

Requisition #: _____
Banner #: _____

Reference #: IER#0000135
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Drill Press		
Requestor Name:	Miner, Scott	Division:	PATH
Date Submitted:	10/07/2026	Discipline:	Welding Technology
Type of Request:	A Replacement		

Describe the specific equipment requested.

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

This is a request for 4 floor mounted drill presses. These drill presses are intended to replace 4 existing older drill presses currently in use. These models increase safety, increase capability, and increase precision. This request also contains work holding vises to safely hold student work. Some of the equipment being replace is more than 40+ years old.

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 #: 3500

Room #: 3522

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

Cite specific regulations or compliance requirements.

The current equipment used in the lab does not meet OSHA requirements for emergency stop buttons. Some of the equipment being replaced is more than 40 years old. The safety requirements have changed overtime, and this machine has taking significant wear and tear over the years. Parts and equipment availability to update these machine is no longer available.

The new equipment also has improved guarding that was nonexistent on the older machines, increasing safety for all users. These are important tools used across many class sections for various different purposes.

These are machines that are used to drill holes of various sizes through a variety of materials. The work holding devices are designed to hold many different material safely during hole drilling operations.

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 is equity minded in the sense that this piece of equipment contains universal design. This equipment operates the same for a diverse group of students, faculty and staff. This equipment operates the same for all genders. This is a piece of equipment that can be found in various workplaces across the country and the globe. This equipment is also designed to be operated by individuals that have disabilities and learning challenges. The machine guarding increases safety for all users, thus increasing health and wellness in the manufacturing space. Variable speed equipment like the machines requested remove the safety risks associated with changing belts on the existing machines with step type pulleys. Changing the belts requires putting your hands on mechanical equipment that contains various pinch points.

The existing older equipment is becoming challenging to use. The wear and tear over the years has decreased their precision and capabilities. The current workholding clamps and equipment is far inferior to what is being requested as a replacement. This is a big item for student success that depends on precision and ease of use. These are the only tools we have for drilling accurate holes.

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:

This equipment is designed to support welding, automotive, and engineering technology students. Students in our high school CCAP program will also benefit from the use of this technology. The impact in our program is primarily in the area of increasing precision in manufacturing, so that students can produce parts that meet the drawing requirements. The other major impact on our program is the increase of safety because of the new machine design.

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 equipment will be discussed in our upcoming program review. One of the topics that will be key in our upcoming program review is sifting out equipment that has become unsafe over the years. Well, we did have the opportunity to move into a new laboratory in building 3500, much of the equipment that we have was brought up from the old facility and has been around for many years. While we were able to replace some of our equipment when we moved up, there are still a number of pieces that could use replacement and upgrades primarily in the area of safety. Safety is a big part of our program and it is important that we provide students with a safe place to work so they understand when they are employed, what an unsafe place might look like compared to our shop. We also speak in our program for you about the constant need to update equipment to the current technology found in industry. This equipment request supports that overarching concept.

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.

This equipment enables instructors to show students how to accurately drill holes through various materials. Many people don't understand the requirements of drilling a simple hole through a material. We need to understand the size of the cutter, the type of material being used and determine what the cutting speed on the machine needs to be. Some basic calculations from the manufacturing shop floor. Besides drilling a hole through the material it also needs to be properly priced in the correct position on the part. The existing equipment is becoming worn out and is very difficult to put the holes in the parts in a way that meets the drawing and manufacturing requirements. It's difficult to show students how to make precision parts when the equipment is not precision capable

The other main component that this machinery allows to do is how to operate safely. That is the main thing that we teach in our program is safety and being able to walk out of the shop at the end of the day without any injury or long-term illness. The current equipment that we have has minimal guarding and this also allows the instructors to show what is currently standard in industry on these types of machinery. Based on program review data, we have approximately 150 unique students in our program each semester. This equipment will impact 1/2 to 2/3 of students that enroll in coursework in WLDT

How does this equipment directly improve student learning?

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

This equipment allows students to increase safety and increase precision in the components and parts that they manufacture. This equipment is used throughout a number of different courses. This is a common piece of equipment found in all types of manufacturing shops so this makes students familiar with something that they are guaranteed to see in the workplace.. This is considered auxiliary equipment that supports our welding in manufacturing program. This expands the capability and learning experience of all students beyond just the welding helmet. This tool can be used both in the welding courses, and our machine shop classes as well. Automotive frequently uses this equipment to modify or repair transportation equipment.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	15	Estimated Number of Students Per Year:	100-150
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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.

ALL of our lab classes have a Safety component to the SLO's

All lab classes have, specifically: "Operate safely in a welding workplace environment"

WLDT 10 - Machining for the Metal Trades has a SLO that has to do with use of precision measuring tools (0.001") We need to be able to make precision parts if students are going to be able to measure parts with precision measuring tools.

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.

This equipment is used for making precision components. The increases in precision are measurable by 1/1000 of an inch.

This equipment is the only pathway and tools we have for accurate holes.

Our current capabilities miss the mark by a long shot.

The requested equipment could lead to increases in student retention.

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 main component that this machinery allows to do is how to operate safely. That is the main topic that we teach in our program is safety and being able to walk out of the shop at the end of the day without any injury or long-term illness. The current equipment that we have has minimal guarding and this also does not allow the instructors to show what is currently standard in industry on these types of machinery. Based on program review data, we have approximately 150 unique students in our program each semester. This equipment will impact 1/2 to 2/3 of students that enroll in coursework in WLDT. The current equipment does not meet OSHA standards

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.

This equipment uses 120V power that is generated by the on-campus solar panels. This equipment is manufactured from steel and aluminum. Unlike plastics and organic materials, metals are infinitely recyclable. At the end of life, this equipment can be melted down and reborn as another product or component. Metals are the most recycled materials on Earth by tonnage. This equipment will be drop shipped from the manufacturer reducing an additional truck trip to a distribution center.

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?

This equipment is a replacement. The current equipment used in the lab does not meet OSHA requirements for emergency stop buttons. Some of the equipment being replaced is more than 40 years old. The safety requirements have changed overtime, and this machine has taking significant wear and tear over the years. Parts and equipment availability to update these machine is no longer available. The new equipment also has improved guarding that was nonexistent on the older machines, increasing safety for all users. These are important tools used across many class sections for various different purposes. These are machines that are used to drill holes of various sizes through a variety of materials. The work holding devices are designed to hold many different material safely during hole drilling operations. The existing will be surplus. Perhaps it can make it to a local high school.

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

Operator		Maintenance & Repair	
Primary Operator	Scott Miner	Who will perform maintenance & repairs?	James Weston Neil Carey
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:	40-80 hrs	Estimated hours per month:	0.5 hr

Comments:

This is equipment similar to something we currently own, operate and maintain.

FOAP (Budget) for Recurring Costs: _____ - _____ - _____ - _____
Fund Org Account Program

Estimated Lifespan of Equipment: 25-30 years or more

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$29,162.40	Equipment and work holding vises
Shipping & Delivery	\$209.00	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$0.00	
Discounts (enter as positive)	\$0.00	
Subtotal	\$29,371.40	
Part B: Annual Operating Costs	Cost (\$)	Notes
Service / Maintenance	\$0.00	
Part Replacement	\$0.00	
Software Licensing	\$0.00	
Supplies	\$0.00	
Vendor Calibration / Standardization	\$0.00	
Storage	\$0.00	
Other	\$0.00	
Subtotal	\$0.00	

Overall Cost (Start-Up + Annual) \$29,371.40

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>Scott Miner</i>	10/07/2026
Division Dean:	<i>Michael A. McQuiston</i>	10/09/2026
Vice President:	<i>Nan Ho</i>	10/16/2026
College Technology Services Manager:	<i>Stephen Gunderson</i>	10/20/2026
M&O Director:	<i>JOHN SEYBERT</i>	10/20/2026
Vice President, Administrative Services:	<i>Sean Brooks</i>	10/26/2026

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](#).



Quotation

100 Grainger Pkwy
Lake Forest IL 60045-5201
www.grainger.com
(800)472-4643

Customer Information

CHABOT LAS POSITAS COLLEGE DIST
3000 CAMPUS HILL DR
LIVERMORE CA 94551-7623

Billing Information

CHABOT LAS POSITAS COLL
3RD FLOOR
7600 DUBLIN BLVD STE 102
DUBLIN CA 94568-2944

Shipping Information

CHABOT LAS POSITAS COLLEGE DIST
3RD FLOOR
7600 DUBLIN BLVD
DUBLIN CA 94568

Information

Grainger Quote Number 2066052933
Quote Start Date 10/07/2026
Quote Expiration Date 11/07/2026
Creation Date 10/07/2026
Grainger EIN Number 36-1150280
PO #
PO Create Date
PO Release #
Customer Number 807661517
Department Number
Project/Job Number
Requisitioner Name
Attention
Caller SCOTT MINER
Telephone Number 5107236769
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Freight Forwarder

We will deliver according to the following terms and conditions:

Incoterms® 2020: FOB DESTINATION
Freight Terms: Prepaid + Fee
Carrier: * See line item detail
Payment Terms: Net 45 days after invoice date

Special Instructions: do not use ontrac. ship all orders UPS or Fed EX only -[03/20/2017]

Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
10	52XH98	Floor Drill Press,2 hp,5/8" Chuck Manufacturer: JET Part Number: JDP-20EVS-110 Carrier: Origin: TW		4.00	EA	6,978.82	27,915.28
20	4KXD6	Machine Vise,4", Manufacturer: PALMGREN Part Number: 9612401 Carrier:		4.00	EA	311.78	1,247.12



Quotation

100 Grainger Pkwy
Lake Forest IL 60045-5201
www.grainger.com
(800)472-4643

Information

Grainger Quote Number	2066052933
Creation Date	10/07/2026
Customer Number	807661517
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Item PO-Line	Material	Description	Expected Del Date	Qty	Unit	Price	Total in USD
Origin: US							
Sub Total							29,162.40
Estimated Shipping							0.00
Estimated Other Shipping							209.00
Tax							2,989.15
Total USD							\$ 32,360.55
Thank you for the opportunity to provide this quotation.							
Please reference our Grainger quote number when you are ready to place your order.							
Any changes to the products and/or quantities identified in the quotation may result in different pricing. If Grainger's cost to supply a product increases due to changes in laws, tariffs, commodity prices, or unforeseen events like the COVID-19 pandemic during the quote period, Grainger reserves the right to adjust the product price.							
Quoted shipping charges and delivery date are subject to change. Upon acceptance of the quotation by customer.Grainger will provide actual shipping charges for the order, if applicable.							
This transaction is subject to the current contract between customer and Grainger; or if no contract exists, the Terms of Sale as set forth on https://grainger.com/							