



**ONSITE SHREDDING**  
**Service Agreement**  
**Between**  
**Absolute Data Shredding (ADS)**  
**And CLEVELAND COUNTY SHERIFF'S OFFICE**

This 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 SHERIFF'S OFFICE AND DETENTION CENTER having a place of business at 111 North Peters, 6<sup>th</sup> Floor, Norman, Oklahoma 73069.

**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 employee 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 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. 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 shall commence upon the date of execution and terminate on June 30<sup>th</sup>, 2027. Subsequent renewals of this agreement may be made on a fiscal year basis only upon the agreement of both parties. 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.

File # 26-1545

**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) Executive Shred Consoles @ 2600 West Franklin Road, Norman, OK. 73069 (Office)...\$40.00 per service (\$25 / \$15). Additional consoles @ \$10.00 each, per service.

Two (2) Executive Shred Consoles @ 2550 W. Franklin Road (Detention Center)...\$50.00 per service (\$25 each). Additional consoles @ \$10.00 per console, per service upon request.

**\*\* Fuel & Environmental is 5% of invoice total.**

**\*\* Service Frequency: Once every two (2) weeks at the Sheriff's office**

**Once every week at the Detention Center**

**\*\* Terms: Net 15 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 1ST, 2026

**Absolute Data Shredding:**

Print Name: Brian Reid

Signature: \_\_\_\_\_

Title: Sales Executive

**Cleveland County Sheriff's Office**

Print Name: Michael Finley

Signature: 

Title: Acting Sheriff

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

Approved by the Board of County Commissioners:

By: \_\_\_\_\_  
Chairman

By: \_\_\_\_\_  
Vice-Chairman

By: \_\_\_\_\_  
Member

Attest: \_\_\_\_\_

By: \_\_\_\_\_  
Deputy

If applicable

ADA \_\_\_\_\_