



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Lincoln 300c Welding Machine Accessory Kit
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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: Weston, James

Division: PATH

Discipline: Welding Technology

This Equipment Request is: An Upgrade

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 #: 3500

Room #: 3519

Comments:

This Lincoln Electric 300c Welding Machine Accessory Kit is an upgrade from our current situation. The Lincoln 300c Multi Process welding machine is our primary welding machine that every student in every section of every class uses every day in the LPC Welding program. This accessory kit will allow all 24 of our Lincoln 300c machines to be able to run all four of the weld processes without interruption at any time. Currently without this accessory kit we have no additional welding accessories available if one were to fail during a class. Purchase of this kit will ensure an adequate supply of accessories for a decade to come.

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:

None

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:

This equipment will provide Las Positas College welding students faculty and staff with 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. Furthermore, this equipment will increase student success in completion through changes in the way we process and practice in our welding environment, coordinating needed academic support, removing barriers in Sapota in focused development of students within the program.

SECTION 3: Educational Items | Program Review

Specify the educational programs the equipment supports:

This equipment will support the welding technology and manufacturing students.
This equipment will support the engineering technology program on campus.

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:

In our program review we always have a section that talked about staying at the forefront of welding technology and making sure that students have the tools and technology capable to keep them current in our industry. More than 75% of our student learning outcomes in program outcomes are focused upon passing certification testing. This equipment helps to ensure that all of our welding machines will be available to our students at all times.

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:

As mentioned previously, the benefit of purchasing this equipment over our current capabilities is that we will never have a machine go down for more than a portion of a single class period due to an accessory failure. One of the keys to teaching the art of welding is consistence and reliable welding equipment, this kit will ensure this for our program for years to come.

Detail the impact the equipment has on learning:

To a Welding student, knowing that they will always have a familiar and reliable welding machine at their disposal is key to successfully mastering the art of welding. This accessory kit will help immensely towards that goal.

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

Classes/Sections: 30	Students: 150
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SECTION 5: Student Learning Outcomes (SLOs)

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

Approximately 75% of our courses require a student to perform a industry standard welding certification test upon completion of the course. Without a fully functioning welding machine our students can not complete the welding certification tests. This equipment can also be used to fulfill the student learning outcomes in our welding for the arts class, as these machines are popular pieces of equipment for use in making welded art and welded sculpture, which is a student learning outcome in the art class. Welding workplace safety is one of our program learning outcomes, in this equipment support in teachers that ever important welding workplace safety

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?

No

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

This accessory kit will extend the life of our core welding machines for decades to come.

How does the equipment provide renewal resources to the college?

Purchasing these as a large kit will save on delivery costs and the resources needed to deliver these items individually as they are needed.

Operator

Primary operator:	Welding Students		
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:	160-200		
Comments:	Our welding machines are used in every class we offer.		

Maintenance and Repairs

Who will perform maintenance and repairs?	James Weston		
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: 10-15 years at least

FOAP (Budget) for Recurring Costs: 103001 33467 5504 095650

Vendor Name: Fund Org Acct Program

N/A

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	14,397.40	
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	1,547.73	Tax
(Enter as Positive) Discounts	0.00	
Start-Up Total	15,945.13	

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:	15,945.13	

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>James Weston</i>	10/08/2024
Division Dean:	<i>Kevin Kramer</i>	10/21/2024
Vice President:	<i>Nan Ho</i>	10/21/2024
College Technology Services Manager:		
M&O Director:		
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/22/2024



Picking Ticket

QUOTE ORDER

Picking Ticket # 2601600

Page

1 of 1



2601600

Ship From : 71071
 LINDE GAS & EQUIPMENT INC.
 LGPEPKG SAN LNDR BRN 71071
 2615 ALVARADO STREET
 SAN LEANDRO CA 94577-4319
 510-878-7885

Ship To : 79061258 CU Cust # : MX451
 LAS POSITAS CCD
 3000 CAMPUS HILL DR
 ATTN WELDING DEPARTMENT
 LIVERMORE CA 94551-7623

Caller Name :
 Caller Phone # :

Order # : 50599519 ORD TYPE : ZQ
 Shipment # :
 Order Date : 10/1/2024 Promise Date : 10/1/2024
 Order Processed By : BUS, DANNY D DE DDD
 Phone # :
 Ship Via : Customer Pick Up
 Route# :
 Carrier Name :
 Rev Brn : 71071 10/1/2024 05:18PM EST

Sold To: 71329091
 LAS POSITAS CCD
 3000 CAMPUS HILL DR
 ATTN WELDING DEPARTMENT
 LIVERMORE CA 94551-7623

PO # : RFQ
 Release #:
 Phone # : 925-424-1137

Customer #



79061258

Order #



50599519

Contact James 510 589 0669

QTY SHIP	UM	H	ID NUMBER	DESCRIPTION & HAZARD CLASS	LINE NO	ITEM NO/ CUST.ITEM NO	QTY ORDER	QTY BKORD	CYLINDERS SHIP	RET	TAX Y/N	VOL/ WT	UNIT AMOUNT	EXTENDED AMOUNT
20	EA			HOSE SINGLE 1/4X10FT BLACK	1.000	PRSSRB14-10IN	20	0			Y	NA	24.50	490.00
						Mfg # 21027353 LOC#: 1W004						23.28 LB		
10	EA			MIG GUN PROCURVE 300 15' 035-045	2.000	LINK2951-2-6-45	10	0			Y	NA	407.41	4,074.10
						Mfg # K2951-2-6-45						112.00 LB		
10	EA			TIG TORCH PTA-17F ULTRFLX 12.5	3.000	LINK1782-14	10	0			Y	NA	173.56	1,735.60
						Mfg # K1782-14						37.00 LB		
5	EA			FOOT CONTROL TIG AMPTROL 12 PIN	4.000	LINK870-2	5	0			Y	NA	615.66	3,078.30
						Mfg # K870-2						30.00 LB		
10	EA			REGULATOR ESS32-150-320 CO2	5.000	VIC0781-3638	10	0			Y	NA	153.83	1,538.30
						Mfg # 0781-3638						50.00 LB		
10	EA			REG ESS32-80CFH-580 EDGE 2.0	6.000	VIC0781-3641	10	0			Y	NA	113.66	1,136.60
						Mfg # 0781-3641						38.50 LB		
10	EA			ELEC HOLDER & CABLE	7.000	LINK2374-1	10	0			Y	NA	126.44	1,264.40
						Mfg # K2374-1						70.00 LB		
10	EA			ELEC HOLDER 250A A-316 TONG	8.000	TWE91101102	10	0			Y	NA	38.75	387.50
						Mfg # 91101102						13.00 LB		
10	EA			WIRE GUIDE ASSY OUTER 2 ROLL AL	9.000	LINKP2071-3	10	0			Y	NA	69.26	692.60
						Mfg # KP2071-3 LOC#: 1W013						2.95 LB		

Total weight 376.73 LB

EMERGENCY RESPONSE
 TELEPHONE NUMBER:
 CALL CHEMTREC 1-800-424-9300

WARNING: Transporting flammable gases and/or hazardous materials in an enclosed van, automobile or automobile trunk is very dangerous because it can cause a fire or explosion resulting in serious injury or death. Read cylinder label warnings, Safety Data Sheets (SDSs) and/or safety booklet P-3499. PLACARDS OFFERED ACCEPTED REJECTED

Sub Total	USD 14,397.40
Tax (%)	USD 1,547.73
Total Sales	USD 15,945.13

This is to certify that the above named materials are properly classified, described, packaged, marked, labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.



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Authorized Signature _____

Terms & Conditions

Received by _____

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