



MEMO

Date: February 7th, 2025

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

From: Chuck Baur, Technology Director

Re: Action Item: Sale/List Technology Equipment

The Technology Department would like to sell the following retired Dell equipment to UpCycle per price listed attached. *(Any tech equipment containing a hard drive will be sanitized or the hard drive removed prior to sale. Any equipment that does not sell at auction will eventually be responsibly recycled)*

- 212x Dell Latitude 3310 Laptops
- 29x Dell Latitude 3390 2in1
- 15x Dell 5050 Micro
- 11x Dell Chromebook 3100

The Technology Department would like to list for sale the following retired Cisco equipment on GovDeals. *(Any tech equipment containing a hard drive will be sanitized or the hard drive removed prior to sale. Any equipment that does not sell at auction will eventually be responsibly recycled)*

- 10x Cisco 9300 Network Switches



IT Asset Purchase Proposal

The Easy Way to Recycle IT

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CLIENT

Glassboro Public Schools

CONTACT

Chuck Baur

February 6, 2025

UPCYCLE USA



Upcycle LLC Contacts/Title	Project Role	Contact Info
Mark DeTroia Purchasing Director	Key contact for all inquiries regarding project management.	973-567-8341 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 offers a simple, secure, and sustainable solution for IT asset recycling and disposition. With industry-leading processes and a commitment to transparency, we ensure your retired IT assets are handled with the utmost care, always providing proper end-of-life IT equipment disposal.

We are thrilled to partner with **Glassboro Public Schools** to facilitate the secure and responsible disposition of your retired IT equipment. Our mission is to ensure that this process is seamless and rewarding, tailored to meet your unique needs and requests. We pride ourselves on flexibility, dependability, and a customer-first approach. Upon agreeing to the terms and conditions of the corresponding IT Asset Removal Agreement, all the services outlined below are fully guaranteed, ensuring peace of mind every step of the way.

Our Services

Pickup & Logistics

- **Comprehensive Pickup and Removal**

Upcycle USA will handle all trucking, transportation, and labor necessary for the packaging and removal of equipment from your designated location, including storage units, offices, or facilities. Full removal of all assets identified for disposal is guaranteed.

- **Acceptance of All Electronics**

We accept any item with a plug, regardless of its condition, including all end-of-life IT equipment and electronic waste.

- **Inventory & Documentation**

Each shipment will be assigned a unique job number. All assets will be identified and counted on-site, with an inventory provided in the form of a Bill of Lading (BOL).

- **Data Security & Destruction**

Upcycle ensures the secure purging of confidential information from all data-bearing devices. Hard drives will be wiped to meet Department of Defense standards (DOD 5220.22M). A Certificate of Destruction (COD) will be issued upon completion of data security services.

- **Secure Transportation**

All equipment will be transported by Upcycle employees in secure Upcycle vehicles directly to an Upcycle facility.

- **Responsible Recycling**

Devices that cannot be refurbished or restored to working condition will be recycled according to industry-standard responsible recycling practices. A Certificate of Recycling (COR) will be provided once all equipment has been processed.

- **Commitment to Community Impact**

Upcycle maintains relationships with nonprofit organizations (NPOs) across the country. A portion of all asset recovery projects supports these partnerships, extending the lifecycle of usable technology and contributing to meaningful causes.

Pickup Information/Special Instructions

[Insert Client-Specific Information from Pickup Sheet]

Pricing

Estimated Buyout Price:

Description of Equipment:

Product	Description	Quantity	Buy Price	Total Price
Laptop	Latitude 3310	222	\$30	
Laptop	Latitude 3390 2in1	29	\$15	
Micro PC	Dell 5050	15	\$18	
Chromebook	Dell 3100	11	\$6	

Final grading may increase the total payout based on the following criteria and make model and generation:

- **Grade A:** 100% of Quoted Value
- **Grade B:** 85% of Quoted Value
- **Grade C:** 70% of Quoted Value
- **Grade D:** 50% of Quoted Value
- **Grade F:** 5% of Quoted Value

IT Asset Grading Scale

What is the Grading Scale?

The grading scale is a standardized system to evaluate and classify devices based on their condition and functionality. It ensures a transparent, consistent, and fair assessment for all devices.

Why Do We Use It?

The grading scale provides clarity for buyers and sellers by:

- Setting clear expectations for the condition of each device
- Helping determine a fair value based on usability and appearance
- Ensuring devices are accurately categorized for resale, repair, or recycling

How Are Devices Assessed?

Our team thoroughly inspects each device, focusing on:

- **Functionality:** Ensuring the device operates as intended
- **Physical Condition:** Checking for wear, scratches, dents, and other imperfections
- **Screen Quality:** Looking for scuffs, dead pixels, or pressure marks
- **Battery Performance:** Measuring the remaining capacity

By combining these criteria, we assign each device to a specific grade, from Excellent to For Parts, with Locked Devices treated separately due to usage restrictions.

A	Excellent Condition Like-new appearance with minimal signs of use Fully functional with no visible wear or damage
B	Good Condition Fully functional with light signs of wear

	<p>1-2 minor scratches or dents that are not visible from more than 12 inches away</p> <p>No visible screen scuffs, pressure marks, dead pixels, or white spots on the LCD</p> <p>Normal wear on the keyboard, mouse, trackpad, or palmrest</p> <p>Battery life: 80% or higher</p>
C	<p>Fair Condition</p> <p>Fully functional device</p> <p>1-2 minor scratches or dents that are not visible from more than 12 inches away</p> <p>Visible surface-level scratches; LCD may contain minor spots not noticeable from more than 12 inches away</p> <p>Battery life: 70% or higher</p>
D	<p>Poor Condition</p> <p>Fully functional device</p> <p>Moderate wear on housing</p> <p>Moderate to heavy scratches or dents</p> <p>1-2 mild pixel imperfections on the screen</p> <p>Battery life: 60% or higher</p>
F	<p>For Parts</p> <p>Defective or non-working devices</p> <p>Cosmetically flawed beyond repair</p> <p>Intended for use as parts only</p>
Locked	<p>Includes iCloud, MDM, Google Admin, or BIOS-locked devices</p> <p>Not payable as outlined in the Purchase Proposal</p>

Terms & Conditions

Ownership Transfer

Ownership of all equipment transfers to Upcycle USA upon pickup or shipment. By agreeing to this proposal, you warrant that the listed equipment is owned by you or your organization and is free of liens, encumbrances, or third-party claims.

Device Unlocking

All devices must be unlocked and removed from any management or activation systems (e.g., MDM, DEP).

Non-OEM/Defective Accessory Deduction

The following deductions will be applied for faulty accessories unless otherwise agreed upon by the seller and Upcycle. Faulty accessories consist of yellow and frayed cords unusable for resale and cosmetically damaged AC adapters beyond economic repair.

- iPad/Phone Adapter: \$6
- Laptop Power Adapter: \$10-\$25 depending on model
- Apple Laptop Battery: \$30-\$50 depending on model
- iMac Power Cord: \$10
- iMac Keyboard: \$25 (wireless)/\$15 (wired)
- Apple MacBook Power Adapter: \$30
- Non-Apple Laptop Battery: \$40
- iMac Mouse: \$25 (wireless)/\$15 (wired)

Payment Terms

Payment will be issued via company check within 30 days of equipment pickup, following final reconciliation and grading. Payment delays caused by non-compliant devices (e.g., locked units) are the responsibility of the customer.

Late Deliveries

Equipment received after the agreed-upon delivery date will be subject to a 10% deduction, with an additional 10% deduction applied every 30 days thereafter.

Grading Criteria

Equipment is graded based on functionality and cosmetic condition. Deductions may apply for missing or damaged accessories (e.g., power adapters, cables) and will be reflected in the final payout.

Shipping & Logistics

Upcycle will provide all shipping supplies, packaging, and transportation logistics at no cost to the customer. The customer is responsible for ensuring devices are safely prepared for pickup.

Data Security

Upcycle guarantees complete data destruction for all data-bearing devices in compliance with Department of Defense standards (DOD 5220.22-M).

Environmental Compliance

Equipment that cannot be refurbished will be recycled according to certified recycling practices.

Confidentiality

This agreement and all related communications are confidential and may not be disclosed to any third party without prior written consent from Upcycle USA.

Limitation of Liability

Upcycle USA shall not be held liable for any indirect, incidental, consequential, or punitive damages arising from the execution of this agreement, including delays or interruptions caused by third-party logistics providers.

Governing Law & Dispute Resolution

This agreement is governed by the laws of the State of **[Insert State]**. Any disputes arising under this agreement shall be resolved in the courts located within **[Insert City, State]**. Both parties agree to waive their right to a jury trial.

Entire Agreement

This document constitutes the entire agreement between the parties. No amendments or modifications will be valid unless made in writing and signed by both parties.

Indemnification

The customer agrees to indemnify and hold harmless Upcycle USA, its affiliates, and employees from any claims, damages, or liabilities arising from the customer's failure to comply with the terms of this agreement, including misrepresentation of device ownership or condition.

Acceptance & Next Steps

By signing below, you confirm the receipt and review of the details outlined in this proposal for the potential provision of services. This acknowledgment does not constitute a binding agreement but serves as a mutual understanding of the proposed terms. A formal contract will be provided for execution upon final agreement by both parties.

Customer Acknowledgment

Signature: _____

Name: _____

Date: _____

Upcycle USA Acknowledgment

Signature: _____

Name: _____

Date: _____

About Upcycle USA

Upcycle USA is a trusted partner in IT asset disposition and electronic waste recycling, making the disposal of end-of-life (EOL) IT equipment accessible to organizations of all sizes. Through cost-effective and responsible pickup and recycling services, we prioritize data security, regulatory compliance, and a personal touch. Our streamlined approach ensures peace of mind while reducing environmental impact, offering organizations a reliable and sustainable way to manage retired technology.