



To: Dr. Kent Mutchler  
 From: Michael Wilkes  
 Date: December 12, 2022  
 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 No.	Column Labels			
Row Labels	To Be Removed - B	To Be Removed - C	To Be Removed - D	Grand Total
A/V	1			1
Accessories	2	3		5
Camera/Camcorder	10	1	2	13
Desktop	113	2	10	125
Dock	18		11	29
DVD/BluRay/VCR	20	2	11	33
Misc	1			1
Monitor	273	1	15	289
Phone			1	1
Portable	409	203	809	1421
Printer	5	3	5	13
Projection Device	37	6	14	57
Scanner	1	1		2
Tablet	191	3	2	196
TV	2			2
<b>Grand Total</b>	<b>1083</b>	<b>225</b>	<b>880</b>	<b>2188</b>

The devices and equipment shown above are being disposed as they no longer support the educational environment and have been replaced by newer models or are no longer needed. The district sent a request for proposals (RFP) to 32 vendors for the responsible disposal of the assets shown above. Five (5) proposals were received<sup>1</sup>. Proposals were reviewed and a determination was made based on the overall valuation, proposal, and customer references. Valuations ranged from \$3,500 to \$18,555.18 with four of the proposals between ~\$14,750 and \$18,555.18.

As a result of the process, it is recommended that **RAKI Computers Recycling** be awarded the disposal contract, pending legal review and agreement on terms and conditions. RAKI Computers Recycling, an R2 certified company, will purchase the assets for a total of \$18,555.18 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: \$18,555.18**

Thank you for your consideration.

<sup>1</sup> A sixth proposal was received with a total valuation of \$42,315. Upon review, it was determined the valuation was based on a grade of A for all assets and would be reduced based on actual grades. As no asset is of this grade, a request was made for a revised valuation, but the provider was not responsive. Additionally, it was learned the provider did not have an R2 certification, which is a requirement of the RFP. For these reasons, this proposal was removed from consideration.