



SECURE OFFSITE RECYCLING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY, COUNTY CLERK

This NON-confidential RECYCLING Service Agreement (“Agreement”) is entered as of this 1st DAY OF JULY 2026 (“Effective Date”) by and between Absolute Data Shredding, having a place of business at 3505 N Flood Ave, Norman, Oklahoma, 73069 and Cleveland County, County Clerk having a place of business at 201 South Jones, Norman, Oklahoma 73069.

Service Provided: ADS shall provide said business with NON-confidential recycling services. ADS shall furnish 95-gal containers for office grade paper. ADS agrees to pick up this material as agreed upon. Containers and boxed paper will be picked up by identifiable ADS employee and transferred to an ADS box truck. ADS personnel will then transport the contained documents to our secure OFFSITE processing facility where all paper documents are handled professionally, baled and recycled through hydro-pulping at an Oklahoma Paper Mill.

Certificate of Recycling: A certificate of RECYCLING will be submitted to the Customer as soon as the material is picked up if Customer requires such certificate.

Obligations: The Customer agrees to maintain the containers in a covered, dry area and use them only for paper recycling; and exclusively use the professional services of ADS for the duration of this agreement. Customer will do its best to keep the containers free from contamination. Customer assumes all responsibilities for the replacement cost of each said container if said collection container(s) become damaged either by abuse, neglect or any act of God.

Duration of Agreement: This agreement will be in effect for **ONE (1) year (July 1st, 2026 - June 30th, 2027)** – Agreement may be renewed annually upon agreement of the parties.

Pricing Structure: ADS will invoice Customer at the beginning of the month following the month service was provided in.

Price is based on: TWO (2) 95-gal Carts @ \$20.00 per Cart, per service

Fuel & Environmental is 5% of invoice total.

Service Frequency: Once every two (2) weeks

Terms: Net 30 days.

Non-Disclosure Clause: ADS will keep all information provided by Customer for the purpose of destruction or recycling strictly confidential. Our truck fleet is always locked when not attended. All employees of ADS undergo background checks & drug screenings before having access to any material received from customer. Under no circumstances shall ADS disclose protected information provided by Customer.

Breach Notification: ADS agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of ADS's security obligations, ADS agrees to notify Customer by telephone and e-mail of such an event immediately of discovery.

Damage to Pavement: Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

Changes: This agreement may not be modified, waived or amended unless agreed to in writing by the parties hereto.

Agreement Executed on this date: July 1st, 2026

Absolute Data Shredding:

Cleveland County, County Clerk

Brian Reid

Pam Howeltt

Signature: _____

Signature: _____

Title: Sales Executive

Title: Cleveland County Clerk

Approved Discussion and possible action regarding **Absolute Data Shredding** for pickup service every (2) weeks of (2)-95 gallon carts at \$20.00 per cart per service, and fuel and environmental fee at 5% of total invoice. Contract date of 7/1/26 through 6/30/27.

_____, 2026

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

By: _____
ADA

Agenda Item: _____ Contract / Renewal _____
Name of Person Submitting Request: _____ Pam Howlett, Cleveland County Clerk _____
Address: _____ 201 S. Jones Ste 210 _____
Phone: _____ 405-366-0240 _____
Date Requested: _____ 4/20/2026 _____

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Discussion, Consideration, and/or Action to approve the Standard Service Contract for the following:
 Service Agreement between Cleveland County Clerk's Office and Absolute Date Shredding for pickup service
 every 2 weeks of (2) - 95 gallon carts at \$20.00 per cart per service, and fuel and environmental fee at 5%
 of total invoice. Period 7/1/26 - 6/30/27

Internal Use Only

Received By: _____
Acknowledge: _____ (Chairman) **Date Assigned:** _____
 _____ (Member) **Applicant Notified:** _____
 _____ (Member) **Routine (Consent) Item:** _____

Other Parties Notified: _____

