

## **AGENDA REQUEST FORM**

Agenda Item: Contract Renewal

Name of Person Submitting Request: Kelly Butts

Department: Cleveland County District Attorney's Office

Phone: (405) 573-1342

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

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 Agreement between Cleveland County District Attorney and

Absolute Data Shredding for (3) 95 Gallon Carts with Service Every (2) Weeks

(2) Recycle Carts @ \$20.00 per Cart / per Service

(1) Document Destruction Cart @ \$50.00 per Cart / per Service

Effective July 1, 2026 to June 30, 2027

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Internal Use Only**

Received By: \_\_\_\_\_

Acknowledge: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

CLEVELAND COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

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CONTRACT made as of the 1st day of July 20 26

Between the **COUNTY**: The Board of County Commissioners of the  
County of Cleveland  
201 S Jones  
Norman Oklahoma 73069

on behalf of: District 21 District Attorney's Office  
Contact Person: Kelly Butts  
Telephone Number: 405-573-1342

and the **VENDOR**: Absolute Data Shredding  
Address: PO Box 1768  
Norman OK 73070

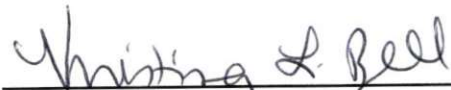
Contact Person: Brian Reid  
Telephone Number: 405-321-7226

For the following maintenance or services: Account # CCDA

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This Contract is          or   x    
New Renewal

This contract has been examined and approved as to the legality by the District Attorney, Cleveland County.

  
Assistant District Attorney

05-14-26  
Date

**THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW**

Standard contract consisting of 3 pages with  
         attachments

ARTICLE 1  
MAINTENANCE / SERVICES

The Vendor shall supply the following maintenance / services as required by the Contract and Bid Specifications: (describe item/s and serial number/s to be maintained)

ARTICLE 2  
INSURANCE / LIABILITY

The Vendor agrees to maintain liability and Workers' Compensation insurance to cover the acts of Vendor and his employees or agents regarding any services rendered pursuant to this contract. Such liability and Workers' Compensation insurance shall be sufficient in coverage and policy limitations to cover all claims arising under the Oklahoma Governmental Tort Claims Act. The Vendor agrees to indemnify and hold harmless the County for any negligent acts of Vendor in the performance of this Contract.

ARTICLE 3  
TERM OF CONTRACT AND RENEWAL

This contract shall commence on [July 1, 2026](#) and shall terminate on [June 30, 2027](#).  
The contract is renewable for an additional fiscal year upon approval of both parties.

Unless terminated earlier, this Contract will automatically terminate at the end of the current fiscal year (June 30) pursuant to Article 10, Section 26 of the Oklahoma Constitution.

It is agreed that the County may terminate this contract at any time before the end of the fiscal year for any reason after giving the Vendor a 30 day written notice of termination. It is further agreed that the County may terminate this Contract immediately if the Vendor fails to provide services in accordance with this Contract or in any way that breaches any of the provisions of the Contract.

ARTICLE 4  
CONTRACT AMOUNT

The County shall pay the Vendor for the maintenance / services of this equipment as follows:  
(3) 95 Gallon Carts

(2) for Recycling @ \$20.00 per cart, per service

(1) for Document Destruction @ \$50.00 per cart, per service (ON-Call) \* Once per month

Service Frequency: Once every two (2) weeks

ARTICLE 5  
MISCELLANEOUS PROVISIONS

ARTICLE 6  
BLANKET PURCHASE ORDER

This contract is null and void unless the amount of the contract has been encumbered by the Cleveland County Clerk. Upon approval of this contract a Purchase Order Number will be issued by the Cleveland County Clerk as set out below.

ARTICLE 7  
LEGAL AUTHORITY

It is expressly understood that the County is a subdivision of the State of Oklahoma and consequently may only contract pursuant to the procedures and with limitations provided by Oklahoma Law, including the County Purchasing Act, 19 O.S.A Section 1500 et. Seq. 19 O.S.A. Section 1 and 62 O.S.A., Section 430.1

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
CLEVELAND COUNTY, OKLAHOMA

Chairman \_\_\_\_\_

Approved by County Dept.:

Department Head



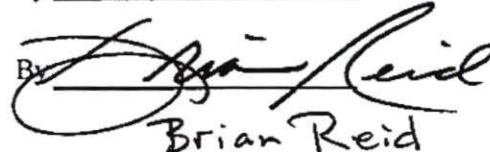
ATTEST:

\_\_\_\_\_  
County Clerk

VENDOR:

Absolute Data Shredding

By

  
Brian Reid

Attest or Notary: \_\_\_\_\_