

227 N. Fourth Street
Geneva, Illinois 60134
(630)463-3070
mwilkes@geneva304.org



Michael Wilkes
Director of Technology
Geneva School District 304

To: Dr. Andrew Barrett
From: Michael Wilkes
Date: September 8, 2025
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
Assistive Technology	1			1
Audio and Video	7	3	5	15
Camera and Camcorder	4			4
Desktop Computer	195		1	196
Desktop Monitor	1	2	13	16
Document Camera			5	5
eReader			1	1
Interactive Board	34	1	2	37
iOS Tablet	2		3	5
iPad			1	1
Laptop				
Laptop Computer	8	7	133	148
Large Format Video Monitor		3	3	6
LCD Projector	68	15	6	89
Port Replicator		1	11	12
Printer	7		2	9
Time Clock	5			5
TV				
UPS	1			1
Windows Tablet			1	1
Wireless Access Point	558		1	559
Grand Total	891	32	189	1112

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devices and equipment shown above are being disposed of as they no longer support the educational environment and have been replaced by newer models or are no longer needed.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. Two qualified 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 \$1,640 to \$3,000.

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 \$3,000 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: \$3,000.00

Thank you for your consideration.

Note: A third proposal was received, however, upon review it was rejected as the district was unable to verify that the provider/proposal met the stated requirements.