

Statement of Work
Hard drive shredding on Site at Williamson County

This Statement of Work ("SOW"), effective as June, 2019 ("SOW Effective Date"), is between Office Depot, Inc. ("Office Depot") and Williamson County ("Williamson County" or "Client"). Office Depot referenced pricing in conjunction with National IPA / Region 4 ESC program – Technology & Interactive Whiteboards #R160204 Contract.

Office Depot Contact: Chris Sales
Telephone Number: 469-309-7036
E-mail Address: Christopher.sales@officedepot.com

1. **Overview-** Guardian Data Destruction has been engaged by CompuCom, a wholly-owned subsidiary of Office Depot, to provide onsite shredding of 833 hard drives and 1 disposal of a VHS tape at the following Williamson County location: 301 SE Inner Loop, Suite 105, Georgetown TX 78626.

2. **Guardian Data Destruction Services and Deliverables**

- ☐ Onsite HDD shredding (833 quantity)
- ☐ Serial # only captured
- ☐ Certificate of destruction for all HD's to confirm all data was destroyed, see Attachment A, Certificate of Data Destruction
- ☐ Guardian Data Destruction shall perform the onsite shredding during the hours of 8:00am through 5:00pm local time.

3. **Resource Team**

Guardian Data Destruction

Project Manager:	<u>David Wasserman</u>	Service/Eng. Manager:	_____
Telephone Number:	<u>718-609-1685 x 209</u>	Telephone Number:	_____
E-mail Address:	<u>dwasserman@guardiandd.com</u>	E-mail Address:	_____
Fax Number:	_____	Fax Number:	_____

CompuCom/Office Depot

Business Manager:	<u>Chris Sales</u>	Service/Eng. Manager:	_____
Telephone Number:	<u>469-309-7036</u>	Telephone Number:	_____
E-mail Address:	<u>Christopher.Sales@officedepot.com</u>	E-mail Address:	_____
Fax Number:	_____	Fax Number:	_____

4. **Invoicing**

Office Depot will provide invoices and documentation to Williamson County at the address indicated below:

Accounts Payable Contact:	<u>Accounts Payable</u>
Telephone Number:	<u>512-943-1100</u>
Address:	<u>710 Main St., Georgetown, TX 78626</u>
Email:	_____
Purchase Order Number:	<u>171295</u>

5. **Pricing/Fees**

Qty. 1 VHS tape @ \$2.00 a piece
Qty. 833 hard drives @ \$6.00 per hard drive

Total Price to Williamson County: Williamson County will be charged for actual number of units signed off on and shredded.

6. Guardian Data shall provide CompuCom and Williamson County with the name of the Guardian Data Destruction Personnel ("Personnel") who will be onsite at the Williamson County Facility.
7. The services provided hereunder shall be governed by the terms and conditions located at www.business.officedepot.com, which are incorporated by reference.
8. Any changes to the scope of Services shall be requested and approved via a Project Change Request

This Statement of Work shall be considered fully executed and binding when authorized representatives of both Parties have signed and dated below.

Agreed by:

Williamson County

By:

Bill Gravell Jr.

Name:

Bill Gravell Jr.

Title:

Williamson Co Judge

Date:

7/9/19

Office Depot, Inc.

By:

Beth Gray

Name:

Beth Gray

Title:

Vice President

Date:

6/17/19



Attachment A Certificate of Data Destruction

Client Name: <CLIENT LEGAL NAME>

Client PO #: [CLIENT_PO]

Client Reference #: [CLIENT_REF_NO]

Receipt Date: [CLIENT_REC_DATE]

Job #: [CLIENT_JOB]

Address: [CLIENT_ADDRESS1]

Settlement Date: [CLIENT_SETTLE_DATE]

Certificate of Data Destruction and Recycling

This Letter of Certification is provided to <insert Client Legal Name>, (the "Customer") to certify the destruction or the erasure of data and/or information from Media and/or the destruction or recycling of Materials in connection with the Job # listed above and is delivered in connection with and is otherwise subject in all respects to the terms and conditions of the master agreement entered into between us (the "Agreement") governing, among other things, the provision of Services described in this Certificate. In the event of any conflict between such Agreement and this Certificate, the Agreement shall control. 1. DATA ERASURE AND SOFTWARE DESTRUCTION CompuCom Systems, Inc. ("Provider") acknowledges receipt of the Material listed on the Job # above including any data storage media present in the Material including, but not limited to, hard drives and flash memory ("Media"). Provider certifies that it has done the following: (a) for all functional Media, erased the Media according to Department of Defense 5220.22M standards using at least a three pass data overwrite or such other process specified in the Agreement so that all information and data on the Media is completely unrecoverable or, (b) has destroyed any Media, where the erasure in clause (a) above is not possible, making it impossible to recover any information or data from the Media. 2. MATERIAL DESTRUCTION AND RECYCLING Provider certifies that all Material listed on the above Job # and marked for destruction and/or recycling has been destroyed, recycled, or otherwise disposed of in accordance with the Agreement and all applicable federal, state and local laws and regulations.

set forth in Section 3.1.1. in the Agreement.