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Michael Wilkes
 Director of Technology
 Geneva School District 304

To: Dr. Andrew Barrett
 From: Michael Wilkes
 Date: September 9, 2024
 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.

Asset Count	Column Labels			
Row Labels	To Be Removed - B	To Be Removed - C	To Be Removed - D	Grand Total
Accessories	2			2
Audio and Video	14	3	2	19
Camera and Camcorder	1	1		2
Desktop Computer	31		3	34
Desktop Monitor	3	1	5	9
Document Camera	1		6	7
Interactive Board			4	4
iOS Tablet		3	1	4
Laptop Computer	550	144	51	745
Large Format Video Monitor	1		1	2
LCD Projector	46	3	3	52
Port Replicator			9	9
Printer	2	1	2	5
UPS	87		4	91
Grand Total	738	156	91	985

The devices and equipment shown above are being disposed as they no longer support the educational environment and have been replaced by newer models or are no longer needed. In addition to these assets, roughly 20 tube TVs, and around 10 miscellaneous parts/items are also included. 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 \$2,600 to \$18,711.

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 \$18,711 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: \$18,711.00

Thank you for your consideration.