ChromebookParts.com

K-12 IT ASSET DISPOSITION

ITAD PROGRAM

Standard Operating Procedure & Program Specification Document

A specialized K-12 program for maximizing component-level value recovery from retired and damaged technology assets.

PC Parts Plus, LLC dba
ChromebookParts.com

SECTION 01

Executive Overview & Strategic Value Proposition

PROGRAM OVERVIEW

PC Parts Plus, LLC (dba ChromebookParts.com) provides a specialized, K-12-focused IT Asset Disposition (ITAD) program designed specifically for school districts, educational institutions, and purchasing consortia such as REMC SAVE.

Unlike standard corporate ITAD vendors who treat retired or broken K-12 hardware as low-value e-waste and charge processing or recycling fees, ChromebookParts.com leverages its core position as an industry leader in replacement parts and repair services to maximize component-level value recovery for school districts.

Key Strategic Differentiators

The "Parts & Fleet Credit" Payout Model:

- Option A (Cash Buyback): Standard market-rate cash payout issued via Check or ACH.
- Option B (Parts & Service Store Credit + 10% Bonus): A higher-value payout option providing an additional 10% payout bonus applied directly as store credit at ChromebookParts.com. School districts turning in retired fleets receive immediate credit to purchase new devices, screens, batteries, keyboards, and repair services for their remaining active 1:1 fleet for the upcoming school year.

Component Harvesting Valuation for Damaged & Non-Working Units:

While traditional ITAD vendors charge schools fees to recycle non-functional hardware, ChromebookParts.com actually pays districts for broken or non-booting devices. These payouts depend on the device model and our current need for legacy parts to harvest working OEM internal components, including motherboards, USB-C adapters, LCDs, plastics, keyboards, and daughterboards. .

Turnkey Summer Refresh Logistics:

Pre-shipment of Gaylord boxes, pallets, and pre-printed shipping labels directly to individual school sites ahead of their scheduled collection, plus options for single-truck multi-building aggregation if needed.

Deprovisioning Concierge & MDM Support:

Step-by-step technical guidance and remote support to help district IT administrators batch deprovision devices in Google Admin Console prior to shipment.

SECTION 02

Core Operational Pillars

Pillar 1: Academic Calendar Logistics

- Summer Refresh Windows (May - August): Tailored collection schedules aligned with district school year end-of-year collection and summer hardware refreshes.
- Mid-Year & Ongoing Returns: Flexible processing for ongoing district cleanouts or mid-semester device retirements.
- Pre-Arrival Logistics Kits: Pre-shipment of packing materials including Gaylords, pallets, serialized tamper-evident lock boxes, and pre-addressed shipping labels directly to district sites prior to collection days.
- Multi-Building Aggregation: Consolidated single-truck pickup across multiple campus locations within a district to reduce labor burden on district IT staff.

Pillar 2: MDM & Google Admin Offboarding

- Deprovisioning Concierge: Technical guides and remote assistance to assist district IT teams with batch deprovisioning devices in Google Admin Console.
- Lock Status Resolution Window: Structured 15-day grace period and serial number reports to assist districts in remotely releasing accidental Google Admin, MDM, or Activation locks without penalty.

Pillar 3: Asset Triage & Valuation Matrix

Hardware is systematically categorized based on Auto Update Expiration (AUE) dates, functional state, and harvest potential:

TIER 1 | RESALE & REFURBISH

- Criteria: 3+ years of Google AUE remaining; minor cosmetic wear; fully functional.
- Destination: Whole-unit remarketing to other schools and educational channels.
- Payout: Top-tier Cash or Store Credit (+10% bonus).

TIER 2 | COMPONENT HARVEST

- Criteria: Expired or near AUE (under 3 years); damaged shell, broken screen, or non-booting board.
- Destination: Internal component harvesting for tested OEM LCDs, system boards, keyboards, trackpads, and plastics.
- Payout: Partial Cash or High-Value Parts Store Credit (+10% bonus).

TIER 3 | E-WASTE RECYCLING

- Criteria: Severely crushed, liquid-damaged, plastics, or obsolete architecture with no recoverable component value.
- Destination: ChromebookParts.com does not receive these items at our facility, but will assist in partnering with a local certified e-waste vendor for direct disposal.
- Payout / Fee: Coordinated pass-through pricing billed directly to the district member with zero mark-up.

SECTION 03

Pricing Model & Project Valuation

PER-PROJECT PRICING MODEL

ChromebookParts.com utilizes a Per-Project Pricing Model to maximize value for school districts by evaluating project-specific device lists, conditions, and market demand.

Per-Project Valuation Workflow

01

Inventory Submission

The district provides an itemized list of devices including model, quantity, estimated condition, and AUE status.

02

Custom Project Quote

ChromebookParts.com generates a customized bid outlining payout ranges (Maximum, Estimated Historical Average, and Guaranteed Minimum) along with optional Store Credit (+10% bonus) valuations.

03

Sample Benchmark Pricing

Reference quotes and historical payout tables are maintained for commonly deployed K-12 models, including:

- Lenovo 100e / 300e and 500e Series
- Acer Chromebook 311 / Spin 311 / 314 / 315 Series
- HP Chromebook 14a / 14b / Fortis and G Series.
- Dell Chromebook 3100 /3110 / 3110 touch, non touch and 2-1
- ASUS Chromebook CR / CZ Series
- Apple iPads, Macbooks and iMacs
- Other models eligible

SECTION 04

Device Grading Standards

Grade	Cosmetic Condition	Screen & Display	Functional & Hardware Health	Payout / Value Basis
Grade A (Like New)	Minimal to zero visible wear. No deep scratches, dents, or discolored plastics.	Pristine. Zero dead pixels, white spots, or visible micro-scratches when powered on.	100% fully functional. Battery health capacity 80%+ for Apple/Windows or 70%+ for Chromebooks.	100% Maximum Market Value
Grade B (Very Good)	Minor cosmetic wear. Light scuffs, small scratches, or slight shiny wear on frequent keys/touchpad.	Minor surface micro-scratches visible off-screen. Zero dead pixels or structural cracks.	100% fully functional. All ports and keys work. Battery holds solid charge (70%+).	Standard High Market Value
Grade C (Fair / Standard)	Noticeable cosmetic wear. Moderate scratches, light decal residue, small corner chips, or minor dents.	Up to 1-2 minor dead pixels or light white spots (pressure marks) allowed; fully usable display.	100% functional. Battery capacity 60%-69%, holds charge without sudden power loss.	Average Historical Value
Grade D (Poor / Parts)	Heavy aesthetic damage. Cracks in housing, missing keycaps, loose hinges, heavy denting, or deep etching.	Major scratches, dead pixel clusters, or backlighting bleed/delamination.	Partial functionality. May have broken ports/trackpad or battery requires constant AC power.	Harvest Value
Grade F (Non-Functional)	Severe physical damage, water damage marks, crushed chassis, or unbootable state.	Cracked glass, shattered LCD, or completely non-responsive display.	Does not POST/boot to OS. Board-level failures or severe component damage.	Component Harvest Value

SECTION 05

Logistics, Freight & Packaging Options

Shipping & Collection Options

SELF-SERVE PACKING (100% FREE / COMPLIMENTARY)

- ChromebookParts.com provides all required shipping and packaging supplies including heavy-duty Gaylords, boxes, pallets, bubble wrap, and pre-printed shipping labels at no cost.
- Freight or ground pickup is scheduled and paid for by ChromebookParts.com.

Chargers & Accessories Buyback

OEM ADAPTERS & CABLES

OEM USB-C and barrel chargers are bought back on a per-unit basis.

DEDUCTIONS

Deductions for missing required adapters apply only if specified in project agreements ($2.00-$10.00 depending on adapter type). No deductions apply on F-Grade units.

SECTION 06

Terms, SLA & Governance Protocols

45 DAYS	90 DAYS	30 DAYS	15 DAYS
STANDARD PROCESSING SLA	PEAK SEASON SLA	REMITTANCE TIMELINE	LOCK GRACE PERIOD

Turnaround & Audit Service Level Agreement (SLA)

SERVICE LEVEL AGREEMENT

- Standard Processing SLA: Device audit and grading completed within 45 calendar days of receipt at processing facility.
- Peak Season SLA (June - September): Turnaround time may extend up to 90 calendar days due to peak summer collection volume.
- Remittance Timeline: Payment via Check, ACH, or Store Credit (+10% bonus) issued within 30 calendar days following final audit report review and approval.

Lock Policy & Grace Period

LOCK POLICY & GRACE PERIOD

- Devices arriving locked under Google Admin are placed in Lock Status, temporarily pausing the audit SLA timeline.
- ChromebookParts.com provides serial number lists of locked units to district administrators.
- A 15-day grace period is granted to allow remote deprovisioning/unlocking prior to final payout reconciliation.

Final Deliverables & Closeout Documentation

Upon completion of processing, ChromebookParts.com provides the school district with:

1. ITEMIZED AUDIT & RECONCILIATION REPORT

Comprehensive serial-number-level breakdown of device grades, models, and payout values.

2. ANNUAL ESG & CIRCULAR ECONOMY IMPACT REPORT

Detailed summary of e-waste diverted from landfills and internal components returned to the educational repair ecosystem.