

## EXHIBIT "A"

### CONTRACTOR RESPONSIBILITIES

Contract shall provide Shredding Services, as requested by various County departments at various locations. Such Shredding Services may be on a scheduled or on-demand basis and shall include all labor, tools, containers, equipment, transportation, and incidentals needed to provide services as requested.

Contractor shall be responsible for providing security of document by setting safeguards, testing effectiveness, and continually refining them by to get stronger by abiding to strict industry standards for safeguarding information and ensuring data privacy.

Contractor shall ensure that each location is provided with the containers necessary for their needs. Service shall be on a weekly, biweekly, or monthly as designated by service location. Containers shall be equipped with a locking mechanism to ensure security is not compromised. Containers have the capability to shredding the following material: clean paper, any color and any size, blueprints, newspapers, magazines, brochures, mail, including window envelopes, photographs, and file folders, any color.

Security is of the utmost importance. Contractor shall abide by NAID standards, ensuring that Chain-of-Command and approved workflow is properly followed. Containers will be subsequently processed and contents destroyed to a non-recoverable form using propriety procedures and commercial-grade shredding equipment. Following destruction, all non-recoverable by-product materials shall be recycled and contractor shall provide County of Ventura with a Certificate of Destruction for all materials destroyed.

Contractor will provide the County of Ventura with on-site shredding and destruction services for materials disposed of in contractor's containers. Contractor will design their on-site shredding services for witnessed destruction of confidential and sensitive materials by having employees escort the locked containers to their mobile shredding vehicle. Contractor will process and permanently destroy all materials to a non-recoverable form and provide a Certificate of Destruction.

### COMPENSATION SCHEDULE – PRICING MODEL

#### Off-Site Security Shredding Services:

Consoles - \$3.50  
65-Gallon Containers - \$5.50  
Per Box - \$3.00 (1.2 CF Box)  
Mini-Console - \$3.50  
32-Gallon Containers - \$3.50  
95-Gallon Containers - \$7.00

#### On-Site Secure Shredding Services;

Consoles - \$5.50  
65-Gallon Containers - \$7.50  
Per Box - \$5.00 (1.2 CF Box)  
Mini-Console - \$5.50

32-Gallon Containers - \$5.50

95-Gallon Containers - \$9.00

On-Demand Medical Destruction:

65 Gallon On-Call Medical Destruction - \$50.00/Container

Payment terms are typically Net 30 Days, in arrears for services rendered.

## EXHIBIT B

### CONTRACTOR'S ADDITIONAL STANDARD TERMS AND CONDITIONS

#### FOR SHRED SERVICES

1. Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument or signature reasonably believed by Iron Mountain to be genuine, and may assume that any employee of Customer or Customer affiliates or subsidiaries giving any written notice, request or instruction has the authority to do so.
2. Hazardous Materials. Customer shall not deposit into secure containers nor deliver to Iron Mountain any material considered toxic or dangerous or which is regulated under any federal or state law or regulation relating to hazardous materials. Customer's premises where Iron Mountain employees perform services or make deliveries hereunder shall be free of hazardous substances and hazardous or dangerous conditions. Customer warrants that it shall only place paper-based materials in the Secure Consoles or 65-gallon bins together, (the "Shredding Bins"). For the avoidance of doubt, if any small paperclips, staples, or binder clips are attached to such paper based materials, they may also be deposited in the Shredding Bins. Customer shall reimburse Iron Mountain for damage to equipment or injury to personnel resulting from Customer's breach of this provision.
3. RESERVED