



Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Multiprocess Welding Power Source
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

Checklist

- All IER form fields complete
- Valid quote attached to submission (must be attached before submitting form)
 - Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
 - IMPORTANT:** To comply with state law, purchases between \$30,000.00 and \$109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
 - Purchase requests of \$109,300.00 or more must go out for bid* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
 - For assistance with quotes, please contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.
- IER form, with quote, signed and submitted to Division Dean including:
 - Quote (required)
 - [New Vendor Application](#) (if new vendor)
 - Copy of [W9](#) (if new vendor)

***Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

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: Miner, Scott

Division: PATH

Discipline: Welding Technology

This Equipment Request is: A Replacement

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 #: 3500

Room #: 3519 - Welding Lab

Comments:

This request is for one machine for six student workstations. Six machines total. We have this capability in 18 of our 24 workstations. We are trying to equip the last six workstations. This is a multiprocess welding power source. This one modern machine is intended to replace two older style machines. This one machine is capable of four different welding processes that encompass all of the courses we teach in our program. This one machine, by replacing two other older machines, also saves power as the modern inverter technology has a greater power factor than the older transformer technology.

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:

This equipment is used by students to make welds for welding certification testing that comply with the American Welding Society Structural Steel Welding Code D1.1 This code is designed with the public's safety in mind and in an effort to create modern building and infrastructure that will survive natural disasters and seismic events.

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 Las Positas College Welding department 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. This equipment will specifically increase student success and completion through changes in the welding department practices and welding processes in student workstations. By providing access to modern industrial relevant machinery and equipment, it better prepares students for the modern workplace and responsibilities of employment.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

Welding and Manufacturing
Engineering Technology
Automotive Technology
Many additional programs across campus who we repair and build equipment and training aids for.

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:

Our program review has had in it for many years the language and reference to the needs for students to have industrial relevant equipment that they might encounter in the workplace and we need to have our teaching and learning spaces one that closely replicate the workspace that somebody may encounter on the job. In other words our classes should be “work like”. This equipment is like what one would expect to encounter in a modern welding shop. This equipment is also replacing something that was purchased in approximately 2008. Our program review also speaks to our embedded stewardship of college asset in our teaching and learning as a way to develop character in students. We should treat the college equipment as if it was our own.

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:

One of the main drivers behind getting this equipment is the fact that we can reduce the overall number of pieces of equipment that we maintain and students have to operate. This one machine does for welding processes. It replaces two welding machines that did two welding processes each. Because the equipment that this is being used to replace is 15 years old the reliability and relevance to the modern day workplace is diminished. These new machines have capabilities to speak to the Internet and give real time data on Welding statistics and other performance indicators that can be used to judge and assess students work. This capability or what some people will call the Internet of things was not even something that was thought of 15 years ago when the older equipment was purchased . This new equipment has the capability of interfacing with the computer and allowing the students to operate and access their equipment in the same way that a supervisor may look at it in a modern manufacturing company with multiple people within the manufacturing plant.

Detail the impact the equipment has on learning:

This equipment delivers the foundation of all welding coursework. The entire Welding and metals joining industry are primarily based on four major welding processes. This equipment is a piece of machinery that delivers all four of those welding processes in one compact efficient easy to use and understand unit. It is a combination of versatility and ease of use combined with the modern data sharing capacity of Internet connectivity that make this piece of equipment vital to any modern forward thinking manufacturing program. One example to emphasize the impact on learning is to look at a parallel situation in another program and how it would impact them. Imagine taking a computer science or a computer studies course and you walk in in the computer that you’re about ready to use was 15 to 18 years old. The computer doesn’t even have a mouse. How would you as a student feel in your efforts to prepare yourself for work in a modern day workforce. That’s where we are at in our welding department as we try to renew our Welding workstation for students to bring them up to a standard that exists in other programs.

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

Classes/Sections: 100% of Lab sections fourty+/yr	Students: 100% of students in lab sections, appx 150
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SECTION 5: Student Learning Outcomes (SLOs)

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

Our program and course learning outcomes are worldwide industry recognized American Welding Society certification welding skills testing. There is nothing to exceed, we are already testing students in an equitable unbiased manner based on consensus standards widely accepted in industry.

A student completing the program is expected to be able to pass a certification test in all four of the welding processes in more than one position, using carbon steel, aluminum and stainless steel.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

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?

As mentioned previously, this equipment is intended to replace other pieces of equipment that are 15 years old. We do not plan to surplus the equipment but make the old equipment available for continued student use. One of the great things about welding equipment, while it is not cheap, it is entirely durable and rugged and lasts overtime. Just like an automotive student cant just learn how to work on modern cars they must work on cars that are 10 or 15 years old as well. The same is the case with Welding students. Not all shops have modern up-to-date equipment and so students should be well-versed in working on new modern equipment which this will be if approved and they will have access to utilize older equipment to make them well rounded.

Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):

This equipment vastly exceeds LPC's sustainability efforts. In the owners manual of this equipment there is a specific section that addresses end of life span recycling. There is a diagram that shows which components contain how much of each material by mass. This equipment is specifically manufactured in a way that it can be easily separated and the various recyclable materials directed to their appropriate recycling streams. This is a requirement for any equipment that is sold in Europe. It is unfortunate that the United States does not require this same topic on machinery sold in America.

How does the equipment provide renewal resources to the college?

This equipment does not provide renewable resources but it does conserve the expensive and important electrical energy that we pay for at the college. The current equipment that this is intended to replace is 15 years old and electrically in efficient as compared to the new modern electronic welding power sources. While our new welding facility is located directly next to the solar farm at the top of the hill on campus. Figuratively, with these new machines, that solar farm could actually have a few less panels, and still take care of everything we need on campus and the in the welding shop.

Operator

Primary operator:	Students First!, Faculty, Classified Professionals		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	200		
Comments:	The Welding department is very aware of the impact that we have on utility cost across campus and our impact on the campus community. We want to start we were the highest power user of any program on campus due to the fact of all of the high powered Welding equipment we have within our facility. I was surprised to find out when I chaired the facilities committee there in fact the kinesiology and athletics department is the largest user of electrical power on campus.		

Maintenance and Repairs

Who will perform maintenance and repairs?	James Weston, Scott Miner		
Estimated hours per month:	2-5		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

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

Lifespan of Equipment: 15-20 years

FOAP (Budget) for Recurring Costs:

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs		
Type	Cost	Comments
Equipment or Materials	81,069.00	
Shipping & Delivery Fees	0.00	
Installation Costs	600.00	\$100/each for 6 new plugs
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	The educational discount does not appear on the quote but amounts to about \$2000/machine based on other vendor
Start-Up Total	81,669.00	
Part B: Annual Operating Costs		
Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
Annual Total	0.00	
Overall Cost:	81,669.00	

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). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>Scott Miner</i>	10/12/2023
Division Dean:	<i>Kevin Kramer</i>	10/19/2023
Vice President:	<i>Nan Ho</i>	10/23/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/23/2023
M&O Director:	<i>John Seybert</i>	10/23/2023
Vice President, Administrative Services:		



Picking Ticket

QUOTE ORDER

Picking Ticket #



98890677

Ship From : 71071
 LINDE GAS & EQUIPMENT INC.
 LGPEKG SAN LNDR BRN 71071
 2615 ALVARADO STREET
 SAN LEANDRO CA 94577-4319
 510-878-7885

Ship To : 79061258 CU Cust # : MX451
 LAS POSITAS CCD
 ATTN:WELDING DEPARTMENT
 3000 CAMPUS HILL DRIVE
 LIVERMORE CA 94551-7623

Caller Name :
 Caller Phone # :

Order # : 18576311 ORD TYPE : ZQ
 Shipment # :
 Order Date : 10/5/2023 Promise Date : 10/5/2023
 Order Processed By : BUS, DANNY D DE DDD
 Phone # :
 Ship Via : Customer Pick Up
 Route# :
 Carrier Name :
 Rev Brn : 71071 10/5/2023 05:31PM EST

Sold To: 71329091
 LAS POSITAS CCD
 ATTN WELDING DEPARTMENT
 3000 CAMPUS HILL DRIVE
 LIVERMORE CA 94551-7623

PO # : QUOTE
 Release #:
 Phone # : 925-424-1137

Customer #



79061258

Order #



18576311

QTY SHIP	UM	H M	ID NUMBER	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NO/ CUST.ITEM NO	QTY ORDER	QTY BKORD	CYLINDERS SHIP	RET	TAX Y/N	VOL/ WT	UNIT AMOUNT	EXTENDED AMOUNT
6	EA			POWER WAVE 300C ADVANCED EDU	1.000	LINK4934-1	6	0			Y	NA	12,200.00	73,200.00
													6.00 LB	

Mfg # K4934-1

Total weight		6.00 LB	WARNING: Transporting flammable gases and/or hazardous materials in an enclosed van, automobile or automobile trunk is very dangerous because it can cause a fire or explosion resulting in serious injury or death. Read cylinder label warnings, Safety Data Sheets (SDSs) and/or safety booklet P-3499. PLACARDS OFFERED <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	
EMERGENCY RESPONSE TELEPHONE NUMBER: CALL CHEMTREC 1-800-424-9300	Sub Total	USD 73,200.00		
	Tax (%)	USD 7,869.00		
	Total Sales	USD 81,069.00		

This is to certify that the above named materials are properly classified, described, packaged, marked, labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.



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Authorized Signature _____

Terms & Conditions

Received by _____