.com Corporate: corporatesales@bhphoto.com	Fed Gov: federsales@bhphoto.com State and Local: biddept@bhphoto.com
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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 15-2768071

Prices Are Valid Until:

02/09/22

Quote No.: 891211665

Reference No.: 21002

Sold To: **Susan Affleck**
Chabot Las Positas Comm Coll
7600 Dublin Blvd
3 Fl
Attn: Accounts Payable
DUBLIN, CA 94568

Ship To:
Chabot Las Positas Comm. Coll.
3000 Campus Hill Drive
LIVERMORE, CA 94551

Bill Phone: (925)485-5221 Ext.:A/P
 Work Phone: (925)485-5289 Ext.:"B" PO
 Fax Phone: (925)485-5253

(510)723-7270

Date	Customer Code	Terms	Salesperson	Ship Via
01/10/22	1233144	N/A	10C	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
1	ALZO 100 LED 2-LITE/TABLE STANDS KIT/PHOTOG/REG	AL2016 (2016)	123.41	123.41
1	PELICAN VAULT V525 ROLLING CASE w/DIVIDER/REG	PEV525D (VCV5250040BL)	154.57	154.57
1	NIKON EN-EL14A RECHARGEABLE LI-ION BATTERY/REG	NIENEL14A (27126)	39.03	39.03
1	PROTAPES PRO GAFF TAPE 1"x55yds (BLACK)/REG	PRGT155B (UPCG155MBLA)	9.29	9.29
1	IMPACT PRO 6x 15 LB SANDBAG KIT - BLACK/REG	IMSBEB156K ()	59.34	59.34
	CONSISTS OF: 6 IMPACT 15LB CORDR SADL SANDBAG (EMPTY) - BLK/REG	IMSBEB15 (SBEB15)		

Continued on Next Page ...



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The Professional's Source

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Federal ID#: 13-2768071

Quote No.: 891211665

Date	Customer Code	Terms	Salesperson	Ship Via
01/10/22	1233144	N/A	Slsm	MULTIPLE

Qty Ord	Item Description	SKU# MFR#	Item Price	Amount
<p>PLEASE NOTE: -----</p> <p>IMPORTANT NOTICE: B&H has begun collecting California sales tax. If you are CA tax exempt, please contact our TAX Department. To update the status of your account, please email a completed tax exempt certificate to taxcertificates@bhphoto.com. The B&H Tax Department can be reached via phone at 212-502-6308.</p> <p>**** Please reference your quote number on all PO's ****</p> <p>**** ALL PRICES ARE LISTED IN USD ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>				

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total:	385.64
		Shipping:	Free STND
		Tax:	39.53
		Total:	425.17