

# INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 16

Total \$: 12,922.12

Requester Name: Titian Lish Division Name: Arts and Humanities

## SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Curtains and Curtain track for Rehearsal Room

Equipment Location Building: 4000 Room: 4127

## 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 track to be installed on the mirrored wall in Room 4127. When the building was first built, there were supposed to be curtains that lined the room. As a rehearsal room, this would allow sound dampening and to eliminate the visual obstruction of the mirrors.

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 need spaces to rehearse. As the Mertes center is used for more and more events, productions, guests, and rentals, having appropriate rehearsal spaces in the arts is critical.

### SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Theater specifically, but also all classes that get placed in the rehearsal room. Currently, rehearsals are often held in the black box, making this space unavailable for events, rentals, and 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 rehearsal room was for the drama program specifically (the room is even called the Drama Rehearsal Room on the wall plate). We view the implementation of the intended 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:

Curtains would allow us close off the mirror, which is critical in rehearsal. Having curtains would allow us to 1) block off the visuals and 2) protect the cleanliness of the mirrors, so that the theater and dance instructors and maintenance don't have to clean them constantly.

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

If the students face the mirrors, their own movements and behavior becomes modified by their own self-conscious awareness of the staging. If we have them face the other direction, the visual stage picture is made muddy but the inclusion of the chairs, piano, people in rehearsal, etc. The room was built to replicate the size of the black box and main stage, as much as possible, so any other orientation doesn't really work.

Each academic year, this equipment will impact: 5 # 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 Performance in Production SLO's speak to students creating physical and believable characters for the stage. Having a mirror in your vision can often hinder that, creating a self-consciousness in the work and rehearsal space.

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

Most other classes on campus would not require the students to watch themselves as they worked. Theater students too should have the option to work on their process without such immediate feedback to allow a deeper and more truthful process. Failure to provide that space could hinder the ability for performance students and teachers are all levels in the program to reach those outcomes authentically.

## **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	11,527.05	
Taxes (9.5%)	0.00	included in quote 1095.07
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	
<b>Grand Total:</b>	11,827.05	12,922.12

**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	
<b>Annual Operating Costs:</b>	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.

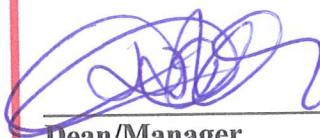
**Signatures:**

  
Requester

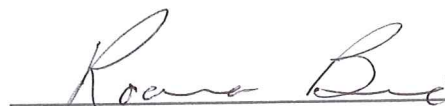
10/14/16  
Date

IT Department (if required)

Date

  
Dean/Manager

10/17/16  
Date

  
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 13, 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 INSTALL THEATRICAL CURTAINS**

**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 24oz Crescent fabric, color Colonial Brick and shall have 50% Box Pleated Fullness sewn in; Shirred fullness, Z and Knife Pleating shall not be used.

**QUANTITIES:** Bi-Parting Pair, each panel 10'0"H x 26'0"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:** **\$11,527.05**

DELIVERY ARO: 8-10 weeks

FOB: Destination

PRICING GOOD: 60 Days

Quote # 1013-1000

TERMS: Net 30 with valid Purchase Order

A handwritten signature in black ink, appearing to read "Todd 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 13, 2016

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

**TRACK HARDWARE LIST:**

Qty	SKU	Description
2	50-0210-20	200 Series Track, 20'
1	50-0210-16	200 Series Track, 16'
3	864	Track Cutting Charge to 2@6'
2	50-0207	Track Splice
1	50-0202	202 Master Carrier, Pair
52	50-0201	201 Single Carrier
1	50-0203	203 Double End Pulley
1	50-0204	204 Single End Pulley
1	50-0205	205 Overlap Clamp, Pair
1	50-0209	209 End Stop with Cord Support, Pair
1	50-0208	208 Adjustable Floor Block
75	50-0214	3/8" Operating Line
1	SO8888	Installation Materials

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[tfouyer@musson.com](mailto:tfouyer@musson.com)

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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  
Titan Lish

DATE WRITTEN  
10/17/2016

DATE REQUIRED  
8/10/2017

DIVISION/ DEPARTMENT  
THEATER/ALSS

For inventory purposes include room # where equipment will reside:  
4128

FOR OFFICE USE ONLY  
RETURN COPY OF REQUISITION TO:

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

UNIT QTY UNIT PRICE EXTENDED COST

Bi-Parting Pair, each panel 10'0"H x 26'0"W

ea 1 \$11,527.05

\$ -

\$ -

\$ -

\$ -

\$ -

\$ -

Subtotal \$ 11,527.05

Tax \$ 9.59

Shipping (if available): \$ 0.0900

TOTAL COST \$ 12,922.12

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

ACCOUNT #

FUND

ORG

ACCT

PROGRAM

Business Office

12,922.12

APPROVALS

Supervisor/ Coordinator/ Director

Dean/ VP/ President