

# INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 15

Total \$: 11,112.50

**Requester Name:** Titian Lish **Division Name:** Arts and Humanities

## SECTION 1: SUMMARY INFORMATION

**Brief Title of the Request:**

Curtains and Curtain track for Black Box Performance Space

**Equipment Location Building:** 4000 **Room:** 4128

## SECTION 2: 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:**

We are requesting curtains and a manual track to be installed on the south wall in Room 4128.

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



### SECTION 3: 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:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

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

"...providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical." Performers and designers need more diverse designs for productions. Working to neutralize the space would allow student performers and student designers in the CTE and AA-T program to be better prepared for the varied performances spaces in professional theater.

### SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Theater specifically, but this would also make this space more professional for events, rentals, and many types of performances.

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

The curtains are not in the program review, though our program review does have a strong focus on facility upgrades and space use this year. The original intention of the Black Box was for the drama program to have a flexible studio space in which to work and present theater. We view the implementation of the curtains not to be a program review request, but a request that the college honor the intended use of the space, when originally designed.

### SECTION 5: TEACHING AND LEARNING

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

When the building was first built, there were supposed to be curtains that lined the room. There are currently curtains on the north wall, and so we would like to mirror that by adding some to the sound wall, helping with sound dampening, visuals, flexibility, and closing out the audio/visual equipment, clock, etc. that intrude on the intended purpose of the space. This would allow directors and teachers to "flex the space" in order to work with students on various styles of performance and design challenges.

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

As a flexible performance space, the room should be able to function in such a way so that no matter where the audience is, or how it is configured, the room looks the same. This means student actors could learn to work better in the round, or in 3/4 thrust. It would mean that in the design programs, the type of designs studied and implemented would move away from unit set realism into abstract, avant-garde, minimalist, or in the round - and the student designers would be given the opportunity to work through the unique challenges and successes of each of those spaces.

Each academic year, this equipment will impact: 10 # of classes/sections 100 # of students



## SECTION 6: OUTCOMES (SLOs)

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

Our THEA 50 SLO's speak to students recognizing scenic production problems and evaluating alternatives and solutions. Currently, with the limitations on the space, they are only exposed to theater (literally) in one way. We would like to change that to challenge their critical thinking skills in real world scenarios.

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

Many theaters in the professional theatrical world do not exist in the proscenium style. As such, theater needs well trained professionals who can work in small black boxes, unique locations, modified theaters, etc. We need to prepare our students for all of this, particularly in our CTE Stage Technician program. As we have begun using the amphitheater, we have started to work towards that. Implementing more unique design in out black box is the next extension of that artistic intentionality.

## SECTION 7: TOTAL COST OF OWNERSHIP (FINANCIAL & SUSTAINABILITY)

What is the potential life span of the requested equipment?

30 years or more

If new storage is needed, describe the storage, location, and costs: (Specific storage costs should be detailed in the "Part A: Initial Start-up Costs" section below.)

No storage necessary

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.)

There are generally no upkeep costs associated with the curtains in this space.

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

The longevity of the product meets basic sustainability.



### Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	9874.43	
Taxes (9.5%)	0.00	included in quote 938.07
Shipping or Delivery Charge	0.00	included in quote
Installation Costs *	0.00	included in quote
Miscellaneous Costs:		
Facilities Modifications	300.00	Hardware for the wall will be covered by THEA Arts
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other: _____	0.00	
Vendor Discount	0.00	
Grand Total:		11,112.50
		10,174.43

### 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:

Theater Arts Department





**Part C: Incremental Labor Costs**

**OPERATOR:**

Indicate the key operator: Instructors in Theater Arts

Is this in their current scope of duties? Yes

Indicate cost to train key operator (include in Initial Start-up Costs above): None

Indicate amount of time per month key operator will use equipment: Yes

**MAINTENANCE & REPAIRS:**

Indicate the person performing maintenance and repairs: Christine Hornbaker

Is this in their current scope of duties? Yes

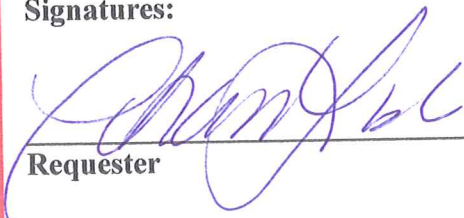
Indicate cost to train for maintenance and repairs: None

Indicate amount of time per month maintenance will be required: Less than 1 hour


**SECTION 8: 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

10/14/16  
Date

IT Department (if required)  
  
Dean/Manager

\_\_\_\_\_  
Date  
10/17/16

  
Vice President

10/24/16  
Date





890 Walsh Avenue, Santa Clara, CA 95050  
800-THEATER • Fax 408-986-9552 • www.musson.com  
tfouyer@musson.com

October 17, 2016

Las Positas College  
3000 Campus Hill Drive, Bldg 4000  
Livermore, CA 94551  
Attn: Titian Lish  
925-424-1127  
tlish@laspositascollege.edu

**DETAILED PROJECT SPECIFICATIONS  
PROVIDE AND INSTAL THEATRICAL CURTAINS – BLACK BOX**

**PRODUCTS:** Curtains shall be constructed of new material and shall meet Flame Retardant Specifications of the California State Fire Marshall. A label stating the registration number of the manufacturer/supplier, and the dimensions shall be stitched on each unit. Curtains shall be constructed out of IFR 13oz Plateau fabric, color Black and shall have 50% Box Pleated Fullness sewn in; Shirred fullness, Z and Knife Pleating shall not be used.

**QUANTITIES:** 4 – Single Piece Curtains, each panel 12'9"H x 13'9"W

**CONSTRUCTION:** Curtains shall be manufactured by experienced personnel specializing in the construction of theatrical stage draperies. Curtains shall be sewn to 3-1/2" heavy jute webbing using industrial duty sewing machines. Curtains shall be finished with snaps above on 6" centers at the top, 1/2 width foldback center, 3" outside hems; and 6" hem at the bottom. A Musson installation technician will verify measurements and hardware after receiving order.

**INSTALLATION:** Track hardware is included (list attached). Attachment hardware to building structure is not included. Musson Theatrical Inc. is a state licensed stage equipment contractor. Lic. #554811. Musson Theatrical is not a structural engineer and makes no representations thereof.

**WARRANTY:** Musson Theatrical, Inc. provides a 1-year warranty against defects in materials.

**TOTAL PACKAGE PRICE:** **\$9,874.43**

DELIVERY ARO: 8-10 weeks

FOB: Destination

PRICING GOOD: 60 Days

Quote # 1014-0700

TERMS: Net 30 with valid Purchase Order

A handwritten signature in black ink, appearing to read "Robb Foy".

Sales





890 Walsh Avenue, Santa Clara, CA 95050  
800-THEATER • Fax 408-986-9552 • www.musson.com  
tfouyer@musson.com

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October 17, 2016

Las Positas College  
3000 Campus Hill Drive, Bldg 4000  
Livermore, CA 94551  
Attn: Titian Lish  
925-424-1127  
tlish@laspositascollege.edu

**DETAILED PROJECT SPECIFICATIONS  
PROVIDE AND INSTAL THEATRICAL CURTAINS – BLACK BOX**

**TRACK HARDWARE LIST:**

<b>Qty</b>	<b>SKU</b>	<b>Description</b>
1	50-0210-20	200 Series Track, 20'
2	50-0210-16	200 Series Track, 16'
2	50-0207	Track Splice
4	50-0202	202 Master Carrier, Pair
104	50-0201	201 Single Carrier
1	50-0211	211 End Stop for Walk-Along Track, Pair
60	50-0214	3/8" Operating Line
14	50-0206	206 Clamp Hanger
1	SO8888	Installation Materials

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## STANDARD TERMS AND CONDITIONS OF CONTRACT

**INSTALLATION:** Musson's installation staff will require a clear space free of equipment, classes, rehearsals, and productions, prior to commencement of any work. In addition, our staff will need unrestricted full day access to and from the stage, and access to the nearest loading area.

**INTERRUPTIONS:** During installation the stage and related areas should be considered a construction zone. In the interest of public safety, our staff must have exclusive 24-hour use of the stage and related areas until the installation is complete.

If scheduling problems arise, Musson will make every effort to adjust our work schedules around those needs, provided such conflicts are stated in writing at least seven days prior to the installation date. If Musson is not advised of such conflicts, and as a result, the installation cannot proceed as scheduled; a work interruption surcharge of \$105.00 per crew person/per hour may be assessed.

**CONFLICTS:** Should there be any conflicts with the above items, please contact Musson as soon as possible so that appropriate schedule accommodations may be made.

**WARRANTY:** Musson Theatrical, Inc. honors all manufacturers warranties, and provides a limited one-year warranty against defects of materials and workmanship on new products installed.





# LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R

FOR REIMBURSEMENT: List payee name & ssn.

Musson Theatricals

NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	FOR INVENTORY PURPOSES INCLUDE ROOM # WHERE EQUIPMENT WILL RESIDE:	RETURN COPY OF REQUISITION TO:
Titan Lish	10/17/2016	8/10/2017	THEATER/ALSS	4:128	

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)      UNIT      QTY      UNIT PRICE      EXTENDED COST

4-Single Piece Curtains, each panel 12'9" H x 13'9" W      ea                \$      -

			\$	-
			\$	9,874.43
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Subtotal				\$ 9,874.43
Tax				\$ 957.09
Shipping (if available):				938.07
<b>TOTAL COST</b>				<b>\$ 10,812.38</b>

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

ACCOUNT #      FUND      ORG      ACCT      PROGRAM      Business Office

APPROVALS      Supervisor/ Coordinator/ Director      Dean/ VP/ President