

INSTRUCTIONAL EQUIPMENT REQUEST

2018-2019

SEP 12 2018

Internal Use

IE #: Fb11-43

Total \$: _____

Requester Name: Flores, Ansell, Grow, Wilkes

Division Name: STEM

SUMMARY INFORMATION

Title of Item: Centigram Mass Balances

Equipment Location Building: 1800

Room: 1807

Location Comments:

The balances will primarily be used by chem students in Lab 1807 but also by other bio and chem classes.

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:

Mass balances are a critical piece of equipment needed to measure masses of substances whose physical and chemical properties are being observed. They are used to ensure that chemical reactions have the right amount of sample for observing chemical reactions quantitatively. This standard lab equipment falls under the definition of "Instructional" pertaining to "equipment purchased for instructional...activities involving presentations and hands-on experience to enhance student learning and skills development" (from Copy of Definitions of Instructional Equipment according to the California Community College Budget and Accounting Manual).

The two centigram balances to be purchased will augment the number of balances currently used and shared by chemistry and biology students. The centigram balances are used for many experiments by students in Chemistry 30A and Chemistry 31. They are also used by Chemistry 30A students during their final lab practical. Expected improvements include:

- 1) Presently, because of insufficient number, centigram balances need to be moved between the two science buildings (1800 and 1850). Purchasing 2 additional centigram balances will obviate having to move the instruments which reduces potential damage to the sensitive parts and even breakage and use of lab tech time.
- 2) These centigram balances do not need special rigid shelves and thus can be set-up in areas where the instructor can observe students easily like in lab practicals. Their portability means that they can be used for other classes in the other lab rooms when needed.
- 3) They can be used for lower precision weighings which reduces the wear and tear on the more expensive higher precision milligram balances.
- 4) They can be used for labs where students have to do multiple weighings but do not require the milligram balances. For example, one of the Chem 31 labs requires students to do 15 weighings each per pair. These centigram balances have been helpful in reducing crowding and makes the lab work more efficient. When not being used for lab experiments, these balances can be used by lab technicians when preparing reagents.

LPC - RECEIVED

SEP 28 2018

3 ADMINISTRATIVE SERVICES

SECTION 3: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

This equipment will support both the chemistry program and the biology program. Students in both of these programs use the centigram balances. The centigram balances will also be used by the lab technicians helping prepare the chemical reagents used in biology and chemistry labs.

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

From the Chemistry Fall 2016 Program Review:

- Continue to request increase in equipment (including glassware and other locker materials) and chemical supplies budget and access to science building classrooms to meet the needs of more sections.

From the Chemistry Fall 2017 Program Review:

Section One, Part B:

Supplies and equipment: More students in the program means more chemicals used, more glassware and other equipment needed, and higher frequency of use of instruments. With the 10% increase from last year in the number of sections offered and the addition of third sections of 12A and 12B, the Program has increased need for...

Section One, Part E:

Mass balances are not specifically referred to in program reviews because they fall under standard chemistry lab equipment required to meet the measurable objectives in all of our course outlines and our SLO's for all of the courses. In this section, the mass balances are implicitly included in the section referring to "aging instruments and equipment".

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

What is the potential life span of the requested equipment?

Our oldest balances have lasted about 15 years at least. These newer, sturdier models will likely last longer. There will also be less wear and tear on these as these are an augmentation to what we currently use.

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 is needed. The balances will be used and stored in the chemistry stockroom when they are not being used for class experiments.

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.

N/A

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.)

These balances will require periodic calibration service.

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

This equipment has a relatively long functional life span which reduces resource use.

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	1,001.54	2 balances x \$500.77
Taxes (9.5%)	95.15	
Shipping or Delivery Charge	0.00	Free ground shipping
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		
Grand Total:		\$ 1,096.69

*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	25.00	estimated per balance
Storage Costs	0.00	
New Supply Costs	0.00	
Miscellaneous Costs:	0.00	
Maintenance & Repair Labor		
Other: _____		
Annual Operating Costs:		25.00

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

Chemistry supplies budget for periodic calibrations

Maintenance (NH 9-13-18)

SECTION 6: TOTAL COST OF OWNERSHIP (contd)

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: students and lab techs

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): 0

Indicate amount of time per month key operator will use equipment: up to 4x

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: lab tech and calib serv person

Is this in their current scope of duties? YES

Indicate cost to train for maintenance and repairs: 0

Indicate amount of time per month maintenance will be required: once every 2 years

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:


Requester

9/12/18
Date

IT Department (if required)

Date


Dean/Manager

9/13/18
Date


Vice President

9/21/18
Date



#Redefinition

TAX ID#

VWR International Inc. ACCT# 80157177
1310 Goshen Parkway, West Chester, PA 19380 Fax: (610)431-9174

1310 Goshen Parkway, West Chester, PA 19380 Fax: (610)431-9174

DATE WRITTEN	DATE REQUIRE
10-Sep-18	1-Jan-18

For inventory purposes include equipment will reside: 1812

RETURN COPY of REQUISITION TO:
Gary Wilkes Ext#:1331

[illegible]

10205-004

2	\$	500.77	\$	1,001.54
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Deliver To, include room # (optional):

\$ _____ I

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[illegible]

Subtotal	\$	1,001.54
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Subtotal	\$	1,001.54
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Tax	9.50%	\$	95.15
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BT#

Shipping (if available): \$

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

Item	Quantity	Unit Price	Total Cost
1. Labor	100	\$10.00	\$1,000.00
2. Materials	50	\$20.00	\$1,000.00
3. Overhead	10	\$100.00	\$1,000.00
TOTAL COST		\$	1,096.69

FUND	ORG	ACCT	PROGRAM
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Business Office

Nov 7 9/13/18

Supervisor/ Coordinator/ Director

Dean/VP/President



QUOTATION

Quote Number	Valid From	Valid To	Page
8030793687	09/10/2018	10/10/2018	1 of 1
Currency	Sales Representative	Customer Reference	
USD	Daniel Im		

To Place an Order

Phone : 1-800-932-5000
Fax : 1-866-329-2897
Web : www.vwr.com


When placing your order, please include your quotation number and account number to ensure you receive the correct price.

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS.

Quote Prepared For	Contact Phone / Fax / E-Mail
ADELIZA FLORES	aflores@laspositascollege.edu
Ship To : 80248487	Sold To : 80248487
LAS POSITAS COLLEGE SCIENCE DEPT 1856 GARY WILKES RM 1856 3000 CAMPUS HILL DR LIVERMORE CA 94551-7623	LAS POSITAS COLLEGE SCIENCE DEPT 1856 GARY WILKES RM 1856 3000 CAMPUS HILL DR LIVERMORE CA 94551-7623

Additional Information :

FREE GROUND SHIPPING

Row	VWR Catalog Number	Product Description	Qty	UOM	Unit Price	Extended Price
10	10205-004	PORTABLE BALANCE 500G X 0.01G	2	EA	500.77	1,001.54
 <p> VWR® P-Series Portable Balances Product Link : https://us.vwr.com/store/catalog/product.jsp?catalog_number=10205-004 Shipping Dimensions Weight / Size (L*W*H) per UOM : 4.850 LB / 16.500*16.100*8.700 IN UOM Component Info : EA(1items) Availability : In Stock </p>						

Quote Total : 1,001.54

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