



MEMO

Date: February 14, 2024

To: Dr. Mark Silverstein, Superintendent
Chris Esgro, Board President

From: Chuck Baur, Technology Director

Re: Action Item
February 21, 2024, BOE Meeting

The Technology Department would like to sell the following outdated/decommissioned equipment UpCycle Recycling Company for \$1,775 (See Attached Agreement): *(Any tech equipment containing a hard drive will be sanitized or hard drive removed prior to sale. Any equipment that does not sell at auction will eventually be responsibly recycled)*

- 19x HP Model Probook 430 Laptop
- 1x Dell Latitude 3310 Laptop
- 23x Dell Latitude 3380 Laptop
- 25x Dell Latitude 3390 Laptops
- 100x Dell OptiPlex 5050 MFF
- 22x Dell Precision 3420 Desktops
- 2x Cisco 2960x 24 Port Switches
- 3x Cisco 2960x 48 Port Switches
- 2x Cisco BE7000 Server
- 1x Dell PowerEdge R630 Server

In addition to the above being sold, the following miscellaneous items will be recycled at not cost to the district.

- Old Monitors, Keyboards, Mice, etc.
- Miscellaneous cables and server rails

IT Asset Removal Agreement

Client: Glassboro Public Schools

Client Contact: Chuck Baur

Date: February 14, 2024

Presented By: UPCYCLE USA, LLC.

Upcycle LLC Contacts/Title	Project Role	Contact Info
Mark DeTroia – Purchasing Director	Key contact for all inquiries regarding project management.	973-303-1638 mark@upcyclellc.com purchasing@upcyclellc.com
Lawrence Caprio-Operations Manager	Secondary contact for all inquiries regarding scheduling and logistics	973-575-5800 larry@upcyclellc.com
Debra Vazzano-Logistics	Secondary contact for all inquiries regarding scheduling and logistics	973-575-5800 Debbiev@upcyclellc.com

Upcycle is dedicated to providing a cost effective, environmentally conscious, socially responsible and secure outlet for end of life IT equipment while improving the access to vital technology for those in need. We are excited to partner with Glassboro Public Schools, in the disposition of your retired IT equipment. Our goal is to make the process of partnering with Upcycle as effortless and rewarding as possible. We pride ourselves on being flexible and amenable to fit each of our clients' needs and specific requests. All services listed below are guaranteed by Upcycle USA, LLC upon agreeing to the terms and conditions of the corresponding IT ASSET REMOVAL AGREEMENT.

Services:

- Upcycle USA LLC will provide and be responsible for the trucking, transportation, and labor associated with the packaging and removal of all equipment from the storage unit, office or facility where the equipment is being held.
- Upcycle USA LLC guarantees FULL removal of ALL assets identified for disposal.
- Upcycle USA LLC will accept anything with a plug in any condition and will pick up any and all of your end of life equipment and electronic waste.
- Each shipment will be assigned a unique job number and all assets associated with the job

- will be identified and counted with an inventory in the form of a BOL being provided on site.
- Upcycle USA LLC will perform discovery services per unit to assure all data bearing devices are purged of confidential client information. Hard drives will be wiped according to Department of Defense standards (DOD 5220.22M). A Certificate of Destruction (COD) will be provided upon completion of data security services.
- All equipment will be transported by UPCYCLE employees in an UPCYCLE vehicle directly to an UPCYCLE facility, creating a strict chain of custody from pickup through disposition.
- If units cannot be refurbished and restored to good working condition, they will be recycled according to the industry standard responsible recycling practices (R2). A Certificate of Recycling (COR) will be generated after all equipment has been processed.
- UPCYCLE maintains relationships with NPO's around the country, and a portion of all asset recovery projects are dedicated to supporting these relationships.
- The following reports will be provided to the Client.
 - **A Bill of Lading** provided on site, listing of all equipment received.
 - **A Certificate of Recycling** guaranteeing that all equipment is recycled according to local, state, and federal guidelines.
 - **A Certificate of Destruction** that pertains to all hard drives and documents the full and complete erasure of all hard drives from this pick up.

Based on the list of equipment (see corresponding email) and the delivery of the agreed upon services, we are able to offer \$1775. This is a risk free guaranteed buyout price.

Furthermore, UpCycle LLC confirms that the equipment listed below will be stored in a secured environment and the network configuration for the equipment listed below will be completely erased with a COD affirming the completion of these services.

Full payment in the form of a company check will be made out to Glassboro Public Schools and will be mailed within 30 days of pick up.

To accept this purchase proposal please email purchasing@upcyclellc.com and someone will reach out within 24 hours to coordinate the scheduling of a truck and team to come out and perform your removal. Upon agreeing to this proposal, UPCYCLE will guarantee all of the aforementioned services as well as be responsible for all of the boxes, pallets, and trucks required for pick up.

There are no EXTRA charges or hidden fees associated with this proposal.

We appreciate the opportunity to work together and look forward to building a long term and mutually beneficial relationship between our organizations.

We are able to tailor our IT asset removal projects to each client's specifications, please feel free to contact me directly with any questions and or requests.

Thank you for your support and commitment to handling your EOL equipment responsibly.

Mark DeTroia

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mark@upcyclellc.com

973-575-5800