State of California DGS Trade-In & Take Back program with Office Depot

Scheduling Contact and Information:

Corby T. Fugitt 415-545-8333, corby.fugitt@officedepot.com - email preferred

Office Depot will be working with our Hardware OEM (Original Equipment Manufacturer) Lenovo, and our approved DVBE (Disabled Veteran Business Enterprise) services provider, Granite Data Solutions, for both programs.

Lenovo will determine the Fair Market Value for the used devices and will then apply that dollar amount towards the purchase of new Lenovo devices through Office Depot for the State of California's Trade in Program.

Granite Data Solutions will support transport and handling and has partnered with Prism Electronics. As an R2 Certified, ISO14001 and ISO45001, electronics recycling company in Morgan Hill, CA, Prism Electronics has achieved a secure and environmentally friendly solution for their clients' retired electronic assets. More information can be found here: http://prismelectronics.net/index.php/asset-recovery-services/environmental-commitment.html

Our joint process uses an intelligent resource optimized logistics approach. This approach applies "best in breed" IT logistics and tracking around retired assets and waste disposal of obsolete IT assets.

The request process is as follows.

- Customers will send via email to Office Depot a detailed list of devices, with serial numbers and manufacturer part numbers
    - These devices can be from any manufacturer (HP, Dell, Apple, etc.) for trade in
    - Any devices that have no Fair Market Value will be securely disposed of in our Take Back program with Granite Data Solutions and Prism Electronics.
- Customer will capture all pertinent asset information off the return equipment.
    - Remove any agency specific labels and/or asset tags.
    - Notate all device information needed for both internal write off and asset tracking and complete necessary information for the DGS STD-152 documentation
        - (Office Depot is not responsible for completing or submitting this information with the State of California)
        - Submit this information to the Agency internal asset management team and/or Department of General Services (DGS)
- Once approved, please contact Office Depot to schedule a pickup via email: Corby.fugitt@officedepot.com

  Please note:
    - Pick up date/time is at the discretion of Granite Data Solutions.
    - Granite Data Solutions will schedule pickup surrounding other deliveries to a geographical area
    - Pallet dimensions are 48" L x 40" W x 36" H
    - Granite Data Solutions has a maximum pick up of up to 12 pallets per request, with a minimum of 1 pallet

- Requestor will Upon scheduling and prior to pick up:
    - Palletize and stretch wrap all equipment to pallets. Loose equipment may result in a rescheduled pickup date and time.
    - Move all pallets for pickup to the “loading dock” or centralized pickup location.
    - Prepare copies of the “approved STD-152” for the Office Depot or Granite Data Solution drivers.
    - Complete any internal paperwork for the driver to sign off for chain of custody (if needed).
- The driver will then load the pallets for transport back to either:
    - Granit Data Solutions warehouse is in McClellan, CA 95652 or
    - Prism Electronics is in Morgan Hill, CA 95037
- Once the equipment is delivered and audited for disposal by Prism Electronics, they will present a Certificate of Disposal back to Office Depot for the equipment delivered. This certificate will also document the weight of all components delivered and processed. If asked, Office Depot will provide that documentation to the agency /department.

Website Information for our Take Back program can be found at www.prismelectronics.net

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