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COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, December 31, 2020 9:02:37 AM
Last Modified: Thursday, December 31, 2020 9:29:08 AM
Time Spent: 00:26:30
IP Address: 70.95.11.28

Page 1: Facilities Request Form

Q1

Contact Person:

Name	Beth Viersen
Email Address	beth.viersen@gcccd.edu

Q2

Department:

Main DSPS Office

Q3

Title of Request:

Student Chairs needed for DSPS Main Office

Q4

Location of Request:

A-113

Q5

Description of Request: When making your request, please be as specific as possible and include information such as make, model, manufacturer, color, quantity, etc.

5 standard student chairs for waiting room at DSPS Main Office
8 standard student chairs for Counselor/Specialist Office's
2 standard student chairs for computer stations-usage for registration assistance at the DSPS Main Office.
Color all Burgundy.

Q6

Estimated Cost:

2,500 Waiting for quote from Director of Facilities.

Q7

Respondent skipped this question

Please attach quote, if available

Q8

Replacement (Life Cycle)

Total Cost of Ownership:check all that apply

Q9

Please explain your plan to maintain this request:

Furniture manufacturer warranty.

Q10

Justification of Request:Please select the applicable criteria below and provide the details how the criteria relate to your request.

**Support College Mission/Strategic Plan,
Health/Safety/Security Issues,
Demonstrate need for continuous quality improvement
of department/work area**

Provided details::

Purchasing these chairs support Student Validation and Engagement and Organizational Health. Chairs are currently ripped and some are broken. Along with normal wear and tear. A large percentage of our student's have physical disabilities and need chairs that can support them. The original chairs we purchased over 12 years ago and need replacement.
