



# Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Propane Gas Cutting Kits
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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](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: Weston, James

Division: PATH

Discipline: Welding 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 #: 3500

Room #: 3519

### Comments:

This Propane gas cutting kit consists of Propane and Oxygen regulators, 25 foot gas hoses, cutting torches and cutting torch tips to create 4 new Propane gas cutting stations for the LPC Welding Technology program. Cutting metal using gas cutting methods are a key part of the Welding industry and a key part of our program. We are switching from Acetylene to Propane due to cost savings, environmental impacts and safety benefits of Propane gas over Acetylene.

### 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:

Emissions from Propane gas vs. Acetylene gas are cleaner for students, faculty and staff to work around.

## 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 provides Las Positas College welding students in inclusive, learning Center, equity focused environment that offers education opportunities in support for completion of students transfer, degree, and career technical goals while promoting lifelong learning. Use of this specific equipment will increase student success in completion through improvement in college practices in processes, coordinating needed academic support, removing barriers to learning, and supporting professional development activities for welding faculty

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

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

This supports welding technology and manufacturing students.  
This equipment is also used by engineering technology students as well.

#### **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:**

Our program review always discusses the need for staying current with industry trends and providing students with a safe working environment that encourages learning. This equipment will address both of those needs. This equipment will also increase capacity that will provide more opportunities for students to use the equipment by quadrupling the stations available to perform this work. Our program review discusses the needs of our program in the future as we enter a new facility, and this equipment supports that as well

### 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:**

This equipment will allow us to double our current capacity of two workstations to six workstations. In a class with 24 students that is a huge improvement, and allows us to throughput many more students in a given laboratory or class. The current equipment that we are using is in excess of 25 years old. While the current equipment still functions OK it is nearing the end of it usable lifespan, and the college has got more than his moneys worth out of the existing pieces of equipment. We feel that our department is an exceptional steward of college asset and maintains them and takes care of them in such a way to extend their longevity and useful lifespan

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

We currently have only two workstations that provide opportunities for students to do this work, this will allow us to more than double our capacity to six, in a classroom that normally contains 24 students. Imagine offering an assignment that required students to cut paper. But in the class of 24 you only had two pairs of scissors. Getting getting those two pairs of scissors around to each of the 24 students to use becomes challenging and part of the assignment just managing the equipment. We can understand what the class would be like and what improvement would be in place if the same class had four pairs of scissors to use. We have two pairs of scissors so to speak, and we are looking to acquire two more

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

<b>Classes/Sections:</b> 30	<b>Students:</b> 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. While the equipment described here does not specifically play a role in performing the test, the equipment contained within this request is vitally important to the preparation of the material used for the test. This equipment can also be used to fulfill the student learning outcomes in our welding for the arts class, as these 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 equipment is made entirely of recyclable materials and at the end of its usable lifespan can be deconstructed into recyclable items which can be reused. This equipment is also used for preparation of pipe tubing and other components used in modern power plants and energy generation facilities and as such support those efforts. This type of equipment is what helps keep the light on and provides utilities with power

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

Propane gas is a far safer and environmentally safe gas than Acetylene.

**Operator**

Primary operator:	Students, Faculty		
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:	60-80		
Comments:			

**Maintenance and Repairs**

Who will perform maintenance and repairs?	James Weston		
Estimated hours per month:	1		
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:** 20 Years

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

Vendor Name: \_\_\_\_\_

Fund

Org

Acct

Program

N/A

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

Type	Cost	Comments
Equipment or Materials	3,527.04	Gas Kit 1 = 2911.52, Gas Kit 2 = 615.52
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	379.16	Tax for Gas Kit 1 = 312.99, Tax for Gas Kit 2 = 66.17
(Enter as Positive) Discounts	0.00	
<b>Start-Up Total</b>	<b>3,906.20</b>	

**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>	<b>0.00</b>	
<b>Overall Cost:</b>	<b>3,906.20</b>	

## 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>	10/09/2024
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





Linde Gas & Equipment Inc.

# Picking Ticket

## QUOTE ORDER

Picking Ticket # 2599775



2599775

**Ship From : 71114**  
 LINDE GAS & EQUIPMENT INC.  
 LGPEPKG VISALIA CA HDGS DC  
 747 N PLAZA DR  
 VISALIA CA 93291-9327  
 559-651-8113

**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 # : 50596453** 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 03:48PM 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 #



50596453

Contact James 510 589 0669

QTY SHIP	UM	H M	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
4	EA			REGULATOR ESS-3 510LP	1.000	VIC0781-3631	4	0			Y	NA	153.88	615.52
													4.00 LB	
													Mfg # 0781-3631	

Total weight	4.00 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 <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	Sub Total	USD 615.52
		Tax ( %)	USD 66.17
		Total Sales	USD 681.69

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.



[www.lindedirect.com/legal-docs/terms-and-conditions](http://www.lindedirect.com/legal-docs/terms-and-conditions)

Authorized Signature \_\_\_\_\_

Terms & Conditions

Received by \_\_\_\_\_



# Picking Ticket

QUOTE ORDER

Picking Ticket # 2599774 Page 1 of 1



2599774

**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 # : 50596453** 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 03:48PM 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



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
4	EA			REGULATOR ESS32-150-540 EDGE	2.000	VIC0781-3626	4	0			Y	NA	146.88	587.52
						Mfg # 0781-3626						4.00 LB		
4	EA			HOSE TWIN 1/4X25BB GR-T	3.000	PRSTT14-25BB	4	0			Y	NA	45.00	180.00
						Mfg # 21027623 LOC#: 1W004						20.00 LB		
4	EA			HAND CUT TORCH ST2600FC 21	4.000	VIC0381-1480	4	0			Y	NA	495.00	1,980.00
						Mfg # 0381-1480						12.00 LB		
16	EA			CUT TIP FG GPN-0 VICTOR PRS	5.000	PRS0-1-GPN	16	0			Y	NA	10.25	164.00
						Mfg # 0-1-GPN						3.04 LB		

Total weight		39.04 LB	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 <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED	
EMERGENCY RESPONSE TELEPHONE NUMBER: CALL CHEMTREC 1-800-424-9300		Sub Total	USD 2,911.52	
		Tax ( %)	USD 312.99	
		Total Sales	USD 3,224.51	

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 \_\_\_\_\_