This document is an exhibit to the Contract and is deemed to be attached to and incorporated within the Contract by reference. All previously executed sub-agreements shall be attached to and incorporated within the Contract by reference.

Any inconsistency, conflict, or ambiguity between this exhibit and the Contract shall be resolved by giving precedence and effect to the Contract.

***Document Purpose:*** *This document is identified as the template referenced in Exhibit E, as the sub-agreement template is to be utilized for adding additional scope of work during the contract period and shall provide a template that shall be completed by the Agency for the purpose of formality and confirmation of the expectations for the agency site location scope of work. The final version of this document shall be approved by the Agency, the Contractor, and the State, as part of this contract.*

This Sub-agreement Scope of Work (“this SOW”), entered into by and between the Agency Name (the “State Agency”) and SHREDDING AND STORAGE UNLIMITED, LLC. (the “Contractor”), and reviewed for approval by Indiana Department of Administration on behalf of All State Agencies (the “State”), in consideration of those mutual undertakings and covenants, the parties agree as follows:

**Agency Department(s):**

**Facility Name and Address:**

**Agency Site Designee Contact Information:**

**Agency Billing Information:**

**Facility Hours of Operation:**

**Holidays Observed Not Requiring Shredding Services:**

Standard State Holiday Schedule

**Description of Facility:**

**Scope of Work:**

**(*Please insert all tasks into a table below, with a separate table for each area)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Frequency** | **Bins** | **Site Designee** |
|  |  |  |  |
|  |  |  |  |

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**Non-Collusion and Acceptance**

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member, or officer of the Contractor.  Further, to the undersigned’s knowledge, neither the undersigned nor any other member, employee, representative, agent, or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.

**In Witness Whereof,** Contractor and the State have, through their duly authorized representatives, entered into this Sub-agreement Scope of Work, as represented from the Master Services Agreement for **QPA #81295.** The parties, having read and understood the foregoing terms of this agreement, do by their respective signatures dated below hereby agree to the requirements thereof.

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Scope of Work by electronically submitting this Scope of Work to the State of Indiana. I understand that my signing and submitting this Scope of Work in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Scope of Work and this affirmation. I understand and agree that by electronically signing and submitting this Scope of Work in this fashion I am affirming to the truth of the information contained therein. I understand that this Scope of Work will not become binding on the State until it has been signed by the agency designee and the IDOA Vendor Contract Manager.

**Shredding and Storage Unlimited, LLC. State of Indiana Agency:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature: Signature:

Printed Name: Printed Name:

Title: Title:

Date: Date:

**Indiana Department of Administration**

IDOA Contract Manager

Date: