



Instructional Equipment Request (IER) Form FY 2022-2023

Deadlines

Date	Action
October 12, 2022	IER forms due to Division Dean
October 19, 2022	Division review of IER forms (Dean & VP signature)
October 21, 2022	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete (**attach requisition and quote before e-signing IER form**)
- Requisition completed and attached
- Valid quote attached (with extended expiration date) including (1) shipping costs, (2) installation fees, and (3) taxes. **Do not split quotes or submit duplicate quotes.** For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
 - o If the quote total (including taxes) ranges from **\$30,000 to \$99,099**:
 - You must submit **three** written quotes with your request.
 - o For quotes of **\$99,100 or more**, the request must go out for bid (aka RFP process) and requires Board approval. You will be provided further instruction after your request is approved.
- IER form and requisition signed by Requestor
- IER form, requisition, and quote submitted as one PDF file to Division Dean including:
 - o New Vendor Form (if new vendor)
 - o Copy of W9 (if new vendor)

*Note: Mac Users – do not use Apple Preview to complete forms – data will not appear when printed.

IER Process Flow

1. All paperwork filled out and signed by Requestor
2. Requestor submits to Dean for signature
3. Dean submits to VP for signature
4. VP submits to Executive Assistant of Administrative Services for review
5. EA Admin Svcs submits to M&O and IT for review
6. EA Admin Svcs creates scoring spreadsheet and disseminates to committee
7. RAC scores submissions and returns to EA Admin Svcs
8. EA Admin Svcs combines committee scores for review
9. RAC Chair documents committee scoring in memo
10. College President meets with RAC Chair to review committee recommendations
11. President’s Office provides approval memo to RAC
12. RAC submits IER forms to Business Office for processing

Instructional Equipment Definitions

Allowable Items

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. Please note that requests are not limited to the examples shown below.

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, online subscriptions, books, periodicals, videos, etc.

Non-Allowable Items

Non-Allowable Items: 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 evaluates each IE request based on the rubric below. 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 Priorities [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
Educational Items: Programmatic Impact and Institutional Support [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
Teaching & Learning [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
Outcomes [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

Instructional Equipment Request Form

Name of Requestor: George T. Freelen Division: PATH 

This Equipment Request is: A Replacement | An Upgrade | New Equipment or 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 #: New Fire Training Grounds Room #: TBA

Comments:

I would like to request 20 new weight vest for the Fire program. Adjustable Weighted V Force Vest for woman or Men, 45lbs - Weighted Workout Vest With Iron Weights, Heavy Duty Weighted Exercise Vest For Functional Training, Slim Design Weighted Running Vest. Made in the USA. This will provide the students the ability to train with weighed vest to simulate the gear (PPE) and airpack that will be worn while working as a firefighter. The weight vest will also meet the pack test for the wildland Firefighter in CalFire. Half of our Academy graduates to this date have or are worked for CalFire.

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

SECTION 2: LPC Mission Statement and LPC Planning Priorities

LPC Mission Statement

Las Positas College is 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 lifelong learning.

LPC Planning Priorities

- 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.

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

The weight vest give the Academy and the FST 7 class the ability to train and test student to the CalFire wildland Firefighter standard. The vest will provide our student will realistic training that better prepares them for the job and the weight of the Personal Protective Equipment wore everyday by Firefighters.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This provides support to The Academy and FST 7 class.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:

No

SECTION 4: Teaching and Learning

Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:

Weighted vests work well to increase the challenge of bodyweight and resistance activities, and they can be used with some aerobic activities, such as running and hiking. They can also be used with explosive training exercises, including jumps and reactive training drills.

One study showed that people wearing a vest that added 10% of their body weight burned significantly more calories than both those not wearing any weight and those carrying only 5% of their body weight (1Trusted Source).

Second recent study found that weighted vest training improved blood lactate thresholds for runners. This means they were able to tolerate faster speeds for greater periods of time before fatiguing (2Trusted Source).

In fact, improvements were seen during both sprints and endurance-run distances.

Detail the impact the equipment has on learning:

Strength gains from weighted vests have not only been seen in younger populations but also elderly ones. The Vests give the students the feel of the gear(PPE) the will wear to do the Firefighter job. The weight vest also give the students an oppertunity to test themself to the State Fire Marshal standard for wildland Firefighter.

Please state the number of classes and students the equipment will impact:

Classes/Sections: FST 12 and 7	Students: 100 students annually
---------------------------------------	--

SECTION 5: Student Learning Outcomes (SLOs)

Document how the equipment will enable you to surpass your current Student Learning Outcomes:

The new weight vest provide the college a way to test student on the pack test for State Fire Marshal standard for wildland Firefighter.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability

Please provide the lifespan of the proposed equipment:

10-20 years

What are the requirements and associated costs for the storage of the equipment?

None

Is there a specific location required to store the equipment?

Note: include storage costs in Part A: Initial Start-Up Costs (pg. 10)

Weight vest will be stored in the new equipment storage area in the new training tower.

Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?

No

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

What are the maintenance costs associated with the regular upkeep of the equipment?

None

Detail how the equipment meets or exceeds LPC's Sustainability Efforts:

Having the ability to keep equipment for a minimum of ten years should meet or exceed the college's sustainability plan

How does the equipment provide renewal resources to the college?

Weighted vests have been used to improve running speed, endurance, and muscular strength. They can also help increase the number of calories burned and maintain bone mineral density. The weight vest can be used on all students and cuts down on the number of times we would have to wash the turn out gear the students train in.

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

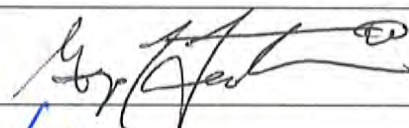

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	\$ 3,719.00	20, 45 weight vest
Shipping & Delivery Fees	\$ 1,000.00	
Installation Costs		
Miscellaneous Costs		
Modification to Facilities		
Operator Training		
Maintenance/Repair Training		
Storage		
Other		
Discounts (enter as negative)		
Sub-Total	\$ 4,719.00	
Taxes		
Grand Total	\$ 4,719.00	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance		
Part Replacement		
Vendor Calibration or Standardization		
Storage		
Supplies		
Maintenance/Repair Labor		
Software Licensing		
Other		
Grand Total	\$ 0.00	
Overall Cost:	\$ 4,719.00	

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Operator	
Primary operator:	FST Faculty
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train primary operator:	None
Approx. # of hours equipment will be used per month:	5 times
Comments:	
Maintenance and Repairs	
Who will perform maintenance and repairs?	FST Faculty
Estimated hours per month:	one
Does the work align with current position duties?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to train for maintenance and repairs:	none

Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Requisition and quote must be attached to this form before signing. Adobe prevents adding pages once a document has been e-signed.**

Requestor:		Date:	10/12/2022
Division Dean:		Date:	10/19/22
Vice President:		Date:	
College Technical Service Manager:		Date:	
M&O Director:		Date:	
Vice President, Administrative Services:		Date:	

CANCEL **Place Your Order - Amazon.co...**

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Place your order



Items (10):	\$1,859.50
Shipping & handling:	\$0.00
Total before tax:	\$1,859.50
Estimated tax to be collected:*	\$190.60
Total:	\$2,050.10
Gift Card:	-\$36.27
Order total:	\$2,013.83

Can only add 10 of the products per "add to cart."
Will need to add 2 orders of 10 vests for the total costs associated as estimated in the IER for 20 vests total.

Shipping address



Add delivery instructions (optional) >

Payment information

Payment method >

Hello Select your address All

Hello, sign in Account & Lists Returns & Orders

10

All Prime Early Access Deals Best Sellers Amazon Basics Customer Service Prime New Releases Prime Early Access Sale is here!



\$100 instant gift card

Get \$100 off instantly upon approval for the Amazon Store Card

Current subtotal: \$1,859.50 Gift Card savings: - \$100.00 Cost after savings: \$1,759.50

Learn more

Shopping Cart

Subtotal (10 items): \$1,859.50

Price

Proceed to checkout



45 Lb. V-Force Weight Vest * Black. Made in USA with quality global

\$185.95

In Stock Shipped from: WEIGHTVEST Gift options not available. Learn more

10

Delete Save for later

Subtotal (10 items): \$1,859.50

Your recently viewed items



MVRK Adjustable... 56

\$174.99

Add to Cart



Batianda Compatible... 66

\$21.99 - \$39.99

See all buying options



Batianda Compatible... 66

\$18.39

See all buying options



SUPCASE Unicorn... 970

\$29.99

Add to Cart

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. Learn more

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Sponsored Products related to items in your cart What's this?



KSM-66 Ashwagandha... 971

\$21.99

See all buying options



Adjustable Weighted... 13

\$169.99

See all buying options



Launch Fitness... 190

\$67.99

See all buying options



OneTigris Multicam... 1,056

\$132.98

See all buying options

Recommended based on your shopping trends

Sponsored



HARDYROAR Wood Gymnastic Rings - Gym Equipment for Crossfit, Body Training, Exercise and Workout - Easy Ins...

49

\$49.99



OneTigris Multicam Tactical Vest

1,056

\$132.98



Adjustable Weighted Vest 0-44lbs,5BILLION Weight Vest with Weights Includes, Body Weight Vest for Men W...

13

\$169.99



KSM-66 Ashwagandha Capsules | 300mg | 90 Count | Withania somnifera Extract | Ayurveda Supplement...

971

\$21.99



POWER GUIDANCE Rock Climbing Holds Wood Portable Hangboard & Gymnastic Ring 2in1 f Training Grip Strength

\$19.19

Customers who viewed items in your browsing history also viewed



miR Air Flow Weighted Vest with Zipper Option 20lbs - 60lbs Solid Iron Weights Machine Washable. Workout Vest for Men and Women

1,522

\$101.36-\$219.99



CAP Barbell 20-150 Lb Adjustable Weighted Vest, Regular and Short Options

4,136

Amazon's Choice in Strength Training Weight Vests

\$47.67-\$149.46



Premium Weighted Vest for Training, Body Weight Workout Weight Vest 25/35/45lbs, Adjustable Weighted Vest Men for...

38

\$146.80-\$158.80



MiR Short Weighted Vest With Zipper Option 20lbs - 60lbs Solid Iron Weights. Workout Vest for Men and Women.

608

\$103.78-\$209.99



Gymnastics Power - Weighted Vest 45lb Removable Iron Weights for men and women workout For Calisthen And Fitness Sport...

41

\$197.97-\$199.97

See personalized recommendations

Sign in

New customer? Start here.

Back to top

Get to Know Us

- Careers
- Amazon Newsletter
- About Amazon
- Sustainability
- Press Center
- Investor Relations
- Amazon Devices
- Amazon Science

Make Money with Us

- Sell products on Amazon
- Sell apps on Amazon
- Supply to Amazon
- Become an Affiliate
- Become a Delivery Driver
- Start a package delivery business
- Advertise Your Products
- Self-Publish with Us
- Host an Amazon Hub

Amazon Payment Products

- Amazon Rewards Visa Signature Cards
- Amazon Store Card
- Amazon Secured Card
- Amazon Business Card
- Shop with Points
- Credit Card Marketplace
- Reload Your Balance
- Amazon Currency Converter

Let Us Help You

- Amazon and COVID-19
- Your Account
- Your Orders
- Shipping Rates & Policies
- Amazon Prime
- Returns & Replacements
- Manage Your Content and Devices
- Your Recalls and Product Safety Alerts