



Asset Recovery Services

Statement of Work

By and Between

GTS Technology Solutions
9211 Waterford Centre Blvd. Ste. 275
Austin, TX 78758

And

City of Manor

Submission Date: 04/25/2024

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PURPOSE

GTS has been requested to provide IT asset recovery services (ARS) for legacy desktop, laptops and Servers to be recycled, refurbished and/or resold. GTS will provide all requested documentation for the City of Manor to review as these services are being completed in accordance with existing contract Terms & Conditions. GTS will provide a 50/50 Net Revenue Share based on assets that have been recycled, refurbished and/or resold.

SCOPE

This section articulates the activities and services that will be considered in scope for the Contractor team during this project.

IN SCOPE

The following items are in scope during this Contract:

ASSET RECOVERY SERVICES (ARS)

Service Scope

- Transport Legacy Systems from customer site(s) to GTS Partner's warehouse in accordance with the Deployment Schedule
 - Customer has the right to waive or keep certain equipment if desired by responsible party/department.
- Provide Customer an inventory report of serialized equipment & general counts for other related peripherals collected.
- GTS will identify ARS Partner(s) and their methods/policies for hard drive destruction or asset recycling based upon components
- All hard drives are currently removed from devices and will not require certificates of destruction

DATA PRIVACY SERVICES

GTS will remove the drives' data pursuant to National Institute of Standards and Technology ("NIST") (or successor standard) SP 800-88 procedures and conduct a compliant multi-pass wipe process to ensure the complete destruction of any data from the drives. GTS will provide a copy of the Certificate of Data Destruction and a Certificate of Recycling detailing the Materials handled will be issued to the appropriate Customer administrative contacts. No data contained on these drives will be retained or copied in any manner, prior to destruction. If hard disk drive does not successfully complete after a multi-pass wipe, GTS IT Recycling Partner will undertake the physical destruction of hard disk drive (this will decrease the recovered value of the asset). The destroyed Materials will be sent to a refiner for recapturing of their intrinsic value. This will decrease the recovery value of the asset. GTS will ensure that security is not compromised during transportation of Material between CLIENT, GTS and GTS IT Recycling Partner. A certificate will be provided when a drive is destroyed or wiped.

OUT OF SCOPE

The following items are out of scope during this Contract:

- Any services not included in the In Scope section of this document

ROLES AND RESPONSIBILITIES

GTS WILL PERFORM THE FOLLOWING

- GTS will appoint a point of contact to communicate with CUSTOMER.

CUSTOMER WILL PERFORM THE FOLLOWING

- Customer will provide GTS with a list of elements needed in the report i.e. make, model, TAG number, Asset Number, etc.
- Customer will provide GTS with list of make and model of serialized assets for pickup.

APPROACH

Contractor will take the following approach to deliver this project:

- Discover
 - Confirm delivery locations
 - Determine onsite contacts
- Design
 - Create Project Plan for services
 - Assign team leads and technicians for each location
- Deliver
 - Receive equipment at GTS Partner Integration Facility
 - Process equipment for ARS
 - Provide necessary documentation & credit as detailed

REVENUE SHARE

GTS will provide a net 50/50 revenue share with Customer, after ALL costs, fees & services performed have been assessed and covered in full. Associated fees & services which occur during the ARS process may include the following items: transportation, warehousing, equipment rental, related time & materials, and 3rd party services. GTS will provide a monthly reimbursement based on that final amount to Customer by the 15th of each month. GTS will not seek reimbursement from Customer for any ARS batch that does not generate positive net revenue.

PRICING

GTS will coordinate with Customer Finance to determine reimbursement allocation and format.

APPROVAL

IN WITNESS WHEREOF, CUSTOMER and the Contractor have caused this SOW to be signed and delivered by their duly authorized representatives as of the date of last signature below (the “Effective Date”).

City of Manor	GTS
By:	By:
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

TERMS AND CONDITIONS – IN ACCORDANCE WITH DIR-CPO-4754

The terms and conditions of this SOW shall be governed by the terms and conditions set forth in DIR-CPO-4754.