York Region

Finance Department
Information Technology Division

MEMORANDUM

TO: Finance and Administration Committee Members

FROM: Warren Marshall, Director Financial Services and Deputy Treasurer

DATE: May 30, 2011

RE: **Response to Request by Committee Concerning Disposal Process for Personal Computers**

Prior to 2006 the Region acquired PCs from InfoStream, the reseller, under a leasing contract with Hewlett-Packard Financial Services (HPFS). The contract was for an operating lease whereby HPFS owned the equipment. All leased PCs, acquired for a 3-year term, were returned by InfoStream to HPFS for sanitizing and disposal as per the leasing contract.

Beginning in 2006 the Region switched to purchasing PCs and entered into a contract with a new reseller - Compugen. The Region also decided to extend the life of the purchased PCs to a minimum of four years. This equipment is starting to come up for refresh. A small amount of purchased PCs (approx. 50-60 units) have reached maturity. As was reported to Council in Sept. 2006, the lifecycle services provided in the current contract with Compugen include removal, disk cleaning and disposal. The mature units, having little or no residual value, have been sanitized by Compugen and disposed of on the Region's behalf.

Process under the Provincial VOR Purchasing Option Approved by Council on May 19th, 2011

Moving forward with the 2011 Refresh to support the software upgrade to Windows 7 / Office 2010, the following disposal options are currently being reviewed to access which option(s) has the greatest benefit to the Region.

1. Under the VOR an option exists to have Compugen remove, wipe and dispose of mature equipment for a fee.

2. Alternatively, the Region may decide to utilize the following options outside of the VOR:

    a) Offer PCs to local Municipalities

b) Offer PCs to Greening Organizations such as, Earth Rangers, or other groups such as schools and charitable organizations

3. Additionally, if the Treasurer determines that a higher return net of disposal costs can be achieved by sale or trade-in of obsolete, damaged or surplus property, the Treasurer can dispose of such property at the highest return.

W. Marshall

Warren Marshall
Director Financial Services and Deputy Treasurer

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