



## Yamhill County

*"Excellence in Service"*

### Information Technology, Telecommunications

636 NE 7th Street  
McMinnville, Oregon 97128  
(503) 434-7505  
Fax: (503) 472-9179

8 July, 2015

Board of Commissioners:

There has been recent discussion regarding the disposal of surplus computers that have been taken out of service, along with associated surplus computer related equipment. A concept that I'd like to propose is to include the school districts, (public and private), within the County in this disposal cycle. In some cases, some of our surplus equipment would be useful to them. Further, because they are K-12 educational institutions, they are able to obtain software that would be required to further extend the life of these surplus computer systems at substantial discounts. Thus, I'd like to propose a program to include the K-12 public and private schools in our disposal cycles.

Accompanying this memo is a proposed "Procedure for disposal of surplus computers and equipment". Once this procedure is approved, it will enable us to include the school districts in the disposal of computers and equipment. Once this procedure is in place, after each action to declare equipment surplus, we will then dispose of computers and equipment per the approved procedure. Please let me know if there are any questions regarding this proposal.

Thank you,

  
Murray Paolo  
Information Technology Manager

Accepted by Yamhill County  
Board of Commissioners on

7.16.15 by Board Order

# 15-255



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## **Procedure for disposal of surplus computers and equipment** **8 July, 2015**

### Overall principles:

- All public and private schools will have the opportunity to participate.
- No single school will have an advantage over another in access to computer equipment.
- We will ensure as much equal distribution as possible.
- When the schools have had the opportunity and taken what they want, we will recycle the remaining equipment.
- The schools must agree to implement the computers and equipment into use within their district and use them for at least two years. No sales or any other disposal of computers or equipment obtained through surplus disposal from the County will be allowed by the district for at least two years after they are acquired from the County.
- The schools will also agree to implement the equipment into use within 90 days of receiving the items.

### The proposed steps for this program are as follows:

- 1)- Directly notify all schools of the program, and anticipated release of computers and related surplus equipment.
- 2)- Post a public notice of the program on the County website.
- 3)- Have the schools submit a letter of interest for participation no later than 10 days after the equipment is declared surplus.
- 4)- Randomly select an order of selection from those districts who submitted a letter of interest.
- 5)- On a specific date and time, in the determined order, allow the selection of 5 computers or items of equipment by each district. Each school district (or private school) must be represented in person by a designated representative.
- 6)- When each district has had the opportunity to select, start over again, in order, allowing selection of another 5 computers or items of equipment.
- 7)- Once all districts have selected what they want, dispose of the remaining units and equipment through recycling.

B.O. 15-255