

## JHCEHSHS STUDENT TECHNOLOGY FEE REQUEST FORM

Procedure for Submission:

Form Updated: 3/28/12

1. Submitter must obtain all required information from the desired vendor(s). An official quote from the vendor must be attached.
2. Only one request per Request Form. This request must be reviewed, approved, and submitted by the requesting program's Department Chair.
3. The Dept. Chair may email this request to the Tech Fee Director. *(Since some departments will have multiple requests, please rename request in the following format ABC\_Request\_# where "ABC" is your department and "#" is the numbering of your request)*

Dept. making request:	College Computing		Requesting Faculty:	Kyle Parsons
Date submitted:	10/8/12		Requested purchase date:	10/26/12

**IMPORTANT: Attach an official quote from the vendor.**

**List one item OR group (for use as a "package") per page.**

Item Name and Description	Vendor info. (name, address, Web site URL, phone #, email, etc.)	Part or Model #	Cost (each)	Qty	Total
McNerney computer furniture	The McNerney Companies	See quote	See quote due to a variety of items with different costs	20	<b>\$4,894.02</b>
Course(s) where item(s) will be used	All Social Work undergraduate courses	Required for accreditation?	no	# Students Impacted per Year	400
Location equipment or software will be used	HH2632	Will this be an ongoing expense (if yes how much annual)?	No		

**Impact on student learning (attach additional pages if needed):**

The current furniture in this room, as well as other rooms in the building, is not suitable for computer equipment. Standard desks have been used as computer desks. Wires and cabling are stretched from table to table, wires often become tangled or accidentally pulled or kicked loose, and computer are placed in an unsecure location on the floor. It is essential that specific furniture is used to protect and house the computing equipment for both the safety of the equipment and for a clean productive computing environment. This company and furniture has been used in other places around our college and has yielded great results in our computing facilities. See examples of existing rooms on last page.

- **Equipment/Technology purchased with Tech Fee funds is for student use only. It cannot be filtered or "passed-down" to faculty or staff.**
- All outdated or broken Tech Fee equipment/technology must be returned to the Tech Fee Committee for retirement or disposal.
- If you are submitting a request for computers, printers, scanners or software, you must consult with College Computing and the technology staff, to acquire a quote and to make sure that this equipment/software is supported by UT.

**Customer Quote**  
**UT Computer Lab 2632**

10/12/2012

11:56:21AM

LINE	QTY	PART #	DESCRIPTION	UNIT	EXTENDED
1	9	BLMP72	Miniport Power/Data Center, 72" long	\$87.69	\$789.21
2632					
2	1	CTETH36	Electrical Tray, Height Adjustable Table (CTHT), 36"w	\$25.30	\$25.30
2632					
		Frame Finish	~Found		Foundation Colors
		Foundation Colors	E		Ebony (Satin)
3	2	CTETS36	Electrical Tray, Standard, 36"w	\$25.30	\$50.60
2632					
		Frame Finish	~Found		Foundation Colors
		Foundation Colors	E		Ebony (Satin)
4	2	CTETS54	Electrical Tray, Standard, 54"w	\$37.09	\$74.18
2632					
		Frame Finish	~Found		Foundation Colors
		Foundation Colors	E		Ebony (Satin)
5	3	CTETS60	Electrical Tray, Standard, 60"w	\$40.55	\$121.65
2632					
		Frame Finish	~Found		Foundation Colors
		Foundation Colors	E		Ebony (Satin)
6	1	CTETS72	Electrical Tray, Standard, 72"w	\$48.52	\$48.52
2632					
		Frame Finish	~Found		Foundation Colors
		Foundation Colors	E		Ebony (Satin)

LINE	QTY	PART #	DESCRIPTION	UNIT	EXTENDED
7	2	CTTLAA240	T-Leg, Arched, Adjustable Height, 24"d, Two Levelers	\$57.19	\$114.38
2632					
		Foundation & Mica Colors	~Found	Foundation Colors	
		Foundation Colors	E	Ebony (Satin)	
8	2	CTTLAB180	T-Leg, Arched, Fixed Height, 18"d, Two Levelers	\$44.36	\$88.72
2632					
		Foundation & Mica Colors	~Found	Foundation Colors	
		Foundation Colors	E	Ebony (Satin)	
9	14	CTTLAB240	T-Leg, Arched, Fixed Height, 24"d, Two Levelers	\$44.36	\$621.04
2632					
		Foundation & Mica Colors	~Found	Foundation Colors	
		Foundation Colors	E	Ebony (Satin)	
10	1	CTRTEB2454	Rectangular Worksurface, Grommet left, 24"d x 54"w	\$138.29	\$138.29
2632					
		Support Configuration	B	Base	
		Surface Fin, Edge Trim & Corner Detail	...	Skipped Option	
		Grommet Finish	~Found	Foundation	
		Foundation Colors	E	Ebony (Satin)	
11	3	CTRTEC2436	Rectangular Worksurface, Grommet center, 24"d x 36"w	\$98.09	\$294.27
2632					
		Support Configuration	B	Base	
		Surface Fin, Edge Trim & Corner Detail	...	Skipped Option	
		Grommet Finish	~Found	Foundation	
		Foundation Colors	E	Ebony (Satin)	
12	1	CTRTEI1860	Rectangular Worksurface, Grommet left and right, 18"d x 60"w	\$131.71	\$131.71
2632					

LINE	QTY	PART #	DESCRIPTION	UNIT	EXTENDED
			Support Configuration	<b>B</b>	Base
			Surface Fin, Edge Trim & Corner Detail	...	Skipped Option
			Grommet Finish	<b>~Found</b>	Foundation
			Foundation Colors	<b>E</b>	Ebony (Satin)
13	<b>3</b>	<b>CTRTE2460</b>	Rectangular Worksurface, Grommet left and right, 24"d x 60"w	\$154.93	\$464.79
2632					
			Support Configuration	<b>B</b>	Base
			Surface Fin, Edge Trim & Corner Detail	...	Skipped Option
			Grommet Finish	<b>~Found</b>	Foundation
			Foundation Colors	<b>E</b>	Ebony (Satin)
14	<b>1</b>	<b>CTRTE2472</b>	Rectangular Worksurface, Grommet left and right, 24"d x 72"w	\$182.31	\$182.31
2632					
			Support Configuration	<b>B</b>	Base
			Surface Fin, Edge Trim & Corner Detail	...	Skipped Option
			Grommet Finish	<b>~Found</b>	Foundation
			Foundation Colors	<b>E</b>	Ebony (Satin)
15	<b>6</b>	<b>4183P</b>	Sassy Plastic Stack	\$98.80	\$592.80
2632					
			Arm Options	<b>AL</b>	Armless
			Plastic Color Selection	...	Skipped Option
			Caster/Glide Options	<b>STNDCSTR</b>	Standard Casters
16	<b>1</b>	<b>Labor</b>	Install above listed computer room product during regular business hours.	\$1,156.25	\$1,156.25
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			*Same trip as computer labs 2501 and 2520.		
			*Separate trips will incur additional fees.		

LINE	QTY	PART #	DESCRIPTION	UNIT	EXTENDED
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Price subject to change until a 50% deposit is received with signed order.  
Price to be verified at order entry.

Your signed acceptance constitutes a binding agreement and confirms that you agree to the attached terms and conditions, version 82808.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Order Total** **\$4,894.02**

**McNERNEY COMPANIES**

TERMS AND CONDITIONS

VERSION 82808

ALL PRICES QUOTED ARE F.O.B. RESOURCE UNLESS OTHERWISE SPECIFIED

**PRICES**

Prices quoted are firm for 15 days from the date of proposal. Unless otherwise noted prices quoted do not include applicable sales, use or excise taxes. Such taxes will be added to the invoice at the time of billing if required. Any freight pricing is estimated and will be billed at actual cost.

**ACCEPTANCE**

Acceptance of the proposal is only upon receipt by Seller of a duplicate of this Agreement which has been dated and executed by or on the behalf of Customer. The date of this Agreement is the date of Customer's signed acceptance. This order not subject to cancellation or return.

**DELIVERY AND INSTALLATION**

**One complete delivery.** Additional charges may apply if more than one delivery required.

The job site shall be clean, clear and free of debris prior to installation.

Electric current, heat, light, hoisting and/or elevator service will be furnished without charge to Seller. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided.

**Delivery and installation will be made during normal working hours.** Additional labor costs resulting from overtime work performed at the Customer's request will be passed on to the Customer.

Merchandise shipped direct to Customer from the manufacturer will be the responsibility of the Customer. Customer must report shortages, damages or errors with respect to such merchandise, in writing, within ten (10) days of delivery date. Seller will thereupon repair or replace, as necessary, such merchandise as has been damaged at the time of Customer's receipt by persons other than Customer subject only to any final installations thereof to be performed by the seller.

Merchandise delivered and brought onto the job site by Seller or its shipper as scheduled shall be inspected and fully accepted at the time of delivery by the Customer, subject only to any final installation thereof to be performed by the Seller. Failure to report any shortages, damages or errors in writing, at time of delivery, will constitute Customer's full acceptance of the merchandise.

**DELAYS**

Prices quoted for products delivered and installed and based on delivery and invoicing of merchandise as available in whole or in part on or after scheduled delivery date(s). Should Customer be unable to receive merchandise as agreed, merchandise available for delivery will be invoiced. Costs accrued by the seller to handle, warehouse and re-deliver any products will be the responsibility of Customer. **Any product not installed within 10 days of receipt is subject to hidden damage charges.**

**GENERAL LIABILITY**

No liability shall accrue against the Seller as a result of any breach of these terms and conditions resulting from any work stoppage, act of God, unauthorized delays by the manufacturer, or other delay beyond Seller's control.

**PAYMENT TERMS**

**A deposit of 50% of the total price is required with all orders unless other terms have previously been established in writing.**

**Credit card transactions are unavailable. Payments may be made in the form of check or money order.**

Terms of sale are payment in full of net total price thirty (30) days from date of invoice. A delinquency charge of 1.50% assessed monthly against any amounts not paid within these terms will be added to such amounts.

Assuming timely notice of shortages, damages or errors as provided under "Delivery and Installation," above, payment may be withheld for merchandise invoiced but not received or received in unacceptable condition until Seller remedies the situation. Payment may not otherwise be withheld.

**SECURITY INTEREST**

Customer hereby grants and Seller retains a security interest in the subject matter of this Agreement to secure the payment of indebtedness remaining unpaid hereunder. Customer agrees to execute financing statements and to perform such other actions as Seller requires in connection with such security interest.

**MISCELLANEOUS**

Terms and conditions as set forth may be altered only upon the written approval of both the Customer and the Seller.

By acceptance of this Agreement, Customer acknowledges receipt of a duly executed duplicate copy of this Agreement.

