

INSTRUCTIONAL EQUIPMENT REQUEST 2018-2019

Internal Use
IE #: Fall-17
Total \$: _____

Requester Name: Todd Steffan **Division Name:** Enrollment Services

SUMMARY INFORMATION

Title of Item: Equipment/Chairs for Veterans Resource Center

Equipment Location Building: 1310 **Room:** Lounge and study rooms

Location Comments:

The Veterans Resource Center is a key component of the Las Positas College Veterans First Program and is recognized as a model program and center statewide and nationally. +

SECTION 1: EQUIPMENT DESCRIPTION

The equipment is: ☒ A Replacement ☐ An Upgrade ☐ New Equipment/Technology

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:

The key items are the replacement furniture for the lounge area. The furniture has seen much use from many marines, soldiers, sailors, airmen, and guardsmen and has served has worn well, but it was first purchased in 2011. The furniture has been utilized in workshops, meetings, studying, relaxing, and connecting with other Veterans, and the new furniture would serve similar needs. As traffic in the center increases and because of the increase in the number of student Veterans over the years, continued heavy usage of this furniture is anticipated.

The current furniture is torn and falling apart. Student Veterans require heavy duty and sturdy furniture to study and relax upon, that can handle the frequent use. Students who use the center may have disabilities, such as service connected knee and back injuries, and this furniture must be easy to utilize for these students, as well as easy to move around in support of different types of meetings and events.

In an effort to gain inclusive input into the choices for replacement furniture, the student Veterans observed and tested samples of the materials and styles of furniture available. Many preferred the furniture similar to what is currently in the center, but having it made from better materials recommended by the sales representative. Colors and styles very similar to current were favored.

LPC - RECEIVED

SEP 28 2018

ADMINISTRATIVE SERVICES

SECTION 1: EQUIPMENT DESCRIPTION (contd)

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

Current furniture is falling apart. Some of the chair handles pull off, which is a safety concern. Many of the student Veterans have physical disabilities, especially with back and legs, therefore sturdy and accommodating equipment is needed. As mentioned many of the student Veterans are rather large in size, and therefore the chairs identified must be larger than normal, but easy to move.

SECTION 2: LPC MISSION STATEMENT AND LPC PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Accreditation: Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Curriculum: Provide necessary institutional support for curriculum development and maintenance.
- ❖ Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Professional Development: Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

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

Multiple times, student Veterans, have commented that they really decided to choose Las Positas College for their education when they walked into the Veterans Resource Center. They saw a true Veterans Resource Center, not just a room with a few computers. They often state that seeing Veterans in the center and the observing the quality of the center gave them the first impression that Las Positas College is truly committed to student Veterans.

Las Positas College is a learning-centered institution providing educational opportunities and support for students' transfer, degree, basic skills, career-technical, and retraining goals. The VRC supports Veteran students in the same way. Many need the retraining, since they made the transition from military to college. Creating a welcoming environment that supports learning is the foundation of Las Positas College Veterans Resource Center. Having good condition equipment/furniture is one of the key elements in creating this welcoming environment.

The VRC furniture replacement request would also support the college planning priority around expanding tutoring services. The VRC houses, subject support specialists, especially in the area of math, who specifically work with Veteran students. As one of LPC planning priorities, expanding tutoring services to meet demand and support success in basic skills, CTE, and transfer courses occurs in the center and often times in the lounge because the study room cannot accommodate a large number of students at once.



SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

The equipment requested supports all educational programs. Student Veterans at Las Positas study all majors, wish to achieve all levels of degrees and certificates and participate in all programs. The VRC supports mental health as well. Many studies and surveys have identified one of the biggest challenges Veterans face is the transition from military to college. Within this transition, Veteran students lose the comradery they had in the military. This bond between brothers and sisters who served, regardless of when and what branch served in, is very powerful. Many surveys have also shown schools who do not have VRCs or have no lounge area within their VRC, inhibit Veteran students from connecting with other Veterans on campus. They might sit alone in their cars between breaks, isolated and alone, which can lead to things such as severe depression, dropping out of school, and even suicide. In effect, a Veterans Resource Centers can save lives. Las Positas Veterans First program wants to create a welcoming and supportive environment that emphasizes to Veteran students that they deserve a quality center and quality furniture to study, relax, and take a break from class upon.

Included in the request are stackable chairs to accommodate larger meetings and workshops, which now are often attended by 20 or more students as the Center has grown. We lack storage space, so having additional stackable quality chairs is important can resolve this storage issue.

If this equipment is included in your Program Review, please include the exact wording. If equipment is not included, explain why:

The most recent Program Review for the Veterans Program, focuses a lot on the growth of the program and the need for new and larger space. Funding, staffing, and space continue to be main issues, as the program growth demands continue to outpace services, staffing, and space. Although the new current VRC is much larger than the first VRC, the increase of student Veterans and also the new services, such as counseling in the VRC, the VFP has out grown the current VRC. The current VRC space is no longer adequate for the various services and programs now offered. Between 2012-2017 the growth of Veterans has seen an increase much higher than the non-Veteran student increase rate: a 61% increase from 297 Veterans to 479.

Measure A was also passed with highlighting the Veterans attending Chabot and Las Positas College. One of the key areas of this bond was to improve support facilities and educational resources for Veterans. Having good condition, newer equipment would be a step towards meeting this promise to the voters. Since the new VRC has not been planned yet and most likely would not be built until more than five years from now, the replacement equipment is necessary to the program goals.

SECTION 4: TEACHING AND LEARNING

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

Workshops and trainings that are directly taught in the VRC is impacted by the equipment/chairs in the VRC. As mentioned, many of the Veterans are large and often have back and leg service related injuries. Without safe, sturdy, and adequate size of chairs, it makes it difficult for the student Veteran to be comfortable and an accommodating learning environment.

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

As mentioned above, if the equipment/chairs does not meet the student Veterans comfort and accessibility, especially with many who have physical service connected disabilities, they will have difficulties studying, attending workshops/presentations, and even relaxing and taking some anxieties and stress of making it better for them to learn when they go to class.

Each academic year, this equipment will impact: Many # of classes/sections 600 # of students

SECTION 5: OUTCOMES (SLOs)

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

In the latest SAO for the Veterans First program, the VFP identified the on-going need to increase awareness of the Veterans First Program, so more Veterans, active duty, reservists/guard, and dependents/spouses of Veterans utilize the services and programs offered by the Veterans First Program, including the Veterans Resource Center. Therefore the equipment/furniture in the center, should be safe, welcoming, modern, and fit the welcoming environment that the VRC strives to provide.

In addition, a new goal of the VFP is to provide effective services that promote retention and student success by increasing the number of hours offered in the VRC for subject support, especially in math. In October, funds will be dedicated from the 2-year VRC grant offer more subject support specialists. Because of the increase of usage throughout the week because many Veterans prefer to get subject assistance in the VRC the center often sees the lounge area utilized for studying and subject support. Therefore the equipment furniture purchased will support Veterans and promote a successful learning environment.

What are the consequences related to learning outcomes if request is not funded?

The number one outcome if not funded: old equipment that is no longer safe will be discarded and there will be less equipment/chairs meet the needs of our Veterans, including those with service related disabilities. Fewer student Veterans will utilize the VRC, which could also impact number of new Veterans attending LPC as well as those who have been attending and may now leave because of the lack of commitment by the college for quality equipment our student Veterans need and deserve.

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

What is the potential life span of the requested equipment?

With the continued growth of LPC student Veterans population and increased traffic in the Veterans Resource Center, this equipment is expected to last for a 3-4 year life cycle.

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.)

No new storage needed

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.

Old equipment being replaced will be retired.

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.)

No ongoing operation costs.

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

Many of the student Veterans have already identified what they want replace the old with the new, which is very similar to the equipment requested to be replaced, which is over five years old with very high usage. Old furniture if can be repaired can be donated to others to utilize it. Materials for the chairs are mostly wood and cloth, with limited plastics. Purchasing top of the line means less often replacing broken equipment, saving items from becoming landfill.

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	13,463.88	
Taxes (9.5%)	1,279.07	
Shipping or Delivery Charge	0.00	
Installation Costs *	0.00	
Miscellaneous Costs:		
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Storage	0.00	
Other: _____	0.00	
Vendor Discount	0.00	
Grand Total:		\$ 14,742.95

*For items requiring installation, requesters are required to check with District Purchasing (Victoria Lamica) regarding District policies.

Part B: On-Going Annual Operating Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Annual Service or Maintenance	0.00	
Estimated Parts Replacement Per Year	0.00	
Outside Standardization or Calibration Costs	0.00	
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor	0.00	
Other: _____	0.00	
Annual Operating Costs:		\$ 0.00

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

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SECTION 6: TOTAL COST OF OWNERSHIP (contd)

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

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 must be reviewed by the LPC IT Department.

Signatures:

Tobias
Requester

9-12-18
Date

IT Department (if required)

Date

J. Mignola
Dean/Manager

9-12-18
Date

Vice President

9/12/18
Date

#R

FOR REIMBURSEMENT: List payee name & ssn.			
SUGGESTED VENDOR		TAX ID# KI	
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT
Todd Steffan	13-Sep-18		For inventory purposes Element Services/Vet equipment will reside:

SUGGESTED VENDOR		KI	
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT
Todd Steffan	13-Sep-18		For inventory purposes Element Services/Vet equipment will reside:

NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes
Todd Steffan	13-Sep-18		Element Services/Veterinarian	Equipment will reside:

Todd Steffan

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)

Sela Lounge Chair w/ Table Arm 1323/FC

Torsion Air Nesting Armchair, TANWA

Deliver To, include room # (optional):

13,463.88

1.245.41

1

Shipping (if available).

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price.

14,709.29

Business Office

Supervisor/ Coordinator/ Director

Dean/VP/President

1 _____ Business Office

[Signature]

Dean/VP/President

[Signature] 9/13/13



QUOTATION: 18JEG-403157/C

Las Positas College: Veteran's Affairs Lounge

CREATED 11/26/2018 (YMM) Through 11/27/2018





Las Positas College: Veteran's Affairs Lounge

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 18JEG-403157/C

CREATED 8/29/2018 / | **Valid Through 11/27/2018**

PRODUCT TOTALS	\$13,463.88
See Quote Detail Summary	\$1,245.41
GRAND TOTAL	\$14,709.29

Contract Information:

CACB13-01B FCCC Agreement:CB13-013

Requested Delivery Date:

To be Determined

Sales Team:

Jessica Gelin
Sales Rep
jessica.gelin@ki.com
(510) 593-3597

Sold To

Las Positas College
Attn: Todd Steffan
3000 Campus Hill Drive
Livermore, CA 94551
P. 925.424-1571 F. (925) 443-0742
Customer # 0

End User

Las Positas College
Attn: Todd Steffan
3000 Campus Hill Drive
Livermore, CA 94551
P. 925.424-1571 F. (925) 443-0742
End User # 0

Ship To

Golden PMI
Attn: Lou Reguero
4441 Enterprise Street
Fremont, CA 94538

Installation




Golden PMI
Attn: Lou Reguero
4441 Enterprise Street
Fremont, CA 94538
P. (510) 673-8236 F. (510) 498-5934
Vendor # 30097

Client Notes:






CREATED 8/29/2018
 VALID THROUGH 11/27/2018
 Prepared By Carrie Manos
 Quote Filename Las Positas College: Veteran's Affairs Lounge - 18JEG-403157/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: Lounge Seating					
1.1	1313T/FC	2	\$1,487.79	\$2,975.58	
	 Sela Lounge Chair w/Tablet Arm, Contrast Highest Grade Contrasting Fabric Fabric Contrast #1/Back,Arms,Front Border Fabric Contrast #1/Back,Arms,Front Border-NFR Fabric DONEGAL PLAIN Fabric Contrast #2/Seat Fabric Contrast #2/Seat-NFR Fabric NAPPA Tablet Shape Tablet Arm Direction Tablet Type Tablet Hole Cover KI Laminates KI Laminates Base Finish Moisture Barrier Tablet Edge Finish Color Wood Finish Color-Core Glides Armcap Option Wood Finish Color Wood Finish Color-Core Price Description: Delivered/Open Market	Fabric Grade I Compliance to TB 117-2013 Fabric Grade I DONEGAL PLAIN STORMY Compliance to TB 117-2013 Fabric Grade H NAPPA ANDIRON Sela Tablet Left facing (right-handed when seated) Removable arm (standard) No tablet hole cover KI Laminates KENSINGTON MAPLE 10776-60 Flannel No Moisture Barrier Wood finish-Core Kensington Maple on Maple No glides Wood armcaps (pair) Wood finish-Core Kensington Maple on Maple	I /NFR I DONEGAL PLAIN /27.247.072.P NFR H NAPPA /27.240.215.P /PNL /LFT /RA /NTP Standard /LKM /FN /NMB Core /MMA2 /NGL /WAC Core /MMA		
1.2	1323/FC	4	\$1,341.99	\$5,367.96	
	 Sela Lounge Chair, Contrast Highest Grade Contrasting Fabric Fabric Contrast #1/Back,Arms,Front Border Fabric Contrast #1/Back,Arms,Front Border-NFR Fabric DONEGAL PLAIN Fabric Contrast #2/Seat Fabric Contrast #2/Seat-NFR Fabric NAPPA Moisture Barrier Base Finish Glides Armcap Option Wood Finish Color Wood Finish Color-Core Price Description: Delivered/Open Market	Fabric Grade I Compliance to TB 117-2013 Fabric Grade I DONEGAL PLAIN STORMY Compliance to TB 117-2013 Fabric Grade H NAPPA ANDIRON No Moisture Barrier Flannel No glides Wood armcaps (pair) Wood finish-Core Kensington Maple on Maple	I /NFR I DONEGAL PLAIN /27.247.072.P NFR H NAPPA /27.240.215.P /NMB /FN /NGL /WAC Core /MMA		
1.3	1220/NC	6	\$478.59	\$2,871.54	
	 Sela Ottoman, Non-Contrast Non-Contrast Fabric Sela Fabric NFR Fabric DONEGAL PLAIN Moisture Barrier Base Finish Glides Price Description: Delivered/Open Market	Compliance to TB 117-2013 Fabric Grade I DONEGAL PLAIN STORMY No Moisture Barrier Flannel No glides	/NFR I DONEGAL PLAIN /27.247.072.P /NMB /FN /NGL		



QUOTATION

CREATED 8/29/2018
VALID THROUGH 11/27/2018
Prepared By Carrie Manos
Quote Filename Las Positas College: Veteran's Affairs Lounge - 18JEG-403157/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
1.4	TANWA	6	\$374.80	\$2,248.80	
	 Torsion Air Nesting Armchair, Uph Seat/Mesh Back Frame Color Flannel /FN Base Option Carpet casters (black only) /C Upholstery Grade/Color Compliance to TB 117-2013 /NFR Torsion Upholstery Fabric Grade 1 GRD1 G1 Fabric 1K SKYLINE 1KUPH SKYLINE 1K SKYLINE BLACK /1KBN Torsion Back Mesh Black /BLMH Price Description: Delivered/Open Market				
Tag 1: Lounge Seating				WorkGroup Product Subtotal	\$13,463.88

Quote Summary

Product SubTotal: \$13,463.88
Estimated Sales Tax 9.2500%: \$1,245.41
Quote Total: \$14,709.29

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Carrie Manos
"Reference Only"
Market Code: 1=1=University & College

Opportunity #: 403157

Quote Filename: Las Positas College: Veteran's Affairs
Lounge - 18JEG-403157

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.