

# INSTRUCTIONAL EQUIPMENT REQUEST 2021-2022



LPC ADMINISTRATIVE SERVICES - REQUISITION INFORMATION PAGE

Internal Use
IE #: 2021 -09 _____
Total \$: 7543.31 _____

**Requester Name:** Craig Kutil and Susan Cumbo **Division Name:** PATH

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:

We are requesting 50 new 1x2 meter (1.5" thick) Swain Series Premium Tatami Mat - Black.. These are the highest quality mats for Judo and are used in many Dojos and Universities including San Jose State. They would replace the red Swain Mats that are currently in PE213. The current mats were installed in 2010 - they have about a 10 year lifespan - and they lost much of their firmness with many having tears that students can easily catch a toe on. The current mats tear quite easily at this point.

**Equipment Location Building:** L2500 **Room:** PE213

### Location Comments:

This is the yoga, Pilates, and martial arts room opposite the weight room in the Physical Education Complex.

## **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:**

The safety concern would be students catching their toes on mat tears, and the durability and firmness of the current mats being degraded due to constant use. According to Practicing Judo Safely by Judo Canada (2017), "Judo is normally practiced on padded mats specially designed for the sport. These mats, which are called tatami, considerably reduce the risk of trauma associated with falls sustained in judo practices." Also, "They should be placed on a surface which absorbs shock well. Cement floors should thus be avoided, but if they are present, a sub-floor with the absorption capability should be constructed or 5 cm thick tatami mats should be used." Our mats are placed on concrete, have the same thickness of what is recommended by Judo Canada, and in both Danzan Ryu Jutjutus and Tenio DeCuerdas Eskrima students take falls as a significant part of the curriculum.

## **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*:**

The equipment supports LPC's Mission Statement with the following:

1) The definition of Learning-Centered talks about "having necessary and specialized facilities." To properly teach Danzan Ryu Jujutsu, the facilities need to provide the proper specialized equipment, since students will be practicing Nage (throws) found in Judo, and "Tatamis offered on today's market are traditionally 1m x 2m or 1m x 1m, 4 or 5 cm thick and with a density of 230 to 270 psi. The 5 cm thick mats offer higher shock absorption and are designed to offer safe practice/competition surface when laid on a very hard floor – i.e. concrete" (Practicing Judo Safely by Judo Canada 2017).

2) The courses being taught in this room are part of the Kinesiology AAT program, which ties directly to "completion of student's transfer...goals," and as physical activity courses they promote "life-long learning" - these physical activity courses satisfy CSU GE Area E: Lifelong Learning and Self Development.

I can only speak to the Planning Priority regarding equity. To be fair to the students training at the college, we should have the same equipment as students that train at private studios.

### **SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW**

**Specify the educational programs this equipment supports:**

The mats are used in the following classes:

- KIN ETD1 Eskrima - Tenio DeCuerdas 1
- KIN ETD2 Eskrima - Tenio DeCuerdas 2
- KIN ETD3 Eskrima - Tenio DeCuerdas 3
- KIN ETD4 Eskrima - Tenio DeCuerdas 4
- KIN JDR1 Jujutsu - Danzan Ryu 1
- KIN JDR2 Jujutsu - Danzan Ryu 2
- KIN JDR3 Jujutsu - Danzan Ryu 3
- KIN JDR4 Jujutsu - Danzan Ryu 4
- KIN PL1 Pilates 1
- KIN PL2 Pilates 2
- KIN TK1 Tae Kwon Do 1
- KIN TK2 Tae Kwon Do 2
- KIN TK3 Tae Kwon Do 3
- KIN YO1 Yoga 1
- KIN YO2 Yoga 2
- KIN YO3 Yoga 3
- KIN YO4 Yoga 4

All of these courses cross-schedule their sections in the same room, with at least one section a part of the Kinesiology AAT program.

**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 will be part of the upcoming program review.

## SECTION 4: TEACHING AND LEARNING

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

Currently the mats have tears and have lost their firmness, and according to Practicing Judo Safely by Judo Canada (2017), "Tatami (judo mats) or equivalent equipment should be in good condition and allow optimal shock absorption." Four of the red mats were replaced a couple of years ago with four black ones that were in storage, and the firmness of the used mats was obviously quite poor compared to the firmness of the new mats.

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

Giving students the confidence to learn to absorb the force of being thrown on the ground is optimal with a quality surface. As their confidence increases, they will be able to learn to complete more dynamic ukemi (receiving techniques). This in turn allows students to learn more advanced throws, where the uke (receiver) needs to be able to take more dynamic ukemi. The most difficult skill in martial arts is throwing, since it involves controlling one's own balance completely, while moving, while simultaneously controlling another person's balance. This is much more difficult if the uke is not confident in their ukemi skills. I know that learning of throws will be particularly enhanced with new mats.

In addition to learning to fall, in all three martial arts taught in this room - Jujutsu, Eskrima, and Tae Kwon Do - footwork is a major part of the curriculum. Moving correctly to enter for throws, evade attacks, deliver punches and kicks, and control distance from an opponent all rely on great footwork. With tears on the mats, students have to be more cautious not to injure themselves. With new mats this would not be a problem.

**Each academic year, this equipment will impact: <sup>20</sup> \_\_\_\_\_ # of classes/sections <sup>880</sup> \_\_\_\_\_ # 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.**

Upon completion of KIN JDR1, the student should be able to perform beginning-level ukemi.  
Upon completion of KIN JDR1, the student should be able to perform beginning-level trip throws.  
Upon completion of KIN JDR2, the student should be able to perform elementary-level ukemi.  
Upon completion of KIN JDR2, the student should be able to perform beginning-level sweep throws.  
Upon completion of KIN JDR3, the student should be able to perform intermediate-level ukemi.  
Upon completion of KIN JDR3, the student should be able to perform beginning-level reap throws.  
Upon completion of KIN JDR4, the student should be able to perform intermediate/advanced-level ukemi.  
Upon completion of KIN JDR4, the student should be able to perform beginning-level drop throws.

All of the SLO's deal with students learning to fall or throw another person. As stated previously, proper firm mats enhance learning Judo throws.

Upon completion of KIN ETD1, the student should be able to perform beginning-level footwork.  
Upon completion of KIN ETD2, the student should be able to perform elementary-level footwork.  
Upon completion of KIN ETD3, the student should be able to perform intermediate-level footwork.  
Upon completion of KIN ETD4, the student should be able to perform advanced-level footwork.

All of the SLO's deal with footwork. As stated previously, a mat without tears will enhance footwork practice.

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

**What is the potential life span of the requested equipment?**

10 years

**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.)**

These mats are installed in PE213 as the main surface, so no storage is necessary.

**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.**

The old mats can easily be sold. In fact, the supplier we would be purchasing the new mats from would be willing to purchase our old ones.

**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.)**

I don't believe there would be any additional on-going cost to what there is now. The mats should be mopped weekly.

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

We would be replacing mats that are already here, with the old mats being sold and used rather than being thrown away. A lesser quality mat would require replacement more often.

### Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	6,000	
Taxes (9.5%)	701.31	
Shipping or Delivery Charge	842.00	
Installation Costs *	0.00	My students and I can install them in an hour
Miscellaneous Costs:		
Facilities Modifications		
Operator Training		
Maintenance & Repair Training		
Storage		
Other: <u>N/A</u>		
Vendor Discount		
<b>Grand Total:</b>		7,543.31

### Part B: On-Going Annual Operating Costs

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



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

N/A

**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: N/A

Is this in their current scope of duties? N/A

Indicate cost to train key operator (include in Initial Start-up Costs above): N/A

Indicate amount of time per month key operator will use equipment: N/A

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: N/A

Is this in their current scope of duties? N/A

Indicate cost to train for maintenance and repairs: N/A

Indicate amount of time per month maintenance will be required: N/A

**SIGNATURE APPROVALS**

Funded requesters will be expected to respond to a brief RAC feedback survey by a requested deadline.

- Requests for computer-related equipment and printers will be reviewed by the LPC IT Department.

REQUESTOR

Craig Kutil Digitally signed by Craig Kutil  
Date: 2021.09.16  
23:40:54 -07'00'

9/16/21  
Date

DIVISION DEAN/MANAGER

*Erick O. Bell*

Date 09/17/2021

ADMIN SERVICES, VP

Date

**Admin Services will route as needed**

IT MANAGER

Date

M&O DIRECTOR

Date



Office of Administrative Services

(Wait 5-10s)

Requisition Request Form

R \_\_\_\_\_ - \_\_\_\_\_

Fiscal Year		Vendor ID #	Vendor Name			Date Required
Deliver To		Room #	Return Copy of Requisition To			
Susan Cumbo		PE213				
Seq	Item #	Description	Qty	Unit Price	Extended Cost	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Comments				Subtotal		
				Tax		
				Shipping		
				Total Cost		
FOAP to be Charged			%	Amount		
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			
-	-	-				
FUND	ORG	ACCOUNT	PROGRAM			

Requestor (print name) \_\_\_\_\_ Date \_\_\_\_\_

Coordinator/Manager (signature) \_\_\_\_\_ Date \_\_\_\_\_

Dean (signature) *Erick O. Bell* Date \_\_\_\_\_

Vice President (signature) *Kristina Whalen* Date 9/22/21

**OFFICE OF ADMINISTRATIVE SERVICES USE ONLY**

Reviewed: \_\_\_\_\_ Verified: \_\_\_\_\_ Approved: \_\_\_\_\_  
Administrative Services Administrative Services Officer VP, Administrative Services

PO Number: \_\_\_\_\_ Budget Transfer #: \_\_\_\_\_ Entered: \_\_\_\_\_

TR 4/6/20

1734 East El Paso Street, Suite 110  
 Fort Worth TX 76102  
 Phone: 817-534-3344 Fax: 888-531-6964

**Quote #:** 3754  
**Quote Date:** 09/16/2021  
**Sales Rep:** Joshua Suzara  
**Sales Rep Mobile:** 408-370-4049  
**Sales Rep Email:** [jsuzara@dollamur.com](mailto:jsuzara@dollamur.com)

**Customer:** Las Positas College  
**Billing Address:** 3000 Campus Hill Dr  
 Livermore California 94551  
 United States  
**Contact:** Craig Kutil  
**Phone Number:**  
**Email:**  
**PO #:**  
**Terms:** Prepayment

**Shipping Contact:** Craig Kutil  
**Shipping Address:** 3000 Campus Hill Dr  
 Livermore California 94551  
 United States  
**Shipping Contact Number:** 707-599-2239  
**Ship Via:** RPM  
**Ship by:**

**Product/Items Sold**

Line	Part Name/Description	Part Number	UOM	Qty	Price	Total
1	Swain Series Premium Tatami Mat - Black	4CMTBLK1X2	Each	50	\$ 120.00	\$ 6,000.00
2	Sales Tax	SALES TAX	Each	1	\$ 701.31	\$ 701.31

**Notes to Customer**

Thanks for providing us the opportunity to do business with you. You will find a quote containing each of the products/services we are proposing to complete attached with this email. Please review the quote and get back to us at your earliest convenience. We look forward to doing business together. If you have any questions, feel free to contact your sales rep listed above.

<b>LineTotal</b>	\$ 6,701.31
<b>Discount</b>	\$ 0.00
<b>Sales Tax</b>	\$ 0.00
<b>Shipping and Handling</b>	\$ 842.00
<b>Order Total</b>	\$ 7,543.31

Signature

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**Quote Valid for 30 Days**

