# Instructional Equipment Request (IER) Form
## FY ___2023-2024___

| Title of Submission: | CDR WineLab Wine Analysis Processing Unit |
|---|---|

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)
  - o **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**.
  - o **IMPORTANT**: To comply with state law, purchases between $___30,000.00___ and $___109,299.99___ require 3 quotes from 3 <u>different</u> 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.
  - o 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.
  - o 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:
  - o Quote (required)
  - o [New Vendor Application](#) (if new vendor)
  - o 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 |
|---|---|---|---|
| **LPC Mission & Planning Priorities [Section 2]** *(5 points)* | Clear and compelling evidence/data that equipment will fully support LPC Mission and Planning Priorities. | Clear evidence/data that equipment will fully support LPC Mission and Planning Priorities. | Limited or no evidence/data that equipment will support LPC Mission and Planning Priorities. |
| Ranking Scale | 4-5 | 2-3 | 0-1 |
| **Educational Items: Programmatic Impact and Institutional Support [Section 3]** *(10 points)* | Clear and compelling evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. | Clear evidence/data (as stated in program review) that this equipment will have substantial impact on program curriculum. | Limited or no evidence/data (as stated in program review) that this equipment will have an impact on program curriculum. |
| Ranking Scale | 8-10 | 4-7 | 0-3 |
| **Teaching & Learning [Section 4]** *(10 points)* | Clear and compelling evidence/data that equipment provides much needed or beneficial enhancement to instruction. | Clear evidence/data that equipment provides enhanced instruction that is not met through current means. | Limited or no evidence/data that equipment provides enhanced instruction that is not met through current means. |
| Ranking Scale | 8-10 | 4-7 | 0-3 |
| **Outcomes [Section 5]** *(5 points)* | Clear and compelling evidence/data that equipment will support course and/or program outcomes above and beyond current capability. | Clear evidence/data that equipment will support course and/or program outcomes beyond current capability. | Limited or no evidence/data that equipment will support course and/or program outcomes beyond current capability. |
| Ranking Scale | 4-5 | 2-3 | 0-1 |

Revised 8/22/23

# 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**:

The WineLab is a robust, maintenance free LED photometric analyzer that can provide key analytical lab data in minutes. Reagents and cuvettes are bundled together in validated test kits, which streamlines the chemistry - you only need to use a pipette! Step by step instructions and results are shown on the screen, eliminating the need for conversions and calculations. The data can then be exported to USB in XML format for integration into most databases. This unit will prove to be invaluable to our program when providing wine analysis to the local wine industry.

**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.

## 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:

This equipment will have a sweeping impact on a number of VWT courses including:
VWT 10: Introduction to winemaking/accurate ripeness measurements, VWT 20: Technology in the wine lab VWT 32: Measuring SO2 before must adjustments VWT 41: The importance of accurate pH measurements VWT 42: Brix measurements throughout fermentation. 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. These three pieces of equipment are some of the latest innovations in the wine industry. This amazing equipment is for specific operational aspects of the wine industry and will ready the students for immediate employment.

### 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 (CDR WINELAB), 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. With ongoing improvements and innovations to wine making and grape growing, the tools that are used and the new technologies that are constantly being introduced to the wine industry, it would be impossible to look into the future to identify any specific piece of equipment.

## 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 program relies heavily on "hands-on" instruction.
This equipment will have an immediate impact on teaching and learning. The CDR WineLab is in line with leading edge analysis that is performed in the wine industry. Instruction in CTE can reflect directly on the equipment each program acquires for teaching and learning. This will be a dramatic acquisition for the 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.
Having our students trained on such modern equipment will benefit our students greatly and ready them for being a contributing member of the work force.

### 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 pH meter. Providing our students with just the basics of pH analysis is not enough. Providing the CDR WineLab for hands-on instruction students will be well versed on some of the most advanced analysis equipment available.

Having our students trained on such modern equipment will benefit our students greatly and ready them for being a contributing member of the work force.

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

| | |
|---|---|
| **Classes/Sections:** 6 | **Students:** 100 |

## SECTION 5: Student Learning Outcomes (SLOs)

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

Currently, there are no CDR WineLab 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 in the new facility. 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 this wine analysis set-up, breakdown and 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 is new equipment and it has a place in the wine lab located in room 806.

**Detail how the equipment meets or exceeds LPC's Sustainability Efforts:**

This equipment uses strips dosed with a reagent for analysis.  The previous method uses a lot of glassware, reagents that expire, and a LOT of TIME.

**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: | 50 |
| Comments: the usage hours varies with the time of year.  It would be used a lot more during the fall with the harvesting of fruit. | |

| Maintenance and Repairs | |
|---|---|
| Who will perform maintenance and repairs? | David Everett |
| Estimated hours per month: | 0.00 |
| 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:** 10 years minimum

**FOAP (Budget) for Recurring Costs:**

| | Fund | Org | Acct | Program |
|---|---|---|---|---|

| Part A: Initial Start-Up Costs | | |
|---|---|---|
| **Type** | **Cost** | **Comments** |
| Equipment or Materials | 7,494.00 | |
| 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 | |
| **Start-Up Total** | 7,494.00 | |

| 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 | |
| **Annual Total** | 0.00 | |
| **Overall Cost:** | 7,494.00 | |

# 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 <u>before</u> submitting.**

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

Revised 8/22/23

# Gusmer Enterprises, Inc.

www.gusmerenterprises.com
e-mail: sales@gusmerenterprises.com

David Everett
Las Positas College

October 10th, 2023

Mr. Everett,

Please see the quote below for the CDR WineLab you requested. Please let me know if you have any questions.

Respectfully,
Greg Sitton

## CDR WineLab Quote



| Part Number | Description | Price |
|---|---|---|
| **CDR222005Z01** | *CDR WineLab Touch* | $7,200.00 |
| | ***Reagents*** | |
| **CDR300280** | *CDR L-Lactic Wine/Cider 10ct* | $ 56.00 |
| **CDR300340** | *CDR L-Malic Wine/Cider/Booch 10ct* | $ 42.00 |
| **CDR300603** | *CDR Alcohol Wine/Cider 10ct* | $ 60.20 |
| **CDR300605** | *CDR Alcohol Dil.Kit Wine/Cider 10ct* | $ 9.80 |
| **CDR300435** | *CDR YAN Wine/Cider/Booch 10ct* | $ 70.00 |
| **CDR301025** | *CDR Tot. Anthocyanins Wine 10ct* | $ 56.00 |

These prices are FOB: Fresno, California and terms are net 30 days with approved credit.
Pricing good through 12/31/23 or otherwise notified.

**81 M Street**
**Fresno, CA 93721**
**Tel: 559-485-2692**
**Fax: 559-485-4254**

**640-D Airpark Road**
**Napa, CA 94558**
**Tel: 707-224-7903**
**Fax: 707-255-2019**

**1165 Globe Ave.**
**Mountainside, NJ 07092**
**Tel: 908-301-1811**
**Fax: 908-301-1812**

**1401 Ware Street**
**Waupaca, WI 54981**
**Tel: 715-258-5525**
**Fax: 715-258-8488**

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