

Requisition #: _____
Banner #: _____

Reference #: IER#0000125
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	ZEISS Student & Instructor Microscopy Systems for Wine Instruction		
Requestor Name:	Lopez, Brianna	Division:	STEM
Date Submitted:	10/05/2026	Discipline:	Viticulture/Winery Technology
Type of Request:	New Equipment or Technology		

Describe the specific equipment requested.

Include model/specs if known. State whether this replaces existing equipment, upgrades current technology, or fills a new need.

The request is to establish an appropriate microscopy capability for both students and faculty within the VWT Program. At Present, VWT has no microscopes available for student use. The student microscopes include 4x, 10x, 40x, and 100x oil immersion objectives, allowing students to progress from basic specimen location and focusing to higher magnification microbiological observations. Together, the student and instructor microscopes creates a complete learning environment for instruction involving yeast, fermentation related microorganisms, cellular morphology, and other wine microbiology applications.

KEY DEADLINES

Action	Deadline
IER form submitted to Division Dean	10/07/2026
Division Review of IER forms (Dean signature)	10/14/2026
IER due to Exec. Assistant, Administrative Services (with Dean & VP signatures)	10/21/2026

PRE-SUBMISSION CHECKLIST

- ☒ All fields in the form **MUST** be completed in full.
- ☒ Valid vendor quote* must be attached (include shipping, installation, and tax where applicable)
Do not split quotes or submit duplicates. For more details or assistance see Quote Requirements*
- ☒ IER form signed and submitted to Division Dean by the deadline, must include:
 - ☒ Quote (required)
 - ☒ New Vendor Application (if new vendor)
 - ☒ W-9 (if new vendor)

***Quote Requirements:** By law, purchases between \$30,000.00 and \$119,099.99 require 3 quotes from 3 different vendors. Purchases at or above \$119,100.00 require an RFP (bid) process and Board approval; if your request is approved, we provide further instructions via email. We are required to proceed with the cheapest option unless a compelling argument can be provided for a more expensive option. For assistance with quotes, contact Bill Pagano at bpagano@clpccd.org or (925) 485-5271.

[More information on Instructional Equipment can be found here.](#)

IER RUBRIC: HOW YOUR REQUEST WILL BE SCORED

Criteria	Max Points	Strong Evidence	Adequate Evidence	Limited Evidence
Mission & Planning Priorities [Section 2]	5	4–5: Clear and compelling evidence/data that equipment fully supports LPC Mission and Planning Priorities.	2–3: Clear evidence/data that equipment supports LPC Mission and Planning Priorities.	0–1: Limited or no evidence/data.
Programmatic Impact & Institutional support [Section 3]	10	8–10: Clear and compelling evidence/data (from program review) of substantial instructional impact.	4–7: Clear evidence/data of substantial impact on program instruction.	0–3: Limited or no evidence/data.
Teaching & Learning Enhancement [Section 4]	10	8–10: Clear and compelling evidence/data that equipment provides much-needed enhancement to instruction.	4–7: Clear evidence that equipment provides enhanced instruction not met through current means.	0–3: Limited or no evidence/data.
Student Learning Outcomes [Section 5]	5	4–5: Clear and compelling evidence/data that equipment support course and/or program outcomes beyond current capability.	2–3: Clear evidence that equipment supports course and/or program outcomes beyond current capability.	0–1: Limited or no evidence/data.
Safety and/or Org. Effectiveness [Section 6]	5	4–5: Clear and compelling evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	2–3: Clear evidence/data that equipment will support safety and/or organizational effectiveness beyond current capability.	0–1: Limited or no evidence/data.
Total	35			

Tip: Use specific data and evidence in each narrative section. Requests without evidence receive lower scores. Incomplete requests will not be ranked.

INSTRUCTIONAL EQUIPMENT: ALLOWABLE & NON-ALLOWABLE ITEMS

Allowable Items – Instructional equipment expenditures are eligible only when the equipment, library material, or technology is used for classroom instruction, student instruction or demonstration, or in the preparation of learning materials within an instructional program. All eligible items must function as durable assets with a useful life exceeding one year. Requests must fall within one of the five categories below (requests are not limited to the examples provided within the categories):

- 1. Equipment and Furniture:** Instructional equipment and furniture for primary use by students in instructional programs. Examples include, but are not limited to: classroom and laboratory equipment, such as, whiteboards, screens, projectors, lab instruments; and, instructional furniture, such as, desks, tables, podiums, chairs.
- 2. Information Technology:** Instructional IT equipment for student use in classrooms, laboratories and/or in direct support of student services. Examples include, but are not limited to: desktops, laptops, monitors, printers, servers, network/wireless infrastructure, AV/TV, and multimedia systems.
- 3. Adaptive Equipment:** Equipment for ADA/OCR-eligible students that assists them in a learning environment.

NOTE: Each individual item must cost \$200 or more.

Non-Allowable Items – Equipment that serve administrative or non-instructional purposes. Examples are: Photocopiers, file cabinets, bookcases, computers used primarily for administrative functions, networking infrastructure for non-instructional use, and software licenses for administrative systems. Items that would be considered supplies or have a useful life of less than one year.

SECTION 1 — Location and Compliance Information

Equipment Location: Building #: 3600 or 3700 Room #: 3601 or 3700

If applicable, describe any legal requirement, mandate, or safety concern.

Cite specific regulations or compliance requirements.

Students will receive instruction in proper microscope handling, slide and coverslip safety, electrical use, focusing procedures, oil immersion technique, cleaning, and storage. Laboratory procedures will also include appropriate handling and disposal of fermentation or wine related biological samples and any stains or preparation materials used during instruction. The instructor microscope's digital imaging capability will allow procedures to be demonstrated to the full class before students begin working independently.

SECTION 2 — Mission & Planning Priorities

Scored 0–5 points

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

- ☒ **Equity:** Affirm LPC's unwavering commitment to equity by deepening campus-wide engagement, enhancing professional development, embedding equity-minded practices in decision-making, assessment, and accountability processes; and building capacity to resolve inequities.
- ☒ **Student Success:** Increase student success and completion through sustainable college practices, processes, academic support, removal of barriers, and focused professional development.
- ☐ **Health & Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Explain how this equipment supports LPC's Mission and the Planning Priority/Priorities checked above.

Strong responses provide clear and compelling evidence or data that the equipment supports the LPC Mission and Planning Priorities (e.g., specific program goals, student populations, or outcomes).

This equipment supports LPC's mission by giving students direct access to scientific tools that connect classroom learning with practical career preparation. Microscopy is relevant to winemaking because yeast and bacteria influence fermentation, wine stability, spoilage, and overall wine quality. Providing students with hands on access allows these concepts to move beyond lecture and become observable scientific processes. The request supports student success by allowing students to develop laboratory skills that are relevant to enology, winery quality control, fermentation management, and production work. It also supports equity because students enter the program with very different levels of previous laboratory and winery experience. Dedicated student microscopes ensure that every student has the opportunity to develop these skills at LPC rather than relying on outside employment or previous industry access.

SECTION 3 — Program Review & Programmatic Impact

Scored 0–10 points

Strong responses provide clear and compelling evidence or data from program review of substantial instructional impact. If this equipment was not included in your most recent program review, provide a clear explanation of the instructional need.

Specify the educational programs this equipment supports:

The equipment primarily supports the Enology Associate of Science and Certificate of Achievement. It will directly support instruction in: VWT 20 - Introduction to Enology, VWT21 - Applied Enology, VWT23 - Fundamentals of Wine Science, VWT41 - Fall Winery Operations, and VWT42 - Spring Winery Operations. The strongest application will be in wine microbiology, fermentation science, microbial stability, wine faults, and winery quality control instruction. VWT microscopy will focus on wine and fermentation, including yeast morphology and budding, fermentation related microorganisms, microbial stability, wine spoilage concepts, and winery quality control. Dedicated VWT microscopes are therefore necessary to support the specific samples, magnification needs, course scheduling, and instructional objectives of the Enology curriculum.

Is the equipment part of an upcoming Program Review? Was it included last year? If not, why? Use language from your Program Review as evidence to support this request.

Quote or paraphrase relevant language directly from your Program Review. If not included in Program Review, explain why this need emerged outside the regular planning cycle.

This request will be incorporated into the upcoming VWT Program Review as part of the program's continued development of wine science and laboratory instruction. The specific microscope system was not previously identified as a standalone request. As the program has expanded its use of the new VWT facilities and strengthened instruction in fermentation science, wine chemistry, microbiology, and quality control, the lack of appropriate microscopy equipment has become more apparent. The curriculum already requires students to understand wine microorganisms and microbiological principles. This request provides the equipment necessary to reach those existing concepts through practical laboratory experience.

Section 4 — Teaching & Learning Enhancement

Scored 0–10 points

Provide clear and compelling evidence or data that this equipment enhances instruction and student learning beyond current capability. Strong responses demonstrate a much-needed instructional enhancement not met through existing means.

How does this equipment enhance teaching and the quality of instruction? Use evidence and data

Be specific about what instructors can do with this equipment that they cannot do now.

The equipment will allow instructors to incorporate real microscopy into wine science instruction rather than relying primarily on photographs, diagrams, or prerecorded examples. The instructor microscope's integrated camera will allow faculty to project live microscopic images, demonstrate focusing and identification techniques, and guide the class through a sample before students begin their own work. Students can then use the 12 individual microscopes to repeat the procedure themselves. This creates a clear instructional progression from faculty demonstration to guided practice and independent observation. The 100x oil immersion capability also allows instruction to extend into higher magnification microbiological observations that are directly relevant to wine microorganisms.

How does this equipment directly improve student learning?

Consider engagement, accessibility, hands-on practice, preparation for transfer or employment, etc.

Students will gain practical experience with:

1. Microscope setup and operation
2. Slide and sample handling
3. Proper focusing and magnification
4. Oil immersion microscopy
5. Yeast cell morphology
6. Yeast budding
7. Fermentation related microbial observations
8. Basic bacterial morphology
9. Scientific documentation
10. Interpretation of microscopic findings
11. Proper equipment cleaning and storage

Students will be able to connect biological observations with fermentation behavior and wine quality rather than learning those relationships only in theory. The twelve student microscopes also allow students to work individually or in small groups, giving each student meaningful practice time.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	5	Estimated Number of Students Per Year:	100+
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SECTION 5 — Student Learning Outcomes (SLOs)

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports course and/or program outcomes beyond current capability.

Which course or program SLOs does this equipment support? List them.

Reference the relevant SLO language from your course outline or program.

The equipment supports the Enology Program Learning Outcome requiring students to:
Apply general chemistry principles, wine microbiology fundamentals, and laboratory techniques to produce sound wines.

It also supports the program outcome requiring students to:
Perform wine analysis methods, including laboratory and quality control testing during harvest, fermentation, cellaring, and prior to bottling.

The microscopes also reinforce course level instruction related to alcoholic fermentation, wine microorganisms, microbial stability, and wine faults.

How will this equipment enable measurable improvement of your current SLO attainment?

Consider how the equipment addresses gaps in current instructional capability, student practice, or skill development.

Microscopy will allow faculty to assess whether students can apply wine-microbiology concepts in a practical laboratory setting. Students can be evaluated using a microscopy competency rubric measuring their ability to:

- Set up and focus a microscope correctly
- Select the appropriate objective
- Properly use oil immersion
- Locate and observe microbial cells
- Describe basic yeast or bacterial morphology
- Record observations accurately
- Relate observations to fermentation or wine quality
- Clean and store equipment correctly

A recommended benchmark is for at least 90% of assessed students to demonstrate after instruction. This provides direct evidence of practical laboratory competency rather than relying only on written assessment.

SECTION 6 — Safety & Organizational Effectiveness

Scored 0–5 points

Strong responses provide clear and compelling evidence or data that this equipment supports safety and/or organizational effectiveness beyond current capability.

Describe, in detail, the impact this equipment will have on safety and/or organizational effectiveness:

The new system will improve classroom organization by allowing students to work at multiple microscopy stations instead of gathering around one instructor microscope. The instructor camera will allow procedures and sample characteristics to be demonstrated once to the entire class, making instruction more consistent and allowing students to begin independent work with a clearer understanding of what they should be observing. Dedicated VWT microscopes also allow faculty to schedule laboratory activities according to fermentation and course needs. Students will be trained in safe handling of microscopes, glass slides, immersion oil, electrical equipment, and biological samples before independent use.

SECTION 7 — Total Cost of Ownership & Sustainability

How does this equipment meet or exceed LPC's [Sustainability Efforts](#)?

Consider energy efficiency, reduced waste, longevity, and end-of-life disposal plan.

The microscopes are durable instructional equipment expected to support multiple course and student cohorts over many years. The ZEISS Primostar 3 student microscopes uses energy efficient LED transmitted light illumination. Proper cleaning, storage, and preventive care will be incorporated into student instruction to extend equipment life and reduce unnecessary repair or replacement. The equipment requires no specialized plumbing, compressed gas, permanent facility modification, or continuous operation. The instructor microscope's digital imaging capability can also reduce the need to prepare duplicate demonstration samples when a single sample can be projected for whole class instruction.

Does the new equipment replace older equipment?

If yes, will you retire/surplus the old equipment? If not, where will it be stored and what are the storage costs?

The instructor microscope will replace the 1 VWT microscope that is currently nonfunctional and not repairable. The 12 student microscopes represents a new instructional capability because VWT currently has no microscopes available for student use. The existing nonfunctional microscope will be evaluated and retired or surpluses in accordance with District procedures. The new equipment will be stored within existing VWT laboratory space. If more space is needed a cabinet can be purchased to house the microscopes.

SECTION 7 – Total Cost of Ownership & Sustainability (continued)

Operator		Maintenance & Repair	
Primary Operator	Brianna Lopez	Who will perform maintenance & repairs?	Brianna Lopez
Does the work align with current position duties?	Yes	Does the work align with current position duties?	Yes
Cost to train primary operator:	\$0.00	Cost to train for maintenance and repairs:	\$0.00
Estimated hours equipment will be used per month:	10	Estimated hours per month:	2

Comments:

Use will vary depending on the semester and laboratory activities. On site installation and training are included at no additional cost. The equipment requires no facility modification, plumbing, compressed gas, or specialized installation. Routine care will consist of cleaning objectives, proper handling of immersion oil, equipment inspection, dust protection, and secure storage.

FOAP (Budget) for Recurring Costs:	<u>103001</u>	-	<u>34900</u>	-	<u>220</u>	-	<u>601000</u>
	Fund		Org		Account		Program

Estimated Lifespan of Equipment: 15 years

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$26,447.00	Microscopes
Shipping & Delivery	\$637.00	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$4,823.91	Tarrif surchargé & applicable taxes
Discounts (enter as positive)	\$3,279.60	ZEISS promotional student microscope discount
Subtotal	\$28,628.31	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$0.00	
Software Licensing	\$0.00	
Supplies	\$600.00	slides, cover slides, immersion oil, etc
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$600.00	

Overall Cost (Start-Up + Annual)	\$29,228.31
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APPROVALS & SIGNATURE ROUTING

Before signing below, please confirm all fields are completed, the information is correct, and the request is for allowable items. A vendor quote must be attached **before** the form is submitted.

1  Quote (Preferred Vendor)

Title	Signature	Date
Requestor:	<i>Brianna R Lopez</i>	10/05/2026
Division Dean:	<i>Paula Checchi</i>	10/12/2026
Vice President:	<i>Nan Ho</i>	10/13/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/14/2026
M&O Director:	<i>JOHN SEYBERT</i>	10/17/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/23/2026

REFERENCE: IER Process Flow

1	Requestor submits completed packet 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 request; forwards to M&O and IT for technical review
5	RAC reviews and scores requests
6	Executive Assistant compiles final rankings for RAC review
7	RAC Co-Chairs meet with College President to discuss ranked requests
8	President issues approval memo to RAC
9	RAC notifies requestors of approved requests and any additional steps (e.g., additional quotes, board packet)
	<i>For requests that meet the board threshold, Purchasing will initiate the RFP (bid) process in collaboration with the requestor. Purchasing will notify the requestor of the winning bid/vendor. Bid process takes approximately 6 weeks.</i>
10	Requestor submits Requisition with updated quote(s) (itemization not required on Reqs for IERs) see example
11	Business Office reviews and enters requisitions into Banner; forwards requests to Purchasing*
	<i>*For board requests, bid process must be completed first, then requisition submitted to Business Office for entry into Banner, then Division submits board packet with copy of req entered into Banner (note Banner Doc # on packet).</i>

Questions? Contact the [RAC Co-Chairs](#) or the [Executive Assistant, Administrative Services](#).



Quote
QT-23883

Hitech Instruments, Inc.

Tax ID : 23-2406092
925 Main St
STE 200
Pennsburg Pennsylvania 18073
U.S.A
215-679-3929
www.hitechinstruments.com

Bill To

Las Positas College
3000 Campus Hill Dr
Livermore, California 94551

Ship To

Las Positas College
Brianna Lopez
3000 Campus Hill Dr
Livermore, California 94551

Quote Date : 21 Sep 2026

Expiry Date : 20 Oct 2026

Sales person : Gabriel Offenback

Description :

ZEISS Promotional 15% Discount for Student Primostars

#	Item & Description	Qty	Rate	Discount	Amount
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Student Microscopes

1	Primostar 3, fix-K, Bi, FOV20, 4 pos, 100x Oil, ABBE 0.9, 75x40 SKU : HT-415501-0081-000 Primostar 3, fix-K, Bi, FOV20, 4 pos, 100x Oil, ABBE 0.9, 75x40 Complete configuration with fixed-Köhler stand with handle including - Transmitted-light illumination LED 1W white-light, 5600K - 4-position nosepiece, tilted backwards - mechanical rackless stage 75x40, drive right and specimen holder for one slide with spring clip left - binocular tube 25°/20 - eyepieces 10x/20 Br.foc. with eyecups, 1x with pointer - objectives iPlan-Achromat 4x, 10x, 40x, 100x Oil - Abbe condenser 0.9/1.25 with slot - 5V USB port - oiler with 5 ml immersion oil - Country-specific power cable - dust cover	12.00 pcs	1,822.00	3,279.60	18,584.40
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Instructor Microscope

2	Primostar 3, fix-K, bi, cam, FOV20, 4 pos, ABBE 0.9, 75x40 SKU : HT-415501-0071-000 Primostar 3, fix-K, bi, cam, FOV20, 4 pos, ABBE 0.9, 75x40 Complete configuration with fixed-Köhler stand including - Transmitted-light illumination LED 1W white-light, 5600K - 4-	1.00 pcs	4,113.00	0.00	4,113.00
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Please reference Quotation Number QT-23883 when placing your order

#	Item & Description	Qty	Rate	Discount	Amount
	position nosepiece, tilted backwards - mechanical rackless stage 75x40, drive right and specimen holder for one slide with spring clip left - binocular tube 25°/22 with integrated camera 8MP - eyepieces 10x/20 Br.foc. with eyecups - objectives iPlan-Achromat 4x, 10x, 40x - Abbe condenser 0.9 /1.25 with slot - 5V USB port - Country-specific power cable - dust cover Camera specification Sensor: Sony CMOS image sensor Color, Rolling Shutter Number of Pixel: 3840 (H) x 2160 (V) = 8.3MP, Ultra HD (4K) Selectable Resolution: 3840 x 2160 = Ultra HD (4K) and 1920 x 1080 = Full HD (1080p) Pixel size: 1.85 µm x 1.85 µm Effective Area: 7.1 mm x 4.0 mm, equivalent to 1/2.1" (8.15 mm diagonal) Spectral range: approx. 400 nm – 700 nm, IR filter Stand-alone: Image storage format: TIFF or JPG Video stream format: mp4 Live frame rate via HDMI: 30 fps @ 4K/1080p (also with HDR) Live frame rate through software via Ethernet or USB 3.0 (depending on hardware and software configuration), Exp. Time 1 ms: H x V Frame rate 3840 x 2160 up to 15 fps (ZEN blue edition) 1920 x 1080 up to 27 fps (ZEN blue edition) 1920 x 1080 up to 30 fps (Labscope) Digitization: 8-bit/pixel Integration time: 0.06 ms up to 1 s Interfaces for Communication: HDMI for monitor USB 3.0 Type C for USB hub, flash drive, Wi-Fi adapter or, PC connection Ethernet (RJ45) for LAN connection Optical interface: integrated adapter Max. file size per image: .tiff up to: 24 MB (not content dependent) .jpg up to: approx. 0.5 MB – 3.3MB (content dependent) Size/Weight: approx. 135 x 97 x 54mm / 590 g Passive cooling by aluminium cooling fins on the cover plate Environmental conditions: +10°C to +40°C, max. 75% relative air humidity at 35°C, no condensation, free air circulation required Operating systems for Labscope: Windows 7/10 x64 Prof./Ultimate and iOS v11 and higher /Android 9.0 and higher Supported Application Software: Labscope v4.0 (Win, iOS and Android) and later and higher The camera is network-enabled and can be used with the ZEISS iOS App/Android App on Google Store or Zeiss Portal and Labscope software. The App is available as a free download from the Apple® App Store or Google Store. Unless otherwise stated by the distributor, iPad® and WLAN router are not supplied by ZEISS. Apple® iPad Pro® iPhone® are registered trademarks of Apple Inc.				
3	Objective iPlan-Achromat 100x/1.25 Oil for Primostar 3 SKU : HT-415501-1641-000 Objective iPlan-Achromat 100x/1.25 Oil for Primostar 3 (WD=0.27mm), incl. Immersion oil, 5 ml	1.00 pcs	470.00	0.00	470.00
Installation					
4	On-Site Installation & Training SKU : HT-INT-SVC	1.00 pcs	0.00	0.00	0.00
Freight					

Please reference Quotation Number QT-23883 when placing your order

#	Item & Description	Qty	Rate	Discount	Amount
5	FREIGHT SKU : FREIGHT	13.00 pcs	49.00	0.00	637.00
Tariff					
6	Tariff Surcharge SKU : 000000-0239-500 The tariff surcharge applied to this quotation is based on the import duties in effect at the time of quoting. The value of the surcharge will be adjusted and invoiced based on the actual tariffs assessed at the time of importation.	1.00 pcs	2,221.55	0.00	2,221.55
Sub Total					26,025.95
CA STATE TAX (6%)					1,523.33
CA COUNTY TAX (0.25%)					63.47
CA SPECIAL TAX (3%)					761.67
CA SPECIAL TAX (1%)					253.89
Total					\$28,628.31

Terms & Conditions

How to Place Order:

Please reference this quotation by number when placing your order and in all related communications with Hitech Instruments. Purchase orders may be emailed to sales@hitechinstruments.com or faxed to 215-679-3629.

Tax:

The customer is responsible for all applicable taxes imposed by governmental authorities in connection with the purchased goods or services. If the purchase is exempt from taxes, a valid tax exemption certificate must be provided at the time of purchase.

Payment Terms/Late Payment:

NET 30: All payments are due NET 30 from the date of invoice. Payments not received within this period may be subject to late fees, interest, or additional charges.

Discount Eligibility:

Only Payments made under the standard NET 30 terms are eligible for any promotional discounts. Any alternative payment terms negotiated will not be eligible for discounts, promotions, or special offers.

Credit Card payments in excess of \$1,000 are subject to a 3.5% transaction fee.

Please reference Quotation Number QT-23883 when placing your order

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Hitech Instruments, Inc.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 925 Main St., STE 200	Requester's name and address (optional)
6 City, state, and ZIP code Pennsburg, PA 18073		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

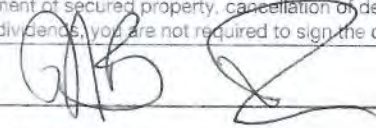
Social security number										
			-				-			
or										
Employer identification number										
2	3	-	2	4	0	6	0	9	2	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		01 January 2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CHABOT – LAS POSITAS COMMUNITY COLLEGE DISTRICT

Vendor Profile Application

Return Completed Form to:

Contact Person Requesting Your Services

PLEASE TYPE OR PRINT.

For questions regarding this form or the application process, please contact the Purchasing Department at (925) 485-5230.

1. Vendor Name: <u>Hitech Instruments, Inc.</u> DBA (if any): _____ Check payable to <u>Hitech Instruments, Inc.</u>	
2. This information must be supplied. If not , the application will be returned. W9 form Required. Federal ID Number <u>23</u> - <u>2406092</u> or Social Security Number _____ - _____ - _____ A. Federal Tax Classification ☐ Individual/Sole Proprietor (S) ☐ Joint Venture (J) ☐ Partnership ☐ Single-Member LLC ☒ Corporation (C), State where incorporated <u>Pennsylvania</u> B. Is it a Non-Profit Organization? ☐ Yes ☒ No , If yes provide Tax-Exempt Form C. Business Start/Incorporation Date <u>04</u> / <u>21</u> / <u>1986</u>	
3. Addresses A. <u>Primary/Mailing</u> Street <u>925 Mian Street</u> City <u>Pennsburg</u> Zip Code <u>PA</u> Primary Contact Name <u>Michael Boyle</u> Phone (<u>215</u>) <u>679</u> - <u>3929</u> Ext. _____ Fax (<u>215</u>) <u>679</u> - <u>3926</u> Email <u>mboyle@hitechinstruments.com</u> B. <u>Order (for Purchase Orders, if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email <u>sales@hitechinstruments.com</u> C. <u>Remittance (for checks if different from above)</u> Street _____ City _____ Zip Code _____ Primary Contact Name _____ Phone (_____) _____ - _____ Ext. _____ Fax (_____) _____ - _____ Email <u>payments@hitechinstruments.com</u>	
4. Vendor Category ☐ Disabled Veteran ☐ Minority Owned ☒ Small Business ☐ Women Owned	
5. Type of Business: Check the one which best describe your company: ☐ Broker ☐ Manufacturer ☒ Manufacturer's Rep ☐ Wholesaler ☐ Retailer <u>Service</u> ☐ Architect, Engineer, Construction ☐ Professional ☐ Other	
6. Sales Tax Collection ☒ Collects all Sales/Use Tax for Alameda County ☐ Collects Selected Taxes _____ % ☐ Does not collect Sales Tax California Seller or Use Tax Permit Number _____ Do you supply recycled products? ☐ Yes ☐ No	
7. Type of commodities or services that your business provides <u>ZEISS light microscopy sales and service authorized distributor.</u>	
8. Name of person completing the form Name <u>Teresa Wittig</u> Title <u>Administrative Assistant</u> Phone No. <u>215-679-3929</u> Signature <u>Teresa Wittig</u> Date <u>9/21/2026</u> Email Address: <u>twittig@hitechinstruments.com</u> Digitally signed by Teresa Wittig Date: 2026.09.21 11:04:20 -0400	

DO NOT COMPLETE – For CLPCCD use only ☐ New ☐ Updated

Received by Purchasing on _____ VENDOR NO. _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Hitech Instruments, Inc.	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☒ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 925 Main St., STE 200	Requester's name and address (optional)
6 City, state, and ZIP code Pennsburg, PA 18073		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

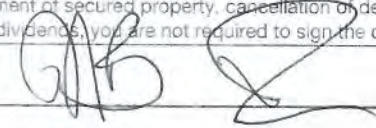
Social security number								
			-				-	
or								
Employer identification number								
2	3	-	2	4	0	6	0	9 2

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		01 January 2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they