

Requisition #: _____
Banner #: _____

Reference #: IER#0000143
Fiscal Year: 2026-2027



Instructional Equipment Request (IER) Form

Title of Submission:	Amphitheater Lights/Equipment		
Requestor Name:	Rinaldi, Mike / Rosefield, Cindy	Division:	A&H
Date Submitted:	10/07/2026	Discipline:	Theater
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.

This request is for the collective materials and equipment needed to complete the outfitting of the Las Positas Amphitheater for use in events and classes. The Intelligent Lighting system (lighting that has automated or mechanical abilities) consists of outdoor, weather-resistant lighting equipment with automated movement, color, brightness, focus, shutters, and other programmable features. This new equipment will fulfill and complete the lighting package identified for the amphitheater in IER 2022–23.

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 #: 4000B Room #: 4000B

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

Cite specific regulations or compliance requirements.

The amphitheater space has a 25-foot ceiling, while the available scissor lift has a maximum reach of only 15 feet and cannot safely reach the trim height of the lighting truss. As a result, it is not possible to safely access and manually aim the existing outdoor lighting fixtures. Intelligent Lighting system eliminates this safety concern by allowing the fixtures to be remotely positioned, focused, and adjusted from the lighting control board at ground level, eliminating the need for personnel to work at the height of the truss.

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 directly supports the Las Positas College mission of providing educational opportunities that prepare students for technical careers and lifelong learning. The Las Positas Amphitheater is a unique outdoor performing and instructional space in the region, providing students with opportunities to gain hands-on experience in a professional outdoor performance environment. Completing the lighting infrastructure will expand the instructional capacity of the amphitheater and allow students to develop skills with current automated lighting technology used in the professional entertainment industry.

The new Intelligent Lighting system will provide students with meaningful hands-on experience operating, programming, focusing, and controlling automated lighting equipment through coursework, performances, and campus events. This experience will help prepare students for employment in the increasingly technology-driven fields of live entertainment, concerts, theater, festivals, and event production.

The completed amphitheater will also enhance LPC's ability to showcase student and college programs to the surrounding community. It provides a flexible venue for performances, presentations, speaking events, and other campus activities while expanding opportunities for students to learn and apply technical skills in a real-world setting.

Student Success: Much of the existing lighting equipment was not outdoor rated and was purchased in 2010 and is becoming outdated. Replacing and expanding this equipment will provide students with access to current industry-standard technology and more opportunities for hands-on learning. Students will gain practical experience with automated lighting systems in an active performance environment, strengthening both their technical skills and their preparation for the professional workplace.

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:

Theater Arts CTE Technical Theater
Theater Arts AA/AA-T/Actors Conservatory
Music
Dance
Communication Studies

Beyond these specific programs, the equipment will support any educational program or campus department that uses the amphitheater for public events, including performances, speaker series, graduations, presentations, and community gatherings. Completing the lighting infrastructure will increase the amphitheater's instructional capacity and expand its usefulness as a campus-wide educational and community resource.

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.

These equipment needs are mentioned in both the Theater and Music program reviews.

2. Challenges - Amphitheater renovations do NOT include required equipment needs. Failure to fund instructional equipment will limit learning on current technology appropriate to the venue.

4. Upcoming Plans - Partnering with Music Department to continue current funding requests for Amphitheater. equipment in order to support class & performance needs in both departments.

Note: The equipment had not been included in previous Theater Program Reviews because there was initially discussion and investigation into using Small and Large Project funds to outfit the space for more consistent and reliable use. After further exploration, it was determined that the IER process was the appropriate funding mechanism. Since the initial equipment purchase in 2023, we did not have appropriate storage for all the equipment needed and were told to write the IER's in stages. We have also had the opportunity to observe the design and development of the new amphitheater and more fully define a lighting system that meets both the educational goals of our students and the specific needs of the space.

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 advent of automated moving lights has been one of the most significant innovations in theatrical and concert lighting over the past forty years. Originally developed for touring rock and roll productions, moving lights are now widely used in traditional theaters, concerts, festivals, and other live entertainment venues. These fixtures allow lighting designers to control multiple attributes—including direction, color, shape, intensity, focus, and movement—from a lighting console.

Providing students with access to this technology will significantly enhance instruction by allowing them to learn and apply current industry practices in a hands-on environment. Students need experience with a variety of intelligent and LED lighting fixtures, as these technologies have become standard in the entertainment industry.

LED and intelligent fixtures also provide capabilities that are not possible with traditional lighting equipment. A single LED fixture can produce a wide range of colors without the need for traditional color gels, eliminating the time and expense associated with installing, changing, and replacing gels. LED fixtures also generate significantly less heat, reducing concerns about gels melting or burning. Because individual LEDs can be controlled and dimmed independently, students can learn how computer-controlled lighting systems can create complex patterns, color combinations, effects, and movement.

The addition of this equipment will therefore give students practical experience with current lighting technology while expanding the creative and technical possibilities available for instruction, performances, and campus events. This hands-on experience will strengthen the quality of instruction and better prepare students for the technology they will encounter in professional production environments.

How does this equipment directly improve student learning?

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

This equipment will directly improve student learning by providing hands-on experience with current, industry-standard lighting technology in a real performance environment. Students will be able to program, operate, focus, and troubleshoot automated lighting fixtures through classes, performances, and events.

Students will develop practical skills in lighting design, programming, color, movement, and control systems while applying classroom concepts to real-world production situations. This experience will strengthen their technical skills and confidence while better preparing them for transfer and employment in theater, concerts, festivals, and live event production.

Estimated impact of this equipment:

Number of Classes / Sections Impacted:	8 -10	Estimated Number of Students Per Year:	60 or more
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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.

* Upon completion of THEA 48B, the student should be able to operate and program, at a fundamental level, standard lighting, sound, and projection technology typically employed in a theatrical setting.

*Upon completion of THEA 50, the student should be able to ...perform basic tasks typically associated with lighting...

*Upon completion of THEA 50L, the student should be able to hang and focus a light plot for an assigned production or repertory plot.

Program Learning Outcome for Commercial Music: Music Technology and Production, Certificate of Achievement (CA). THEA 50L is one of the Required Core classes.

*Upon completion of the program, students will be able to: Record, edit, mix, master music at a professional level in a variety of situations, including recording studios, media, and live concerts.

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.

The new Intelligent Lighting equipment will provide students with more opportunities to practice and demonstrate the skills identified in the existing SLOs. Students will be able to operate, program, focus, and troubleshoot current automated and LED lighting technology in an actual performance environment.

Instructors will be able to assess measurable skills through hands-on assignments and live productions, including programming, fixture operation, color and intensity control, and execution of lighting plots. This equipment will also provide Commercial Music students with additional experience working with professional technology in live concert settings.

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:

Safety: The automated lighting system will significantly improve safety by allowing instructors and students to aim, focus, reposition, change colors, and adjust lighting patterns from the ground-level lighting console. This eliminates the need to repeatedly access fixtures using a scissor lift, reducing the risk associated with working at height and with awkward or unsafe positioning while operating or adjusting lighting equipment.

Organizational Effectiveness: The automated system will also save significant setup and changeover time for instructors and technical staff. Lighting can be quickly adjusted for different classes, performances, and events without physically accessing individual fixtures. This will make it more efficient to transition between multiple classes and events throughout the day and allow the amphitheater to be used more consistently for instructional and public programming.

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 LED lighting fixtures have an expected lifespan of approximately 50,000 hours, significantly exceeding that of traditional incandescent theatrical lighting. This longer lifespan reduces the need for frequent replacement and contributes to lower material consumption and maintenance costs.

Because the new equipment is weather-resistant and specifically rated for outdoor use, it will also allow the amphitheater to be equipped appropriately without exposing the current Main Stage theater equipment to outdoor conditions. This will help extend the useful life of existing equipment and further support LPC's sustainability efforts.

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 replaces older/current lighting in the Main Stage theater. At present, when the amphitheater is in use, non-weather-resistant lighting fixtures must be removed from the Main Stage and installed outdoors. This creates two problems: the Main Stage lighting equipment is exposed to conditions for which it was not designed, shortening its useful life, and the Main Stage becomes unavailable as an instructional and performance space while the equipment is being used in the amphitheater.

Providing dedicated, weather-resistant lighting for the amphitheater will eliminate the need to relocate Main Stage equipment. This will protect the existing equipment, extend its useful life, and allow both the amphitheater and Main Stage to remain available for classes, rehearsals, performances, and other events. This will significantly improve the College's ability to utilize both performance spaces efficiently and consistently.

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

Operator		Maintenance & Repair	
Primary Operator	Mike Rinaldi, Karl Haller, John Kelly	Who will perform maintenance & repairs?	Mike Rinaldi, Karl Haller
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:	30-40	Estimated hours per month:	5

Comments:

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

Estimated Lifespan of Equipment: Has a potential of up to 50,000 hours.

Part A: Initial Start-Up Costs	Cost (\$)	Notes
Equipment / Materials	\$422,814.00	
Shipping & Delivery	\$0.00	
Installation	\$0.00	
Operator Training	\$0.00	
Facilities Modification	\$0.00	
Other	\$43,338.44	
Discounts (enter as positive)	\$0.00	
Subtotal	\$466,152.44	
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) \$466,152.44

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>Cindy B Rosefield</i>	10/07/2026
Division Dean:	<i>Amy Mattern</i>	10/08/2026
Vice President:	<i>Nan Ho</i>	10/12/2026
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>	10/25/2026

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](#).

Holzmuelle

PRODUCTIONS

October 7, 2026

Las Positas College
3000 Campus Hill Dr.
Livermore, CA 94551

Attn: Mike Rinaldi

Subject: Fall 2026 Instructional Equipment Request Quotation

Dear Mike,

Holzmuelle Productions is pleased to provide you with a quotation on the following items as per your request:

Qty	Description		Unit Price	Extension
10	Elation FUZ546	FUZE MAX Profile; 800W LED Profile	\$ 7,110.00	\$ 71,100.00
24	Elation FUZ754	FUZE Wash 250, 250W RGBMA Wash	\$ 1,480.00	\$ 35,520.00
24	ADJ HYD359	Hydro Beam CMY; IP65, 310W Moving Head Beam	\$ 1,980.00	\$ 47,520.00
24	Elation REB224	REBEL DARTZ 150W RBL Beam FX Fixture	\$ 3,000.00	\$ 72,000.00
12	Elation REB112	REBEL WASH 12; 12x60W IP65 RGBL Wash	\$ 2,872.00	\$ 34,464.00
12	Elation SIX213	SIX + PAR L; 14x20W RGBMA+UV IP65 LED Par	\$ 748.00	\$ 8,976.00
36	Elation SIX201	SIX + PAR L; 7x20W RGBMA+UV IP65 LED Par	\$ 588.00	\$ 21,168.00
36	Elation SOL201	SOL II Blinder; 2x250W RGBLAW LED Blinder IP65	\$ 1,469.00	\$ 52,884.00
24	Elation PUL001	Pulse Panel; RGB & CW Strobe Panel IP65	\$ 2,203.00	\$ 52,872.00
270	Elation CLM0742	TRIGGER CLAMP BLACK	\$ 35.00	\$ 9,450.00
10	LEX EGBO100-6-TRUE1	EVERGRIP BRKOUT TR1 12/3 SJ 20A 6FT	\$ 317.00	\$ 3,170.00
30	Elation 2FE100	POWER 2FER-IP	\$ 31.00	\$ 930.00
50	Elation SPD653	SPD653 6-Foot, 5pin DMX & IP65 CMB Cable	\$ 45.00	\$ 2,250.00
50	Elation SPD125	SPD125 12-Foot, 5pin DMX & IP65 CMB Cable	\$ 59.00	\$ 2,950.00
30	Elation SPD255	SPD255 25-foot, 5pin DMX & IP65 CMB Cable	\$ 87.00	\$ 2,610.00

SALES, RENTALS AND PRODUCTION
LIGHTING / STAGING / DRAPERY / SPECIAL EFFECTS

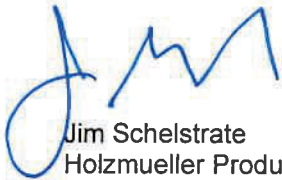
1050 25TH STREET, SAN FRANCISCO, CA 94107
PHONE (415) 826-8383 FAX (415) 826-2608

12	Elation	EC123-25	25' Black, 12/3 Gauge Edison Extension	\$	35.00	\$	420.00
60	Elation	TOU014	Tour Link 5P5; 5 Ft, Tour Grade, DMX Cable	\$	14.00	\$	840.00
70	Elation	TOU027	Tour Link 5P5; 10 Ft, Tour Grade, DMX Cable	\$	19.00	\$	1,330.00
50	Elation	TOU040	Tour Link 5P5; 15 Ft, Tour Grade, DMX Cable	\$	22.00	\$	1,100.00
20	Elation	TOU053	Tour Link 5P5; 25 Ft, Tour Grade, DMX Cable	\$	29.00	\$	580.00
10	Elation	TOU066	Tour Link 5P5; 50 Ft, Tour Grade, DMX Cable	\$	50.00	\$	500.00
2	Elation	TOU079	Tour Link 5P5; 100 Ft, Tour Grade, DMX Cable	\$	90.00	\$	180.00
				Subtotal:	\$		422,814.00
				10.25% Sales Tax:	\$		43,338.44
				Total:	\$		466,152.44

- F.O.B. Origination Point. Shipping NOT included.
- Bonding is NOT included.
- The warranty provided for the equipment in this quotation is per the manufacturers' published warranty.
- The quotation includes equipment only; no labor services are included.
- Equipment is provided as listed in this quotation.
- Returns or cancelled orders are subject to a restocking charge and a return-ship fee.
- Terms of payment are to be determined.
- This quotation is valid for (30) days.

Thank you for contacting HolzmueLLer Productions.

Sincerely,



Jim Schelstrate
HolzmueLLer Productions

Contractor License #348268
DIR #1000007741
DGS Small Business Certification ID #2014883