

IMMEDIATE NEED REQUEST

2021-2022

Requested by: (Unit, Department, Division or Vice President)		
		Date to VP:
Location	(Fill-in)	Reviewed By (Signature):
Department or Unit:	Off-Campus High School	Date to Cabinet:
Division:	School of Continuing Education	Outcome:
Vice President:	Madelyn Arballo <i>Madelyn A. Arballo</i> 09.29.21	

Budget Request(s)		Justification for Request(s)		Funds Requested **			Funding
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.		Amount	One-time	Ongoing	Approved
1.	Allsteel Workstation for Director, Off-Campus High School (Price includes desk, storage, outlets, cables, freight, installation and taxes)	Manager for OCHS has been borrowing furniture that is in poor condition since her move to a permanent office space. The desk, storage, and other equipment requested are standard for manager's offices and workspaces.		\$2,624.45	X		
	Account Number(s):	11000-422000-641300-493062					
2.	Allseating Standard Tall Ergonomic Task Chair (Price includes chair, freight, installation & taxes)	See above		\$1,043.56	X		
	Account Number(s):	11000-422000-641300-493062					
3.							
	Account Number(s):						

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.



Proposal

Westfall Commercial Furniture-LA
444 S. Flower St
Suite 4280
Los Angeles, CA 90071
Phone : 213-629-0009
Web: Westfall.com

Order Number	8015
Date	08/18/2021
Customer PO No	
Customer Acct	Mt Sac
Salesperson	Kelly Kelly
Project Number	
Terms	NET30
Page	1 of 3

T Mt. San Antonio College
O 1100 N. Grand Avenue
Walnut, CA 91789

ATTN: Patty Leon-Encalade
Phone: 909.274.4566

N S Mt. San Antonio College - BL38B-2
T 1100 N. Grand Avenue
Walnut, CA 91789

A
L ATTN: Patty Leon-Encalade
L Phone: 909.274.4566

A
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Proposal for BL38B-2 Angelena Pride

Allsteel

BPA#722

Valid Through 01/01/21 - 12 /31/25

**Allsteel applies a flat 1.25% price surcharge to all orders entered on this contract.

Humanscale

E&I Cooperative Services Contract

Contract Number: CNR01391

Effective Date: 01/01/2018 to 01/01/2023

Line	Quantit:	Description	List	Unit Price	Extended Amount
	1.00 Each	<p>Allsteel HEIGHT ADJUSTABLE DESK Consists of the following Model Numbers: (1) 3510155300- SHROUD CLIPS (1) U6E27SP - FURTHER 27D PERPENDICULAR SUPPORT (1) ATBC2S3L - 2-STG CANT BASE-ELEC (1) ATBCMC - MEMORY CONTROL FOR C-LEG BASE (1) WKMP1448-APPROACH CRED AND DESK MOD. PANEL 14HX48W (1) YPPA1815SC - SEAT CUSHION FOR METAL MOBILE PEDESTAL 18D (1) YPPM211518BFMA- B/F MOBILE PED 21HX15WX18D METAL FRONT ARCH PULL (1) SPLA-SYS-6197MIXLEG - CUST SYST LAM WS W/GROM (1) Z5SC60 -48W EXTERNAL SUPT CHANNEL FOR 60W W/S</p> <p>FINISHES: Surface Laminate: Grey Mesh Surface Edge: Loft Storage Laminate: Loft Storage Paint: Platinum Metallic Pull: Arch</p> <p>LOCATION: BL38B-2 Angelena Pride</p> <p>% Off List: 77.23</p>	7,493.17	1,705.90	1,705.90

2	1.00	Allseating	1,406.00	562.40	562.40
	Each	STANDARD TALL ERGONOMIC TASK CHAIR			



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		<p>You, Highback , Deluxe Synchro Tilt, 4 Dimensional Arm</p> <p>BK: Black LS: Low Seat Height with 5" Travel - : Standard Base - : No Selection KD: Knocked Down AS: Allseating Standard (M3): M3 Mesh 3DG: Dark Grey FS: Upholstered Full Seat 21"Wx20"D (Std) SS: Seat Slider G7: Grade 7 Designtex, Linnen, Stellar BHA: Back Height Adjustment AWK: Adjustable Width Bracket Knob</p> <p>% Off List: 60.00</p>			
3	1.00 Each	<p>Byrne Electrical Specialists, Inc. POWER MODULE AxilM</p> <p>2 Port(s), Standard Outlet(s) 1 Port(s),USB Dual-A 72" Standard Cord, Straight Plug White Cord Gloss White + White Plastic</p> <p>BE02520-2-1-XT-Z118-U1-72</p> <p>% Off List: 0.00</p>	0.00	148.08	148.08
4	1.00 Each	<p>Humanscale CABLE MANAGEMENT - SMALL NeatTech, Small, Pinstripe Graphite Basket/ Gray trim</p> <p>Model Number: NTSGG</p> <p>% Off List: 59.00</p>	164.00	67.24	67.24
5	1.00 Each	<p>Westfall Commercial Furniture, Inc SURGE PROTECTOR Belkin Surge Pr4otector</p> <p>12 surge -protected outlets with 3940-Joule Energy Rating.</p> <p>MODEL NUMBER: BE11223-08</p> <p>% Off List: 0.00</p>	0.00	31.24	31.24
6	1.00 Hours	<p>Hernandez Installation Services WAREHOUSE</p>	0.00	81.25	81.25



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		1 Associate/ 1 Hour % Off List: 0.00			
7	1.00 Each	Hernandez Installation Services TRUCKING Trucking Fees % Off List: 0.00	0.00	375.00	375.00
8	4.00 Hours	Hernandez Installation Services ASSEMBLY FEES 2 Associates / 2 Hours each Total of 4 Hours % Off List: 0.00	0.00	81.25	325.00
9	1.00 Each	Allsteel ALLSTEEL SURCHARGE **Allsteel applies a flat 1.25% price surcharge to all orders entered on this contract. % Off List: 0.00	0.00	21.32	21.32
10	1.00 Each	Byrne Electrical Specialists, Inc. FREIGHT Byrne Freight % Off List: 0.00	0.00	32.34	32.34

Order Sub-Total : \$3,349.77

9.5000%-WALNUT-91789-1341-LOS ANGELES : \$318.25

TOTAL ORDER : \$3,668.02

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

All product is manufactured to client specifications and is therefore, non-cancellable.

Delivery priced during normal business hours, non-union labor. Union labor and/or multiple trips are additional.

Product Needs to be installed within 21 business days after being received by the warehouse. After 21 days, client will incur monthly storage fees to hold product.

Signature: _____ Name: _____ Title: _____ Date: _____

OFFICE REMODEL 38B-2 Angelena's Office

08/25/21

Proposal #	Invoice Amount	Qty	Descriptions	Unit Price	Tax	Labor/Install per unit	Total Cost per unit	Extended Amount	Account
			1 workstation; 1 task chair						
8015		Labor	Installation, freight	781.25	74.22	855.47			
		1	Allsteel Adjustable Desk	1,705.90	162.06	427.74	2,295.70	2,295.70	641300
			Surge Protector	31.24	2.97		34.21	34.21	"
			Power Module + shipping	180.42	17.14		197.56	197.56	"
			Humanscale	67.24	6.39		73.63	73.63	"
			Allsteel Surcharge	21.32	2.03		23.35	23.35	"
		1	Task Chair	562.40	53.43	427.73	1,043.56	1,043.56	641300
	3,668.02	2		3,349.77	318.23			3,668.00	