



Instructional Equipment Request (IER) Form

FY 2024-2025

Title of Submission:	Gym Scoreboards (2)
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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: Giacomazzi, James

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 #: 2500

Room #: 113

Comments:

The scoreboards in the gym are worn, and need to be replaced. They are the same scoreboard that have been there since the building opened, back in September, 2005.

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:

A scoreboard is required by NCAA Basketball Rules (Rule 1, Section 18), the same rulebook we abide by in the 3C2A. It is also required by NCAA Volleyball rules.

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:

A scoreboard meets minimum requirements to operate men's and women's basketball, and women's volleyball, here at LPC.

SECTION 3: Educational Items | *Program Review*

Specify the educational programs the equipment supports:

Men's and women's basketball, women's volleyball

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:

A new scoreboard, relocating the scoreboard, and concepts for a video board will all be part of the upcoming Program Review.

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:

Being a straight replacement, we don't see new scoreboards enhancing current teaching capabilities. We want to replace the scoreboards before they become an issue.

Detail the impact the equipment has on learning:

A scoreboard is vital to tracking competition and adjusting strategies based on time and score. The equipment, being a replacement, will not improve anything - it will, however, ensure that we are able to continue teaching and learning in an effective manner.

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

Classes/Sections: 3	Students: 45
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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 equipment - being a replacement - will enable us to achieve our current SLO's precisely to their objectives; new scoreboards are not an improvement, in any fashion. Having a scoreboard that goes out, though, would create an issue.

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?

Yes, it is a replacement; we will donate the old scoreboards to a local high school.

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

The scoreboards are good for up to 20 years, and so they are very highly green.

How does the equipment provide renewal resources to the college?

The scoreboards operate on electricity that is already wired in the gym, and the scoreboards run for up to 20 years. Not having to worry about the items for 20 years is a renewal resource in and of itself.

Operator

Primary operator:	Giacomazzi, James		
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:	120		
Comments:	The scoreboards will be used for practice daily and games by men's basketball, women's basketball, and women's volleyball. Each team practices for 2 hours per day.		

Maintenance and Repairs

Who will perform maintenance and repairs?	John Seybert		
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 _____

Nevco

Part A: Initial Start-Up Costs

Type	Cost	Comments
Equipment or Materials	11,342.00	Scoreboards, Controller, Receiver, Carrying Case
Shipping & Delivery Fees	1,237.50	
Installation Costs	4,000.00	Installation / Removal of Old Scoreboards
Miscellaneous Costs	0.00	
Modification to Facilities	0.00	
Operator Training	0.00	
Maintenance/Repair Training	0.00	
Other	1,162.56	
(Enter as Positive) Discounts	0.00	
Start-Up Total	17,742.06	

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:	17,742.06	

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 Giacomazzi</i>	10/23/2024
Division Dean:	<i>Kevin Kramer</i>	10/23/2024
Vice President:	<i>Nan Ho</i>	10/23/2024
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/24/2024
M&O Director:	<i>JOHN SEYBERT</i>	10/24/2024
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/24/2024

1270 Avenida Acaso, Unit F
 Camarillo, CA 93012

QUOTE

2750-NL and SSC-7 Set Installed



A Nevco-Authorized Dealer

Account Name	Las Positas College	Created Date	10/22/2024
Quote Number	00175932	Expiration Date	11/6/2024
Contact Name	Ravi Bhambhra	Prepared By	Stacey Kotzamanis
Title	Assistant Men's Basketball Coach	Title	Display and Scoring Consultant
Phone	5202603353	Phone	(618) 659-7948
Email Address	rbhoops@gmail.com	Fax	(618) 664-0398
		Email Address	skotzamanis@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Total Price
2.00	2750-NL	Basketball/Volleyball/Wrestling LED Scoreboard with Amber/Red Digits	8'x5'11"x8"	USD 8,862.00
1.00	SSC-7-SS Set	Slim Shot Clock LED Display (Set of 2) - Black with Red Digits	20" x20"x 2"	USD 2,415.00
4.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards		USD 2,300.00
1.00	MPCW-7	Controller MPCW-7 (Wired or Wireless)	0.9'x0.8'x4"	USD 1,240.00
1.00	MPCW Case	MPC/ MPCW Control Carrying Case	1.7'x1.1'x8"	USD 90.00

Ttl Shipping Wt (lbs)	420	Subtotal	USD 14,907.00
Sales Tax Rate	10.250%	Freight	USD 1,260.00
County	Alameda	Installation	USD 5,500.00
		Tax	USD 1,527.97
		Total	USD 23,194.97

Additional Notes

Installation cost covers 2 @ model 2750-NL and SSC7-SS Set.

Billing/Shipping Information

Bill To Name	Las Positas College	Ship To Name	Las Positas College
Bill To	3000 Campus Hill Dr Livermore, CA 94551-7623 USA	Ship To	3000 Campus Hill Dr Livermore, CA 94551-7623 USA

Quote Terms and Conditions

The above pricing is for equipment only and does not include installation (unless specified) or taxes (if applicable). Unless shown specifically in the quote, shipping is an additional cost and is not included. Due to the custom nature of our products, our preferred payment terms are 50% down and remaining balance net 30. Additional payment terms available upon credit review. Shipping terms are F.O.B. Greenville, IL USA.

All Scoreboards and Message Centers are UL Listed and most come with our free 5-year guarantee (Exception: Special promotion/packages may have shorter warranty and are noted in product descriptions). Portable Production Kits carry a 3-year guarantee. Wireless components and Solar Power Kit carry a 2-year guarantee. Hand-held controls, switches and printed scrimms carry a 1-year guarantee. Performance and Payment Bonds, if required, will include a one-year warranty after substantial completion.

STATE TAX EXEMPT FORM MUST BE SUBMITTED WITH ORDER OR TAXES WILL BE INVOICED.

Scoreboards are available in 15 standard colors at no extra charge. Please contact your consultant for production/shipping lead times.

Purchase Order CSM Sales, Inc. or ABV Scoreboard Svcs, Inc.
Address 1270 Avenida Acaso, Unit F
Camarillo, CA 93012

Remit To Address CSM Sales, Inc. or ABV Scoreboard Svcs, Inc.
1270 Avenida Acaso, Unit F
Camarillo, CA 93012



1270 Avenida Acaso, Unit F
Camarillo, CA 93012

QUOTE

Shot Clocks- SSC7 SS Set



A Nevco-Authorized Dealer

Account Name	Las Positas College	Created Date	10/17/2024
Quote Number	00175292	Expiration Date	11/6/2024
Contact Name	Ravi Bhambhra	Prepared By	Stacey Kotzamanis
Title	Assistant Men's Basketball Coach	Title	Display and Scoring Consultant
Phone	5202603353	Phone	(618) 659-7948
Email Address	rbhoops@gmail.com	Fax	(618) 664-0398
		Email Address	skotzamanis@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Total Price
1.00	SSC-7-SS Set	Slim Shot Clock LED Display (Set of 2) - Black with Red Digits	20" x20"x 2"	USD 2,415.00
2.00	MPCW-7 Indoor Rec	Receiver MPCW-7 (Wireless) for indoor scoreboards		USD 1,150.00

Ttl Shipping Wt (lbs)	60	Subtotal	USD 3,565.00
Sales Tax Rate	10.250%	Freight	USD 400.00
County	Alameda	Installation	USD 1,500.00
		Tax	USD 365.41
		Total	USD 5,830.41

Additional Notes

Installation is for goal mounted shot clocks.

These shot clocks would be operated by the MPCW7 controller which is included on the scoreboard quote.

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QUOTE

2750-NL



A Nevco-Authorized Dealer

Account Name	Las Positas College	Created Date	10/22/2024
Quote Number	00175290	Expiration Date	11/6/2024
Contact Name	Ravi Bhambhra	Prepared By	Stacey Kotzamanis
Title	Assistant Men's Basketball Coach	Title	Display and Scoring Consultant
Phone	5202603353	Phone	(618) 659-7948
Email Address	rbhoops@gmail.com	Fax	(618) 664-0398
		Email Address	skotzamanis@nevco.com

Quantity	Model/Part #	Product Description	Dimensions L x H x W/D	Total Price
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Ttl Shipping Wt (lbs)	360	Subtotal	USD 11,342.00
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Additional Notes

Installation cost covers 2 @ model 2750-NL.

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