

LAS POSITAS COLLEGE Equipment, Apparatus and Service Requisition

#R 338 - 5880

FOR REIMBURSEMENT: List payee name & ssn.

SUGGESTED VENDOR Allegion Engage Technology				FOR OFFICE USE ONLY	
NAME OF STAFF MEMBER	DATE WRITTEN	DATE REQUIRED	DIVISION/ DEPARTMENT	For inventory purposes include room # where 4226, 4223, 4222, 4221, 4220, 4219, Key 4218, 4239, cards in 4131, 4133, room equipment will reside: 4139, 4139A 4227	RETURN COPY of REQUISITION TO: Cindy B Rosefield
Rosefield, Marschak & Brekke	3/10/16	3/10/16	ALSS/Music		

DESCRIPTION	(PRODUCT, TYPE, SIZE, COLOR, STOCK NUMBER)	UNIT	QTY	UNIT PRICE	EXTENDED COST
Schlage NDE Series Engage Wireless Locks	Electronic Access Control System	1	12	\$ 383.21	\$ 4,598.52
Aptiq Smart Card	glossy white cards , for opening and tracking NDE locks	1	40	\$ 2.91	\$ 116.40
Key Tag	fobs for opening and tracking NDE locks	1	40	\$ 4.09	\$ 163.60
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Comments: <div style="background-color: yellow; padding: 5px; display: inline-block;">NO VENDER SUBSTITUTIONS</div> Spring-01		Subtotal		\$ 4,878.52
	Tax	\$ 0.1000	\$ 487.85	
	Shipping (if available):			

Original invoices and receipts must be attached for payment. Include current taxes unless incorporated in price. **TOTAL COST \$ 5,366.37**

ACCOUNT # 333110 - 33300

FUND ORG ACCT PROGRAM

Business Office

APPROVALS _____
Supervisor/ Coordinator/ Director

Ram Bue 3/10/16
Dean/ VP/ President



QUOTATION

Date: 3/11/16
 Quote #: 12181
 Customer #: 114890

See attached Terms and Conditions of Sale

JESSIE ELLIS
 CHABOT-LAS POSITAS C.C.D.

CLARK Security
 Sacramento Sales
 1107 Terminal Street
 West Sacramento, CA 95691
 NDE

Phone: 5107237279
 Fax:

Item	Quantity	Anixter Catalog Number and Description	Unit	Unit Price	Extended Price
01	12	CS102432 SCHL/ELECT NDE80LD RHO 626 NDE80LD RHO 626 RHODES LVR,US26D,LESS CYL WIRELESS,ENGAGE TECH	EA	383.21	\$4,598.52
02	40	507851 XCEEDID 9520 APTIQ SMART CARD USING MIFARE COMPOSITE ISO-GLOSSY WHITE	EA	2.91	\$116.40
03	40	IO-61011378-01 XCEEDID 9651 KEY TAG MIFARE	EA	4.09	\$163.60
			sub		\$4,878.52

TAX 10% \$487.85
Quote Total: \$5,366.37

TERMS NET 30, subject to credit approval
F.O.B. SHIP.PT., PPD/CHARGE
SHIPMENT:
NOTES:

Please refer all inquiries to:
MATTHEW JOHANSON

CLARK SACRAMENTO SALES
 1107 TERMINAL STREET

Phone: 800-245-3003
 Fax: 888-346-6744

WEST SACRAMENTO, CA 95691

COMMENTS:



QUOTATION

Date: 3/11/16
Quote #: 12182
Customer #: 114890

See attached Terms and Conditions of Sale

Comparison

Advanced Series

JESSIE ELLIS
CHABOT-LAS POSITAS C.C.D.

CLARK Security
Sacramento Sales
1107 Terminal Street
West Sacramento, CA 95691
AD400

Phone: 5107237279
Fax:

Item	Quantity	Anixter Catalog Number and Description	Unit	Unit Price	Extended Price
01	40	507851 XCEEDID 9520 APTIQ SMART CARD USING MIFARE COMPOSITE ISO-GLOSSY WHITE	EA	2.91	\$116.40
02	40	IO-61011378-01 XCEEDID 9651 KEY TAG MIFARE	EA	4.09	\$163.60
03	12	CS449635 SCHL/ELECT AD400CY70LLLLD AD400-CY70LLL-RHO-626-LD-RH CLS/STR,LESS READER,4AA,US26D LESS CYL,RHODES LVR	EA	634.30	\$7,611.60
04	12	CS452550 SCHL/ELECT MTK GREY MTK GREY PROX+SMART+KYPD MODULE,F/AD SE	EA	349.32	\$4,191.84
05	1	422526 SCHL/ELECT HH HANDHELD DEVICE FOR SET UP	EA	550.00	\$550.00
			Sub		\$12,633.44

TAX 10% \$1,263.34
Quote Total: \$13,896.78

TERMS NET 30, subject to credit approval
F.O.B. SHIP.PT., PPD/CHARGE
SHIPMENT:
NOTES:

Please refer all inquiries to:
MATTHEW JOHANSON

CLARK SACRAMENTO SALES
1107 TERMINAL STREET

Phone: 800-245-3003
Fax: 888-346-6744

WEST SACRAMENTO, CA 95691

COMMENTS:

Instructional Equipment Request

2015-16

SECTION 1: SUMMARY INFORMATION

Brief Title of the Request: Wireless Locks with Tracking Capability Equipment Location: Building 4000
(practice rooms, keyboard lab, recording studio (4226, 4223, 4222, 4221, 4220, 4219, 4218, 4239, 4131, 4133, 4139, 4139A) and 40 keycards

Name of Requestor: Cindy B Rosefield, Dan Marschak, Ian Brekke Division/ Unit: ALSS

SECTION 2: EQUIPMENT DESCRIPTION

Check one of the following:

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 the college from what is currently in place? If there is a legal requirement, a mandate, or safety concern for purchase of this equipment, please discuss and make specific reference to that regulation/concern. (Cost data should be recorded in Sec. 7)

The LPC Music department is requesting 12 wireless locks with 40 keycards for practice rooms, the keyboard lab, and the recording studio in building 4000

Currently we have no way to track our students' practice habits for our Applied Course Mus 38, performance ensembles (Mus 12, Mus 14, Mus 15, Mus 16, Mus 17A, Mus 17B, Mus 44, Mus 45, Mus 46A, Mus 46B), all voice classes or piano classes (Mus 21A, Mus 21B, Mus 31, Mus 18A). Tracking practice hours would allow us to align with C-ID descriptors for these classes. Chabot has a similar system in place, and it works very well by making sure students are tracking their lab practice hours.

Safety Concern: Moreover, we recently acquired 6 new Boston Pianos in our ongoing effort to become an All-Steinway School, and currently, all rooms are simply open to the general public. These pianos were acquired to provide music students with excellent equipment to practice on. They need to be protected by a system that allows us to have some recourse if they were to be misused, damaged, or stolen. There have already been several incidents where students (or strangers) have come into the rooms, and done illicit activities such as drug use, sexual activities, and so on. The music instructors cannot always be around to monitor the rooms. These wireless keylocks would allow us to control who gets to use the practice rooms as well as have the ability to know who last used a room should damage or a problem arise.

As our department continues to grow, we will be requiring more rooms where our students can practice, and the piano lab (room 4226) can fulfill that need. We also hope to introduce a music technology certificate and currently have a music technology courses going through curriculum. We will be using existing equipment and upgrading new equipment and technology (i.e microphones, computers, speakers) for our recording studio, and again this system will not only track students' homework, labwork, and practice hours in the class, but it will also ensure the safety of the equipment.

SECTION 3: EDUCATIONAL ITEMS- PROGRAM REVIEW

Which educational programs or institutional purposes does this equipment support?

It will serve the entire music department as well as theater and speech needs, supporting the AA-T degrees and multi-level Piano Pedagogy Certificates as well as the performing ensembles. This will also be crucial in the growth of the music department when the Music Technology Certificate is approved through the state curriculum. It will also protect the instructional equipment (6 new pianos) that were acquired over winter break.

Being able to track student practice hours is a key component of implementing an effective Applied Music program. The music department will also work with both theatre and speech departments to ensure those students will have access the practice rooms, as well as continued accountability.

Is this equipment included in your Program Review? Yes No

If yes, please cut and paste the appropriate wording here. If not, explain why.

- In connection with restructuring MUS 38, we need to strategize tracking of studio/practice hours in the practice rooms: Something similar to the ILC/SARS tracking.

- Instructional Equipment: We are working with a Northern California Steinway representative to acquire 6 new uprights and grand pianos, with the goal of making LPC a "Steinway School", which would be a huge flagship for the college and community. We are also looking into acquiring new software and recording equipment so that we can build our music technology certificate.

- Applied Program: We are in the process of restructuring MUS 38 to better suit our students and to align with C-ID descriptors. Private instructors should be offered through the school rather than students needing to find and hire their own instructors - almost all other CCs including Chabot are already structured this way. Prospective students will be much more interested in our program as a whole if we are allowed to do this. We are in talks with Roanna Bennie about using Non-Credit Funding for these instructors, and also have an upcoming meeting with the Chabot College music department to discuss their current setup. To do this will require an additional allotment of FTEF that we are looking into.

- Incorporate new certificates in Music Business, Music Recording and Technology, and Piano Technician Certificate (which does not currently exist through Community Colleges – ideally through Steinway). We are currently in communication with the LPC business faculty in collaboration on a Music Business certificate.

[Click or tap here to enter text.](#)

SECTION 4: TEACHING AND LEARNING

Describe in some detail the impact this equipment will have on teaching and learning.

Impact on teaching: Equipment and rooms that are in good working order is necessary for proper teaching. Teachers teach better and are able to concentrate on teaching, when they are not working with damaged equipment or practice rooms. If we cannot protect and track the pianos, the keyboards, the recording equipment, and the music library, we will not be able to ensure that equipment is in good working order. Currently the 3 full time music instructors have to monitor the rooms, and frequently there are major issues with non-majors (or strangers) performing illicit activities in the rooms, or mistreating the instruments. Our faculty cannot be here all the time, and are very busy with teaching and other college activities. The Engage keylocks are a great solution, because they will allow Performing Arts Faculty to grant access to practice rooms to appropriately enrolled students. Our Applied teachers will have an easier time reserving rooms and scheduling private lessons. Currently the 3 full-time music instructors spend too much asking students to leave for inappropriate use of practice rooms, the music library, and equipment. With this system in place, our time can be spent more wisely, working with our students and developing curriculum and course material. It is also necessary that our music tutors have safe and secure practice rooms to support student success in our basic skills music classes and CTE programs.

Impact on learning: Our applied program is lacking a way to ensure that students are practicing and bettering themselves as musicians. Most importantly, we have no tracking capability for their lab hours needed for music classes. With the Engage system in place, faculty will be able to make sure students are practicing regularly. Currently in piano classes (like Mus 21A, Mus 21B, Mus 31) and our applied class (Mus 38), practice hours are specified in syllabi, but students are only held to the 'honor' system. But if they are held accountable (via the Engage app and software) for a certain number of hours per week in the practice rooms, students will

ultimately become better musicians and more successful in their music courses. This also applies across performing arts disciplines. Students will understand that it is a privilege to use excellent pianos and equipment, and they will be able to gain access by taking LPC performing arts classes. This will in turn boost our enrollment numbers and nurture a higher level of performing arts student.

Thanks to the successful instructional equipment request for 6 new Boston pianos in 2015, students currently have access to the best quality instruments and can achieve their maximum technical and artistic qualities. But we cannot guarantee the safety of these instruments without a lock system. Protecting the instruments is just as important as having them in our facility. Moreover, the music library (room 4239) currently houses precious scores, sheet music, and recordings, which are essential for a musician's development. Without protecting this room, there is no way for us to ensure that materials aren't damaged or stolen. Furthermore we will be building up our music library in the coming years with brand new scores and recordings, and we need to be able to protect these valuable assets, and hold people accountable if materials are damaged or stolen.

Per academic year, this equipment will impact:

60 Number of classes or sections

1,668+/- Number of students

SECTION 5: OUTCOMES (SLOs)

By documenting your specific SLOs, how will equipment enable student learning outcomes to be achieved? What are the consequences related to learning outcomes if request is not funded?

Students need to be able to practice in a well-maintained practice room with good pianos. It is difficult for students to achieve these SLOs if the practice rooms are open to anyone, and there's no accountability for damages or thefts. Likewise, all performing arts majors should be allowed access to well-maintained rooms.

This will also help us to facilitate meaningful ongoing assessments of SLOs, with the tracking of practice lab hours.

"Students will practice, master, and memorize beginning repertoire in a variety of styles while illustrating correct rhythm, fingering, and expression"

"Students will develop an understanding of intermediate music theory and be able to apply it to their piano playing through scales, chords, and progressions"

"Students will select, practice, master, and memorize intermediate to advanced repertoire in a variety of styles with an understanding of correct rhythm, fingering, and expression"

"Students will learn and employ intermediate piano technique and incorporate it into daily practice"

"Sing a solo from a recommended musical theatre repertoire with correct voice production, rhythm, pitches, and expressive elements as required for the scene"

"Exhibit technical skills adequate for beginning/intermediate pieces"

"Perform beginning/intermediate pieces in correct rhythm and at a reasonable tempo"

"Complete an independent project in music"

SECTION 6: LPC PLANNING PRIORITIES

Please address how this equipment will serve the current 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 process 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.

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

What is the potential life span of the requested equipment?: The locks will last for life with proper maintenance. Some keycards may need to be replaced annually but they only cost \$2.91 per unit, and that will come from Music's co-curricular.

What will be required to maintain the equipment, such as regular servicing or upkeep? Include these costs in initial and on-going costs below. AA batteries will be required annually. The Engage technology streamlines the ability to perform diagnostics through its mobile app. The music instructors will then be alerted when batteries start to fade, which will allow adequate time to switch them out for new ones.

[Click or tap here to enter text.](#)

Where will the equipment be used or housed? If new storage is needed, describe the storage, location and costs to provide for it. Include these costs in initial costs below: Building 4000 (practice rooms, keyboard lab, recording studio (4226, 4223, 4222, 4221, 4220, 4219, 4218, 4239, 4131, 4133, 4139, 4139A) and 80 keycards/key tags

[Click or tap here to enter text.](#)

Part A: Initial Start-up Costs

	Costs	Comments
Equipment or Materials	\$4,878.52	12 Schlage NDE Series Engage Wireless Locks 80 Keycards and Keytags
Shipping or Delivery charges	0	
Installation costs	0	
Costs to modify facilities	0	
Any Other Costs-training, etc.	0	Specify
Local Sales Tax	\$487.85	Included in equipment
Grand Total Costs =	\$5,366.37	Click the \$ and press F9 to calculate the grand total

A completed order(s) and this total cost attached

purchase quote(s) for must be

***PLEASE NOTE ATTACHED PRICINGS** –Schlage NDE Series vs. Advanced Series (Savings of \$7,754.92)

Part B: On-going Annual Operating Costs

	Costs	
Annual service or maintenance contract	\$ 50	40 AA Batteries
Estimated parts replacement each year	\$ 0	
Outside standardization or calibration costs	N/A	How often?

Storage costs	\$ 0	
New supply costs	\$0	
Any other costs, including labor	\$ 0	Specify
Annual Operating Costs =	\$50	How will costs be paid? College or curricular

Part C: Incremental Labor Costs

Please describe who will be the key operator and who will perform the maintenance & repairs.

Jesse Ellis showed us the system and coordinated a demo with the vendor from Clark Systems. He will install the units. FT music faculty will replace the batteries periodically. We were trained by Jesse and the vendor already.

Are these individuals already trained? If not, how will they be trained, how long is the training and is there a cost for the training. Please include the cost above in initial start-up. Is the maintenance, operation and repair currently within their scope of duties?

Yes. The same system exists in the Campus Safety building and Jesse Ellis installed it.

Estimate the amount of time required in a month to perform this maintenance or operation

No monthly maintenance is required.
3-4 hours for initial installation.
1 hour for installing AA batteries (Music Faculty can perform this and Jesse has already trained us)

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

Without a system for ensuring the safety of pianos and equipment, the college would potentially need to purchase replacement equipment, which would be extremely wasteful and inefficient. This system ensures that our pianos, recording equipment, practice rooms, and keyboards stay in good shape for the foreseeable future.

Funded requestors will be expected to respond to a brief RAC feedback survey by a requested deadline. Requests for computer related equipment & printers must be reviewed by LPC IT Department

IT Department Authorized Signature: _____

Signatures:
Andy Blossfeld
Requestor
Date Originated: 3/10/16

[Signature]
Dean/Manager
Date Received 3/15/16

[Signature]
Vice President
Date Received 3/18/16