



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE
Sam Adams, Mayor
Kenneth L. Rust, Chief Administrative Officer

Bureau of Technology Services
Mark Greinke
Chief Technology Officer
1120 SW Fifth Ave., Suite 450
Portland, Oregon 97204-1912
(503) 823-5198
FAX (503) 823-5194
TTY (503) 823-6868

Recycled Equipment Acceptance Agreement

January 15, 2009

Free Geek, an IRS 501(c)(3) technology hardware recycling organization, located in the City of Portland, agrees to accept decommissioned laptops, and desktop units, from the City of Portland, with the following stipulations:

- a) All hardware provided to the recipient is "as is" and may not be returned to the City of Portland. Free Geek acknowledges and understands the City makes no warranties concerning the condition or workmanship of the discarded property and accepts the property "as is". Free Geek also agrees to hold the City of Portland harmless from any claims, or actions arising from the City's discarding of the property to Free Geek, or arising from Free Geek's use, possession or ownership of the donated property.
- b) The City will remove all data and software, including operating systems, from all hard drives. Though the hard drives are wiped, Free Geek agrees to wipe the drives a second time using Free Geek's established processes.
- c) Free Geek will give, free of charge via Free Geek's Adopt A Computer and Hardware Grants programs, all refurbishable PCs and laptops received from the City of Portland, to Portland residents, with priority given to K-12 students residing in Portland, and non-profit organizations complying with the City of Portland's non-discrimination and Equal Employment Opportunity policies.
- d) Free Geek will provide reports on recipients of hardware donated by the City of Portland, to the Office of the Mayor, and the Office of Commissioner Dan Saltzman, with copies to the Bureau of Technology Services, twice annually: June 30th and December 31st.
- e) Decommissioned PCs, laptops, monitors* and other peripheral technology equipment will be picked up from the City at 1900 SW 4th on a weekly basis. Specific times will be collaboratively determined by Free Geek and the Bureau of Technology Services - Support Center. Both parties agree to provide at least 24hrs notice if rescheduling is necessary. Absent other arrangements, two or more failures to pick up, or failures to have hardware ready for pick up at the scheduled time may be grounds for terminating this agreement.
- f) All hardware received from the City of Portland which cannot be refurbished for use by Portland residents as outlined above will be disposed of in an environmentally sound manner with qualified regional recyclers and/or disposal facilities.

*Free Geek may charge its standard fee for disposal of CRT monitors

With 15 business days notice, the City of Portland and/or Free Geek may update, terminate or replace this agreement. This agreement will be reviewed for renewal annually no later than July 31st.

 1/15/09
Free Geek Community Technology Center Date


City of Portland/Technology Services Date

1/15/09
Date

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.