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Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andrew Barrett
From: Michael Wilkes
Date: September 14, 2026
Re: Disposal of Technology Assets

In accordance with Board Policy 4:80, the tables below show the count, by asset type, of the equipment scheduled to be responsibly disposed, recycled, or repurposed and any residual data is to be destroyed upon approval by the Board.

Count of Asset Tag	Column Labels			
Row Labels	To Be Removed - B	To Be Removed - C	To Be Removed - D	Grand Total
Accessories	1			1
Audio and Video	2	2	5	9
Computer	1			1
Desktop Monitor			4	4
Document Camera	18		14	32
Fax	1			1
Interactive Board	3			3
iOS Tablet		1		1
Laptop Computer	1008	465	179	1652
LCD Projector			3	3
Phone			2	2
Port Replicator			6	6
Printer	1			1
Grand Total	1035	468	213	1716

The devices and equipment shown above are being disposed of as they no longer support the educational environment and have been replaced by newer models or are no longer needed. The district sent a request for proposals (RFP) to dozens of vendors for the responsible disposal of the assets shown above. Eight proposals were submitted by the posted deadline. Proposals were reviewed and a determination was made based on the overall valuation, proposal, and customer references/experience. Valuations ranged from \$10,000 to \$47,866, with a median valuation of \$33,265.

As a result of the process, it is recommended that **Chicago Surplus Computers** be awarded the disposal contract, pending review and agreement on terms and conditions. Chicago Surplus Computers, an R2 certified company, will purchase the equipment for \$47,866 from the district. The proposal is inclusive of all fees and there are no known additional fees that will be charged to the district as part of this agreement.

Total Amount Payable to Geneva CUSD 304 for All Equipment: \$47,866.00

Thank you for your consideration.