

INSTRUCTIONAL EQUIPMENT REQUEST 2016-2017

Internal Use

IE #: Fall 52

Total \$: 7,329.16

Requester Name: Gerry Gire, Ann Hight Division Name: MSEPS

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request:

Female Muscle Model

Equipment Location Building: 1850 Room: 1858

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:

This model is a favorite of the Anatomy and Bio 50 students when learning muscles, groups, and relationships to other structures. It is 3/4 life-sized, without internal organs, and comes in 23 parts supported on a metal stand for ease when moving. It takes little floor space and is easy to move. Due to the number of parts, it can easily be taken apart and used on multiple stations for lab practicals or student learning.

This model was approved for purchase in Spring 2016, but the reduced price we submitted was not enough to purchase the model five months later when the requisition was received by the CLPCCD Buyer. We have submitted this time for full price of the model, unless a discount can be found at the time the order is placed. It must be a 3B Scientific model B51. Some online vendors have lower prices which are only valid for short time periods, but may include free shipping.

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

None

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*:

Biology offers pathways and degrees for transferring majors, pre-professional students (pre-med, pre-vet, pre-optometry, pre-pharmacy), and allied health majors in nursing, dental hygiene, kinesiology and others. Upon completion of anatomy, students will be able to demonstrate their understanding of the relationships and organization of the major structures within body systems assisted by three dimensional models and cadaver materials (SLO). This model is one of the basic models needed.

SECTION 4: EDUCATIONAL ITEMS – PROGRAM REVIEW

Specify the educational programs this equipment supports:

Biology, specifically Anatomy (Bio7A) and Biology 50

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

Our program review does not reference every piece of equipment that is needed, however, it does reference that "we need to purchase student learning supplies and equipment, to meet the needs of additional sections." The addition of this model will allow us the flexibility to use the model in the Biology Learning Center with anatomy students from another class while an anatomy class works on another model.

SECTION 5: TEACHING AND LEARNING

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

Purchase of this additional model will give the instructor flexibility for more group engagement and not having to shuttle other models around to show the students important landmarks and relationships. Muscle groups is one of the largest units covered in Anatomy and Bio 50.

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

Students will have more access to good quality models and not have to wait for other models to be freed up to use. This time should allow their focus on the learning outcomes expected by the instructor. Small group work with models gives the students more hands on time to try to teach others what they have learned and to question their own understanding.

Each academic year, this equipment will impact: 13 # of classes/sections 325 # of students

SECTION 6: OUTCOMES (SLOs)

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

Our Anatomy SLOs and learning through use of these models:

- Identifying the structures of the body systems using models, slides, cadavers, and/or visual media.
- Relating structure to the function of anatomic structures; predicting how a change in structure would alter function.
- Identifying selected skeletal muscles and predict action based on site of muscle insertion."

This model will allow study and learning from a popular three dimensional model to meet at least these three SLO criteria. Each model comes with a number coded identification key to assist the students when locating a number on the model, guessing the name and then checking the key for the answer.

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

As we have added additional sections of anatomy and Bio 50, we have not added many additional models for the students to use. Without additional models, students will need to wait until the model they need is available. These delays reduce good learning time and sets up frustration for the students who often want to use the same model from which to study.

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

What is the potential life span of the requested equipment?

10 years

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.)

This model is small and occupies only a 17" diameter of floor space. It can easily be housed in the anatomy lab room when not in use in the Biology Learning Center.

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.)

None anticipated, outside of lubricating the wheels and gently cleaning the surface once per semester.

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

3B Scientific is a leader in anatomical model production. They use environmentally friendly paint which is solvent-free while lasting with many fingers touching and studying the detail. Additionally, the company packages with recyclable, CFC free packaging materials to reduce the waste impact. It also comes with a 3 year warranty.

Part A: Initial Start-up Costs

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Equipment or Materials	6,693.30	Other vendors may vary purchase price.
Taxes (9.5%)	635.86	
Shipping or Delivery Charge	0.00	Free shipping
Installation Costs *	0.00	
Miscellaneous Costs:	0.00	
Facilities Modifications	0.00	
Operator Training	0.00	
Maintenance & Repair Training	0.00	
Other:	0.00	
Vendor Discount	0.00	American 3B Quote SQ1601333
Grand Total:		7,329.16

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:

None needed.

Part C: Incremental Labor Costs

OPERATOR:

Indicate the key operator: Instructors 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): None

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

MAINTENANCE & REPAIRS:

Indicate the person performing maintenance and repairs: Lab Techs

Is this in their current scope of duties? Yes

Indicate cost to train for maintenance and repairs: On the job training

Indicate amount of time per month maintenance will be required: ^{10 minutes a semester} _____

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.

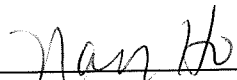
Signatures:


Requester

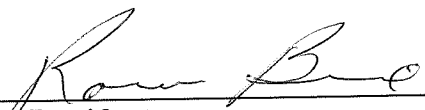
10/17/16
Date

IT Department (if required)

Date


Dean/Manager

10-18-16
Date


Vice President

10/24/16
Date



American 3B Scientific, LP
 2189 Flintstone Dr, Suite O
 Tucker, GA 30084
 3BScientific.com | 1-888-326-6335

Quote

Date	10/18/2016	Customer	CST091040
Expiration Date	11/17/2016	Sales Rep	Roy Pettigrew
Quote	SQ1601333	Email	roy.pettigrew@a3bs.com
Shipping Terms	FOB Destination	Phone	
Reference	RFQ Email	Fax	(770) 492-0111

Bill To	Ship To
Annie Harris Chabot-Las Positas Community College Dis 7600 Dublin Blvd, 3rd Floor Dublin, CA 94568 United States	Gerry Gire Las Positas College 3000 Campus Hill Dr Livermore, CA 94551-7623 United States

ID	Description	Qty	Weight	Tariff Num...	List Price	Unit Price	Amount	Expect...
B51	Female Muscle Figure 3/4 life-size 23-part Free Shipping	1	34.83	9023000000	7,437.00	6,693.30	6,693.30	12/12/2...

Subtotal 6,693.30
Tax 635.86
Total \$7,329.16

This offer is subject to final confirmation, and the following stipulations must be observed prior to the remittance of funds, and prior to shipment.

- Validity: Prices valid until 11/17/2016
- Price and Quantities: The stated prices are calculated on the basis of the requested quantities of all products mentioned and can differ if partial orders are taken.
- Acceptable Terms of Payment: By wire transfer (T/T) of funds in advance to our bank account, by credit card, COD or direct debit.
 Bank Account Information:
 Bank of America, 600 Peachtree St. NE., Atlanta, GA. 30308, USA
 Account: 0032-5033-5835
 Domestic Routing No.: 061000052
 International Routing No.: 026009593
 Swift Code: BOFAUS3N
- Legalization: If legalization is required, the cost will be charged to the purchaser.
- Delivery Terms: FOB Destination
- Packing and Packaging: Goods are supplied in 3B customary export packing and packaging. Extra packing/packing requirements are to be negotiated and are subject to additional charges.
- Delivery Time: Approximately 8 weeks after receipt of confirmed, irrevocable order. Delivery time is quoted on the basis of an up-to-date production schedule and is therefore subject to change.
- Product Alteration: 3B Scientific reserves the right to make minor alterations to the offered items, without prior notification to the customer.
 If it is necessary to obtain an approval in accordance with German or European foreign trade regulations or US export control regulations to fulfill the offered legal transactions, consignments or services, then completion of the contract will depend upon receiving this approval. If approval is not given or adhered to or if collateral clauses are not fulfilled the contract ceases to be effective. Delivery only possible if no legal regulations prevent shipment on exporting day.

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

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FOR REIMBURSEMENT: List payee name & ssn. TAX ID# Phone: 1-888-326-6335

VENDOR American 3B Scientific 2189 Flintstone Drive, Suite 0
Tucker, Georgia 30084 FAX: 1-866-992-1514 sales@3Bscientific.com

STAFF MEMBER Gerry Gire DATE WRITTEN 17-Oct-16 DATE REQUIRED 31-Dec-16 DEPARTMENT Biology Room: 1856

DESCRIPTION (PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER) PRODUCT # UNIT PRICE EXT PRICE

3B Scientific Muscle Model- 3/4 Life-sized on a metal stand without internal organs, 23-
Quote SQ1601333 dated 10/18/16 attached

UNIT	QTY	UNIT PRICE	EXT PRICE
			\$ 6,693.30

Shipping (if available): free

Subtotal	\$ 6,693.30
Tax	9.50% \$ 635.86
TOTAL COST	\$ 7,329.16

Comments: Instructional Equipment Request for Fall 2016
No substitutions without approval Ann Hight or Gerry Gire's approval

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

ACCOUNT #

FUND	ORG	ACCT	PROGRAM

Dean, STEMS _____ Date _____ VP/ President

Business Office

FOR OFFICE USE ONLY
RETURN COPY OF REQUISITION TO:
L. Cross Gerry Gire

Track # 17-37

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