

**DATE:**

01/23/2025

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** the statement of work between IT Supply Solutions and Kenton County School District for IT Asset Disposition (ITAD) of surplus technology equipment.

**APPLICABLE BOARD POLICY:**

Fiscal Management - 4.8 Disposal of School Property and 01.1 Legal Status of Board

**HISTORY/BACKGROUND:**

IT Supply Solutions will manage and provide logistics services associated with the disposal of surplus technology equipment as outlined in the state of work.

**FISCAL/BUDGETARY IMPACT:**

None

**RECOMMENDATION:**


**Approval to** the statement of work between IT Supply Solutions and Kenton County School District for IT Asset Disposition (ITAD) of surplus technology equipment.

**CONTACT PERSON:**

**Matthew Winkler, Director of Technology**

  
Principal/Administrator

  
District Administrator

  
Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*



## **ITAD SERVICES STATEMENT OF WORK**

This Statement of Work for ITAD services ("Statement of Work" or "SOW"), dated January 10th, 2025, (the "Effective Date") defines the scope of the Services and deliverables between IT Supply Solutions, located at 7067 Production Court Florence, KY 41042 ("IT Supply Solutions") and Kenton County School District.

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**1. Overview:**

IT Supply Solutions has been requested to provide IT Asset Disposition ("ITAD") Services including reverse logistics, Asset Recycling Services, Asset Remarketing Services of Client owned assets. The components of these ITAD Services are detailed below.

**2. Projected Term:**

This SOW will begin on 2/4/2025 and can be renewed by December 31<sup>st</sup> for the following year if there are no charges.

**3. Detailed Description of IT Supply Solutions' Services and Responsibilities:**

The following sets forth a description of the ITAD Services ("Services") to be provided by IT Supply Solutions under this SOW.

**A. Equipment Pick up and Logistics Services**

IT Supply Solutions will manage and/or provide the logistics services associated with the pickup of the ITAD request from the supported Client location(s). The process for requesting a pickup is defined in a standard operating procedure that will be agreed to by both parties. Based on the size, scope and frequency of pickup requests, a flexible model will be agreed upon to fit the engagement needs. Upon pickup by IT Supply Solutions, the equipment will be delivered to the appropriate processing center designated by IT Supply Solutions following IT Supply Solutions processing standards that meet or exceed the Client's requirements.

**B. Receipt and Audit**

Confirm receipt of Assets based on pack list/inventory and perform system transactions that check-in and create an inventory of Assets received at IT Supply Solutions' facility. All Assets designated for serialized tracking shall be inventoried and tracked by the manufacturer's original serial number, manufacturer and model. Any Assets designated for serialized tracking, but do not bear a manufacturer's and/or Client serial number or for which the manufacturer's serial number is not available or known, shall be inventoried and shall receive a unique ID number from IT Supply Solutions or IT Supply Solutions' agent and shall be tracked thereafter using such designated ID number.



## **ITAD SERVICES STATEMENT OF WORK**

All Assets not designated for serialized tracking (non-serialized) shall be weighed and reported on by total weight. A "Load" is defined as the entire shipment referenced by the unique PO Number in which the Assets were delivered.

### **C. Asset Remarketing Services (Value Recovery)**

All Client designated Assets are to be evaluated for suitability for remarketing. IT Supply Solutions shall remarket qualified equipment on behalf of the Client with the goal of getting the highest possible return. IT Supply Solutions will receive a 50% commission based on gross profit from the sale of used equipment and the remaining 50% will be distributed to the Client. There is no guarantee that any particular item will be of any value.

- Upon receipt of an Asset, and for any hard drive that is remarketed, IT Supply Solutions will perform 3 (three) pass data wipes and perform processes as outlined in the NIST Special Publication 800-88 Guidelines per Media Sanitation, whereby one hundred percent (100%) of all data and/or software will be removed.
- Hard drives that are not remarketed will be physically destroyed by shredder that is onsite at ITSS and recycled.
- All asset tags and other identification labels affixed to the Assets shall be removed.

### **D. Asset Recycling Services are defined as follows:**

IT Supply Solutions shall recycle all failed equipment and related items that are damaged, non-functioning, or in IT Supply Solutions' opinion have no value and are thus considered to be E-Waste

- E-waste shall be recycled according to EPA guidelines and other regulations applicable to recycling, including local, state, and federal legislation.
  - a) IT Supply Solutions will provide a Certificate of Destruction/Recycling for all Assets recycled
- IT Supply Solutions shall deliver to Client within thirty (30) days of destruction a report identifying all Assets recycled. Each monthly report shall:
  - b) For Assets designated as "serialized" the Certificate of Destruction/Recycling list each Asset by manufacturer's serial number or its unique ID number
  - c) For Assets designated as "by pound" the Certificate of Destruction/Recycling list the "Load Number" and total pounds received and recycled.



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### **E. Reporting. The following reports will be provided to Client:**

- A monthly report documenting each asset received, remarketed (sold), and recycled during the prior month in a "PO Status File."
- Wipe Certificates; if applicable, are to be supplied and done in Blancco
- Certificate(s) of Destruction will be supplied for any hard drive put through our onsite shredder.
- Load Receipt after all material is scanned in at ITSS.
- Certificate of Recycling for entire load weight per PO

### **4. Pricing/Fees**

- ITSS will not charge Kenton County School District for services rendered within Kenton County.
- ITSS will recover any cost associated with this project from the sale of remarketed items prior to finalizing a settlement of profits, if one exists.

### **5. Changes to SOW**

Any changes to the SOW shall be requested and approved in writing prior to new or additional services go into effect.

### **6. Signatures**

This SOW shall be considered fully executed and binding when authorized representatives of both parties have signed and dated below.





## **ITAD SERVICES STATEMENT OF WORK**

**Client**

**IT Supply Solutions,**

**Name:** \_\_\_\_\_

**Name: Cory Dunaway** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title: Business Development** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date: 1/10/2025** \_\_\_\_\_