



SECURE OFFSITE RECYCLING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY ELECTION BOARD

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 ELECTION BOARD having a place of business at 641 EAST ROBINSON, Suite 200, 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 employees 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 container if said collection container(s) become damaged by abuse, 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: SIX (6) 95-GAL. Carts \$35.00 per container, per service

Fuel & Environmental fees waived

Service Frequency: ON-CALL (3-day notice)

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: June 10th, 2026

Absolute Data Shredding:

CLEVELAND COUNTY ELECTION BOARD

Print Name: Brian Reid

Print Name: _____

Signature: _____

Signature: _____

Title: Sales Executive

Title: _____