



# Instructional Equipment Request (IER) Form

FY 2023-2024

Title of Submission:	Kubota Agricultural Support Utility Vehicle for instruction
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/11/2023	IER forms due to Division Dean
10/18/2023	Division review of IER forms (Dean & VP signature)
10/20/2023	IER forms due to Executive Assistant of Administrative Services (with Dean & VP signature)

## Checklist

- ☒ All IER form fields complete
- ☒ Valid quote attached to submission (must be attached before submitting form)
  - **Shipping, installation, and tax** are required on the quote, whenever applicable. This must be provided by the vendor themselves. **Do not split quotes or submit duplicate quotes.**
  - **IMPORTANT:** To comply with state law, purchases between \$ 30,000.00 and \$ 109,299.99 require 3 quotes from 3 different vendors. We're required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. If your request is approved, you will be notified *via email* to obtain an **updated quote, two additional quotes**, and complete a [requisition](#) form. Please monitor your email closely throughout the fiscal year as we **cannot** proceed with your request until these quotes, and any additional requirements, are provided.
  - Purchase requests of \$ 109,300.00 or more must go out for bid\* (aka RFP process) and then go to Board for approval. You will be provided further instruction via email after your request is approved.
  - For assistance with quotes, please contact Bill Pagano at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) or (925) 485-5271.
- ☒ IER form, with quote, signed and submitted to Division Dean including:
  - Quote (required)
  - [New Vendor Application](#) (if new vendor)
  - Copy of [W9](#) (if new vendor)

**\*Bid Process:** Purchasing submits RFP & selects cheapest bid → Requestor submits [Requisition](#) → Business Office enters Requisition in Banner → Requestor submits Board packet with copy of entered Requisition.

## IER Process Flow

1. Completed packet signed and submitted to Division Dean
2. Dean reviews and forwards to Vice President
3. Vice President reviews and forwards to Executive Assistant of Administrative Services
4. Executive Assistant logs requests and forwards to M&O and IT for review
5. RAC reviews and scores requests
6. Executive Assistant combines committee scores into final rankings for final RAC review
7. RAC Chair meets with College President to discuss ranked requests
8. College President issues approval memo to RAC
9. RAC notifies requestors via email of approved requests and additional steps (e.g. additional quotes, board, etc.)
10. RAC submits IER forms to Business Office for processing
11. Business Office reviews requests, enters into Banner, and forwards to Purchasing
12. Purchasing will assist with requests that must go out for bid and requires board approval (requestor will be notified)

# Instructional Equipment Definitions

## Allowable Items

**Allowable Items:** Instructional equipment expenditures are eligible if the equipment, library material, or technology is for classroom instruction, student instruction or demonstration, or in the preparation of learning materials in an instructional program. There are five categories that will be used to classify instructional support. Please note that requests are not limited to the examples shown below.

1. **Equipment and Furniture:** instructional equipment and furniture for primary use by students in instructional programs:
  - a. Classroom/laboratory equipment including whiteboard, screen, projector, etc.
  - b. Instructional furniture including desks, tables, podium, chairs, etc.
2. **Information Technology:** instructional information technology equipment for student use in classrooms and/or laboratories including desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, multimedia.
3. **Software:** software licenses are allowed but only the initial year is permitted. Other software that are permitted are those that are used in excess of one year and software modifications that add capacity or efficiency to the software that defers obsolescence and results in an extension of the useful life of the software, including registration, counseling, student services, learning management systems for student use.
4. **Adaptive Equipment:** adaptive equipment for ADA/OCR students are allowed to assist them in a learning environment.
5. **Library Material:** databases, online subscriptions, books, periodicals, videos, etc.

## Non-Allowable Items

**Non-Allowable Items:** Administrative or non-instructional purposes including equipment being used for administrative or non- instructional purposes is not allowed, including photocopiers, file cabinets, bookcases, computers, networking infrastructure, software licenses.

## IE Rubric

RAC evaluates each IE request based on the rubric below. RAC stresses the importance of quality requests. RAC may choose not to rank incomplete IE requests.

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
<b>LPC Mission &amp; Planning Priorities</b> [Section 2] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. 4-5	Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. 2-3	Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. 0-1
<b>Educational Items: Programmatic Impact and Institutional Support</b> [Section 3] (10 points) Ranking Scale	Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 8-10	Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. 4-7	Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. 0-3
<b>Teaching &amp; Learning</b> [Section 4] (10 points) Ranking Scale	Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. 8-10	Clear evidence/data that equipment provides enhanced instruction that is not met through current means. 4-7	Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. 0-3
<b>Outcomes</b> [Section 5] (5 points) Ranking Scale	Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. 4-5	Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. 2-3	Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. 0-1

# Instructional Equipment Request Form

Name of Requestor: Everett, David

Division: STEM

Discipline: Viticulture/Winery Technology

This Equipment Request is: New Equipment or Technology

## SECTION 1: Equipment Description

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:

### Equipment Location

Building #: 800

Room #: 806

### Comments:

This agricultural support vehicle will be instrumental to instruction and instructional support in the VWT program. This vehicle has numerous features that will demonstrate to an enology and viticulture student how important it is to own and operate one of these vehicles (which supports grape farming and winemaking) if you choose a path in viticulture and winery technology. This vehicle will provide instruction for many cultural practices in the vineyard (spraying pesticides, hauling equipment and soils, pulling trailers, pulling implements, etc) as well as providing support for winemaking (hauling grapes, tanks, barrels, misc equipment, etc). This vehicle will be instrumental in the success of the new wine making facility.

### If applicable, describe the legal requirement, mandate, or safety concern related to the purchase of this equipment, making specific reference to legal requirements or regulations:

No legal mandate but there are MANY tasks that this vehicle will perform and support because these certain tasks cannot be performed safely by hand.

## SECTION 2: LPC Mission Statement and LPC Planning Priorities

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career- technical goals while promoting lifelong learning.

### LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### Explain how the equipment supports LPC's Mission Statement and Planning Priorities:

The acquisition of this equipment will support inclusive learning by providing additional instructional materials. Instructional equipment is a foundation of educational support for completion of students' transfer, basic skills and more definitive, career-technical education and retraining goals. Successfully completing these goals will provide more avenues for successful job placement and/or advancement in the current field of winery technologies. The acquisition of this equipment is proof of our commitment to the ongoing process implementing best practices to meet ACCJC standards. As new technology, this equipment will also provide necessary institutional support for curriculum development and maintenance, the development of SLO's, CSLO's, and PSLO's and their assessments.

### SECTION 3: Educational Items | *Program Review*

#### **Specify the educational programs the equipment supports:**

ALL VWT programs including VWT 10 Introduction to Viticulture, VWT 20 Introduction to Enology, VWT 31 & 32 Spring and Fall Vineyard Operations, VWT 41 & 42 Winery Operations for the Spring and Fall, and general support for VWT 1,2, 45, 47, and 55. The programs and classes listed above are just a snapshot of how this equipment will improve instruction and benefit learning. The VWT program leans heavily on "hands-on" learning and demonstration labs.

#### **Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review to explain:**

The need for a this equipment has not been mentioned specifically, but voicing the need for more instructional equipment has been mentioned numerous times over a decades worth of Program Reviews. While the specific equipment is not mentioned, there is a statement that addresses the VWT budget: "The VWT operating budget is insufficient. Supplies and operating materials are needed beyond the amount the small amount budgeted each year. Operating budget has not increased." It has not increase in over 12 years.

### SECTION 4: Teaching and Learning

#### **Please use evidence and data that describes how the equipment provides enhancements/benefits to the current level of teaching capabilities:**

The VWT program relies heavily on "hands-on" instruction and demonstration labs. This equipment will have an immediate impact on teaching and learning. Instruction in CTE can reflect directly on the equipment each program acquires for teaching and learning. This will be a dramatic acquisition for the viticulture and enology students that aspire to work in the industry. This equipment is modern, intelligent and reflects well on the level of instruction that LPC is committed to.

#### **Detail the impact the equipment has on learning:**

The VWT program emphasizes hands-on learning. Having this equipment in place for the students to be trained on is critical to learning and it just makes sense. Observing operation and safety protocols up close and in person are valuable learning opportunities especially in a lab. Every working winery has at bare minimum, a support vehicle. Providing our students with an example of a modern, safe, agricultural support vehicle will be invaluable. This vehicle will serve as an example of what you cannot do by hand can be done with a support vehicle such as this one.

#### **Please state the number of classes and students the equipment will impact:**

<b>Classes/Sections:</b> 10	<b>Students:</b> 100
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## SECTION 5: Student Learning Outcomes (SLOs)

### **Document how the equipment will enable you to surpass your current Student Learning Outcomes:**

Currently, there are no agricultural support vehicle SLOs specific to this equipment. This is due to the fact that we are still in process of acquiring state of the art equipment for instruction. There is also no way to assess an SLO that has not yet been created.

When the instructional equipment is in place, we will be able to build appropriate SLO's (and assessments) that will apply to ATV sprayer, dump bed, and trailer hitch safety protocols.

SECTION 6: Total Cost of Ownership | *Maintenance and Sustainability*

**Does the new equipment replace older equipment? If so, will you retire/surplus the old equipment? If not, where will you store the older equipment and what are the associated storage costs?**

This equipment is not a replacement.

**Detail how the equipment meets or exceeds [LPC's Sustainability Efforts](#):**

The vehicle is diesel fuel powered.

**How does the equipment provide renewal resources to the college?**

N/A

**Operator**

Primary operator:	Everett, David		
Does the work align with current position duties?	Yes		
Cost to train primary operator:	0.00		
Approx. # of hours equipment will be used per month:	unlimited		
Comments:	This equipment will be in CONSTANT use.		

**Maintenance and Repairs**

Who will perform maintenance and repairs?	M&O		
Estimated hours per month:	2		
Does the work align with current position duties?	Yes		
Cost to train for maintenance and repairs:	0.00		

SECTION 6: Total Cost of Ownership | Maintenance and Sustainability (cont'd)

Lifespan of Equipment: potentially no finite lifespan if maintained

<b>FOAP (Budget) for Recurring Costs:</b>	103001	34960	5647	010400
	Fund	Org	Acct	Program

**Part A: Initial Start-Up Costs**

Type	Cost	Comments
Equipment or Materials	26,602.07	
Shipping & Delivery Fees	0.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	0.00	
(Enter as Positive) Discounts	0.00	Farming discount
<b>Start-Up Total</b>	26,602.07	

**Part B: Annual Operating Costs**

Type	Cost	Comments
Service/Maintenance	0.00	
Part Replacement	0.00	
Vendor Calibration or Standardization	0.00	
Storage	0.00	
Supplies	0.00	
Maintenance/Repair Labor	0.00	
Software Licensing	0.00	
Other	0.00	
<b>Annual Total</b>	0.00	
<b>Overall Cost:</b>	26,602.07	

## Approvals and Signature Routing

Before signing below, please confirm all fields are filled out and all information provided is correct. Requests must be fully complete, signed, and submitted to your Division Dean by the deadline (see page 1). **Quote must be attached to this form before submitting.**

Title	Signature	Date
Requestor:	<i>David Everett</i>	10/10/2023
Division Dean:	<i>Thomas Orf</i>	10/18/2023
Vice President:	<i>Nan Ho</i>	10/18/2023
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/19/2023
M&O Director:	<i>John Seybert</i>	10/19/2023
Vice President, Administrative Services:	<i>Anette Raichbart</i>	10/20/2023



**BIG VALLEY TRACTOR LLC**  
**3516 NEWTON ROAD**  
**STOCKTON, CA 95205**  
**(800) 266-9631**



**QUOTATION/SALES ORDER**

**CUSTOMER NAME:** CHABOT- LAS POSITAS COLLEGE DIST.  
**ADDRESS:**  
**PHONE:** (925) 424-1333  
**CONTACT NAME:** DAVID EVERETT

**DATE:** 10/10/2023  
**MODEL:** RTVX2-PKLH24  
**STOCK NUMBER:**  
**SERIAL NUMBER:**  
**HOURS:**

MAKE:	MODEL:	DESCRIPTION:	NEW UNIT	AMOUNT
<b>MACHINE:</b>				
KUBOTA	RTVX2-PKLH24	UTILITY VEHICLE-24.8 HP Work Site with Heavy Duty Tires, Hydraulic Bed Lift, Prem Grill Guard and Spray-on Bedliner Pro-Konvert cargo bed		\$ 19,642.00
<b>ATTACHMENT:</b>				
KUBOTA	VC5020	POLY WINDSHIELD- HARD COAT		\$ 1,965.00
KUBOTA	VC5011	PLASTIC CANOPY (Compatible with Glass Windshield)		\$ 708.00
KUBOTA	V5237	TURN SIGNAL / HAZARD LIGHT KIT		\$ 523.00
KUBOTA	VC5050/VC5051A	FRONT & REAR LED WORK LIGHTS		\$ 575.00
KUBOTA	VC5080	WIRE HARNESS-MULTIPLE		\$ 476.00
KUBOTA	VC5076/10705	SIDES & REAR VIEW MIRROR		\$ 333.00
PBM	UTV-70-12V-500	70 GALLON UTV SPRAYER WITH SPRAY GUN & 25' OF HOSE		\$ 1,970.00
				\$ -
				\$ -
		<b>GOVERNMENT DISCOUNT:</b>		\$ (1,559.92)
<b>MACHINE</b>	<b>WARRANTY:</b>			
BASIC	12 MONTHS UNLIMITED HOURS			INCLUDED

Sales Price		\$	24,632.08
Sales Tax	7.750%	\$	1,908.99
CA Tire Tax	\$1.75 ea.		\$7.00
DMV Fee		\$	54.00
Doc & Filing Fees		\$	-
<b>TOTAL PRICE</b>		\$	<b>26,602.07</b>
Trade-in Model / SN# / Hours			
Rentals Applied (including tax)			
Cash Down Payment		\$	-
Total Applied to Purchase		\$	-
<b>TOTAL CASH PRICE</b>		\$	<b>26,602.07</b>
<b>AMOUNT TO FINANCE</b>		\$	<b>-</b>

Please Note:

This quote is good till the following date or unit sells **10/31/2023**  
 After this date this quotation is subject to revision.  
 Please advise us, as soon as possible, of your delivery requirements.

**FINANCE:**

**AMOUNT OF PAYMENT:** \_\_\_\_\_ **AT:** \_\_\_\_\_ **INTEREST RATE** \_\_\_\_\_ **ANNUAL**  
**PAYMENT WITH KUBOTA INS:** \_\_\_\_\_ **AT:** \_\_\_\_\_ **INTEREST RATE** \_\_\_\_\_ **ANNUAL**

*\$250 Deductible, covered while being transported and off property, with Total Loss Replacement Option (see Kubota brochure for more details)*

This Agreement is not binding on dealer until accepted by dealer in writing. It is agreed that there are no warranties, either express or implied covering a new unit sold hereunder, except the warranty issued by the manufacturer which shall be tendered by the dealer making delivery of the new unit. In the event the unit sold hereunder is a used unit, it is agreed that the dealer assumes only such warranty obligations to Buyer as are set forth on the face of this order or in a separate written instrument, if any. Receipt of a copy of this agreement is hereby acknowledged

**BUYERS SIGNATURE** \_\_\_\_\_ **ACCEPTED** \_\_\_\_\_

**SALESMAN'S NAME**

**CELL : (209) 481-1025**

SUBJECT TO CREDIT APPROVAL/SUBJECT TO PRIOR SALE  
 INTEREST RATES SUBJECT TO CHANGE WITHOUT NOTICE