



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Lane lines, storage reel, cover
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Please review all information carefully to ensure timely processing. More information can be found [here](#).

Deadline	Action
10/09/2024	IER forms due to Division Dean
10/16/2024	Division review of IER forms (Dean & VP signature)
10/23/2024	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 \$ 114,499.99 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 \$ 114,500.00 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 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
LPC Mission & Planning Priorities [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
Educational Items: Programmatic Impact and Institutional Support [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
Teaching & Learning [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
Outcomes [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: Craighead, Jason

Division: PATH

Discipline: Kinesiology

This Equipment Request is: A Replacement

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 #: 2600

Room #: Swimming Pool 1 & 2

Comments:

-We are requesting new lane lines, a new storage reel, and a cover
-These lane lines are a replacement for the original lane lines when the pool was opened in Fall 2009. These are direct replacements, which serve every day use and have lasted a very long time between all our classes and outside user groups over the last 15 years. We requested this equipment as part of the pool renovation project, but were told it was not part of the permanent structure of the facility so it had to go to IER.
-We are requesting a new storage reel. Currently we do not have enough reels to remove/store all lane lines.
-We are requesting a storage cover that goes over the reel to protect the lane lines from sun damage when in storage.

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:

Lanelines, with correct markings, are required for safety as well as competition. The lanelines act as dividers to keep swimmers from running into each other, and swimming straight. The lanelines are marked specifically to designate the following: 1) Distance from the wall. Lanelines switch colors 5 yards (15ft) from each end of the pool to designate to swimmers that they are approaching the wall (concrete and tile). 2) 15 Meter markers. Used in competition to designate the distance that a competitor may travel under water from each end of the pool. These requirements are universal from FINA (International governing body), NCAA (Intercollegiate Swimming), as well as USA Swimming, and are required to host competitions.

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:

We have 4 courses that are part of the KIN AA-T degree (Support completion of students' transfer, degree...) as well as a Non Credit course which promotes lifelong learning.

We also offer an additional 7 courses that are part of the Swimming, Swim Fitness, and Intercollegiate course families that utilize the equipment requested.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

Kinesiology AA-T, Area 1: Aquatics = KIN SW1 Swimming 1, KIN SW2 Swimming 2, KIN SWF1 Swimming for Fitness 1, KIN SWF2 Swimming for Fitness 2.
Kinesiology AA Degree (courses in addition to those listed above): Swimming 3, Swimming 4, Swimming for Fitness 3, Swimming for Fitness 4.
Intercollegiate Athletics: Men's & Women's Swimming and Diving, Men's Water Polo, Women's Water Polo

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:

We don't list specific equipment as the nature of our department and activity disciplines utilize a wide variety of equipment that needs to be replaced and/ or upgraded.

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:

Most of our aquatic courses are taught in the large pool. As a teacher, it is valuable to explain markings within the facility for safety and to enhance the learning experience. The lane lines create structure and organization, as well as reduce waves created from the swimmers. Learning to swim in an open and wavy environment is much more difficulty and intimidating.
As part of my first day orientation to swimmers to understand the importance of recognizing where you are, especially when you are on your back, "the color change on the lane line (as I point to the location in the pool) is your reminder that you are 5 yards/15 feet from running into tile and concrete!"

Detail the impact the equipment has on learning:

Having accurate, more visible lane lines will assist students in understanding their position in the pool in relation to the wall and other students. The markings on the new lane lines are much more easily identifiable and recognizable. In addition, the markings will also assist us in running competitions for our intercollegiate swim & dive program.
With an understanding of the markings as well as having them visible, students learn quickly how to successfully complete skills and conditioning without having to stop forward progress to assess location.

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

Classes/Sections: 6 classes per year	Students: 180-200 students per year
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SECTION 5: Student Learning Outcomes (SLOs)

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

The physical structures in the pool are necessary for instruction and training, from safety/performance/technical aspects. The lane lines create structure and organization for effective teaching. In addition, the colors and markings on the lane lines are used for teaching and training for the various strokes.

Here are examples of SLO's from the courses listed above :

-(Aquatics)Show Improvement in cardiovascular fitness;

Swim 450 yards in 12 minutes; Demonstrate improvement in a 500 yard swim;

Demonstrate the benefit of interval training and pacing in a 20 minute timed swim;

Demonstrate competency of beginning level swimmers;

Perform 100 yards of front crawl with proficient side-breathing and 100 yards backstroke, each with competitive flip turn; Perform 50 yards breaststroke and butterfly, each with competitive turn;

Perform 100 Yard Individual Medley with correct turns; Perform a 500 yard continuous swim using any combination of the strokes;

Demonstrate advanced swimming and diving skills appropriate to intercollegiate, high school, and recreational league competition.

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?

Replacement. We will take apart the old equipment and save any useable parts...which is very little. Whatever cannot be reused will be thrown away. Storage will be in the 2600 building.

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

NA

How does the equipment provide renewal resources to the college?

NA

Operator

Primary operator:	Craighead, Jason		
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:	30		
Comments:	Lane lines stay in place and aren't operated. They only "operation" is when they need to be moved/removed onto the storage reels for different college activities, which typically take place daily in the Fall semester during Intercollegiate Water Polo season.		

Maintenance and Repairs

Who will perform maintenance and repairs?	Jason Craighead		
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: 12-15 years.

FOAP (Budget) for Recurring Costs: _____

Vendor Name:

Lincoln Aquatics

Fund

Org

Acct

Program

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	13,154.15	
Shipping & Delivery Fees	975.00	
Installation Costs	0.00	
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	1,348.30	tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	15,477.45	

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:	15,477.45	

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>Jason Craighead</i>	10/05/2024
Division Dean:	<i>Kevin Kramer</i>	10/15/2024
Vice President:	<i>Nan Ho</i>	10/15/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/17/2024



265-LINCOLN AQUATICS
 1848 ARNOLD INDUSTRIAL PL
 CONCORD, CA 94520-5319
 Phone 800-223-5450
 Fax 888-680-2825

Quotation

QUOTE #	EW050886
LOCATION	527A
DATE	10/05/24
PAGE	1 of 1

BILL TO

946047
 CHABOT-LAS POSITAS COMMUNITY CO
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551-7623
 Phone 925-424-1761
 Fax 925-245-0567

SHIP TO

LAS POSITAS COLLEGE
 3000 CAMPUS HILL DR
 LIVERMORE, CA 94551-7623
 Fax 925-245-0567

QUOTE DATE 10/05/24	EXPIRE DATE 11/04/24	REQUIRED DATE	REFERENCE NUMBER QUOTE-LANE LINES, REEL	PAYMENT TERMS NET 60 DAYS
WRITTEN BY A CHRISTOPHER DAVIS(T)			CONTACT JASON CRAIGHEAD	SHIP VIA PREFERRED CARRIER
FREIGHT TERMS IN/OUTBOUND			JOB NUMBER	SALES REP 265 /CHRISTOPHER DAVI

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
RCH-40-2501 200330000 4" DIA 75© COMPETITOR RACING LANE RED AND BLACK ALTERNATING WITH SOLID RED ENDS AND WHITE METER MARKERS LEAD TIME APPX 10-14 DAYS FROM ORDER/CONFIRMATION DATE	21	422.95	EA	8,881.95
				CPN-50-030
FREIGHT TBD				
RCH-35-1023 600200 EZ-TENSIONER UPGRADE PER LANE	21	34.55	EA	725.55
KDI-35-8666 75101SS PARAGON LANE REEL W/ SS CASTERS	1	3,055.00	EA	3,055.00
				CPN-51-037
KDI-35-8669 75133 PARAGON LANE REEL COVER	1	491.65	EA	491.65
				CPN-51-040

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
13,154.15	0.00	0.00	1,348.30	975.00	15,477.45

Accepted:

By: _____
 Date: _____