

AGENDA REQUEST FORM

Agenda Item: 2026-2027 Contract Agreement between Cleveland Co. OSU Extension Office and Absolute Data Shredding (ADS)

Name of Person Submitting Request: Brenda Medlock

Address: Cleveland County OSU Extension, 631 E. Robinson St. Norman.

Phone: (405) 321-4774

Date Requested: June 2, 2026

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

Data Shredding agreement between the Cleveland County OSU Extension Service and Absolute Data Shredding (ADS) for Non-Secure recycling, certificated recycling for all papers for (1) 95-gal Cart at \$50 per cart. Contract effective from July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

_____ (Member)

_____ (Member)

Date Assigned: _____

Applicant Notified: _____

Routine (Consent) Item: _____

Other Parties Notified: _____



SECURE OFFSITE RECYCLING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY OSU EXTENSION

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 OSU EXTENSION having a place of business at 631 E. Robinson Street, Norman, Oklahoma 73071.

Service Provided: ADS shall provide said business with NON-secure RECYCLING services. ADS shall furnish 95-gal. containers for office grade paper. ADS agrees to pick up this material as agreed upon. Containers will be picked up by identifiable ADS employee and transferred to a decaled 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 a 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 collection; and exclusively use the professional recycling 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 by abuse or neglect.

Duration of Agreement: This agreement will be in effect for ONE (1) year (July 1st, 2026 – June 30th, 2027), subject to termination at any time by Customer upon 30 days written notice to ADS, subject to termination by ADS with 30-day written notice to Customer. Agreement may be renewed annually upon agreement of the parties.

Pricing Structure: ADS will invoice Customer at the beginning of the month following the services invoiced for.

Price is based on: ONE (1) 95-gal Cart @ \$50.00 per Cart

Fuel & Environmental fees waived

Service Frequency: Once every four (4) weeks

Terms: Net 30 days.

Non-Disclosure Clause: ADS will keep all information provided by Customer for the purpose of destruction and/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 customers. 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.

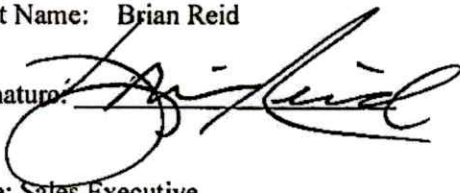
Damage to Pavement: Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

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:

Print Name: Brian Reid

Signature: 

Title: Sales Executive

CLEVELAND COUNTY OSU EXTENSION

Print Name: Brenda Medlock

Signature: Brenda Medlock

Title: Extension Educator FCS/44/CED