

## **AGENDA REQUEST FORM**

**Agenda Item:** To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for the Norman and Moore offices.

**Name of Person Submitting Request:** Melody Bays, Regional Director

**Address:** Cleveland County Health Department  
250 12<sup>th</sup> Ave. NE  
Norman, OK 73071

**Phone:** (405) 579-2214

**Date Requested:** 06-24-2026

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

To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for the Norman and Moore offices.

The charge for Norman and Moore is \$18.75 per secure consoles (8 total) and \$40.00 per secure poly cart (3 total), plus 10% for Fuel & Environmental Fee every 4 weeks. Special Purges - Quote Upon Request. Service will be every four weeks for Norman and Moore.

This agreement is for one year beginning July 1, 2026 to June 30, 2027

### **Internal Use Only**

Received by: \_\_\_\_\_

Acknowledge: \_\_\_\_\_ (Chairman)

Date Assigned: \_\_\_\_\_

\_\_\_\_\_ (Member)

Applicant Notified: \_\_\_\_\_

\_\_\_\_\_ (Member)

Routine (Consent) Item: \_\_\_\_\_

Other Parties Notified: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**ONSITE SHREDDING**  
**Service Agreement**  
**Between**  
**Absolute Data Shredding (ADS)**  
**And CLEVELAND COUNTY HEALTH**

This confidential Document Destruction Service Agreement ("Agreement") is entered as of this 1<sup>ST</sup> 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 Health having a place of business at 250 12<sup>th</sup> Avenue SE, Norman, Oklahoma 73071 (Corporate Location).

**Service Provided:** ADS shall provide said business with secure document destruction. ADS shall furnish locked containers for office grade paper. ADS agrees to pick up this material. Containers and boxed paper will be picked up by identifiable ADS employees and transferred to a roll cart. ADS personnel will then take the cart to our mobile shredding unit on Customer's property and shred material while customer representative observes the shredding process. The paper documents will be shredded and then transported to the ADS facility, where it will be baled and recycled at an Oklahoma Paper Mill.

**Certificate of Destruction:** A certificate of destruction will be submitted to the Customer as soon as the material is destroyed.

**Obligations:** The Customer agrees to maintain the locked containers in a covered, dry area and use them only for paper destruction; and exclusively use the professional shredding services of ADS for the duration of this agreement. Customer will do their 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**. At the end of the agreement, if Customer wishes to discontinue service, Customer shall allow ADS employee(s) access to retrieve all delivered containers from Customer.

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

**Price is based on: EIGHT (8) Executive Shred Consoles @ \$18.75 per container, per service  
THREE (3) 95-gal Secure Carts @ \$40.00 per cart, per service**

**Service locations: Norman – Five (5) consoles & two (2) Secure Carts**

**Moore – Three (3) Consoles & One (1) Secure Cart**

**Special purges upon request**

**Fuel & Environmental is 10% of invoice total.**

**Service Frequency: Once every four (4) weeks – additional service available by request**

**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 mobile unit is always locked when not attended. ADS has an automated system which includes a no-touch, no-see policy for all paper shredded. 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.

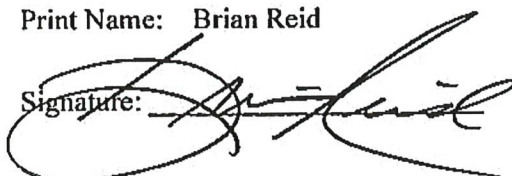
**Damage to Pavement:** Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

**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 1<sup>st</sup>, 2026

**Absolute Data Shredding:**

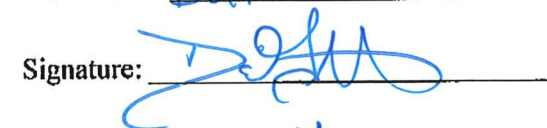
Print Name: Brian Reid

Signature: 

Title: Major Account Representative

**Cleveland County Health**

Print Name: Daniel Thatcher

Signature: 

Title: Business Manager