



State of South Carolina

Change Order #1

Contract Number	4400006812
Procurement Officer	Donna J. Potts, CPPB
Phone	803-896-6389
E-Mail Address	dpotts@mmo.sc.gov
Address	1201 Main Street Suite 600 Columbia, SC 29201

DESCRIPTION: Records Shredding / Destruction

USING GOVERNMENTAL UNIT: Statewide Term Contract

CONTRACTOR'S NAME AND ADDRESS: Shred With Us
121 Shumpert Road
West Columbia, SC 29172

TYPE OF CHANGE:

- Change to Contract Scope of Work
- Change to Contract Pricing Pursuant to Existing Contract Clause.
Clause Name _____, Clause No. _____
- Administrative Change to Contract (such as changes in paying office, name of Agency Contract Administrator, etc.)
- Other Change

IMPORTANT NOTICE:

- Change Order: Contractor is required to sign this document and return 2 copies to the procurement officer named above by the following date: November 18, 2013.
- Contract Modification: Contractor is required to acknowledge receipt of this document in writing by the following date: _____. Contractor does not indicate agreement with change simply by acknowledging receipt.

DESCRIPTION OF CHANGE / MODIFICATION:

Addition of Keys for security consoles at a cost of seven (\$7.00) dollars per key. Cost is a delivered price.

Except as provided herein, all terms and conditions of the Contract referenced above remain unchanged and in full force and effect.

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE THIS CHANGE ORDER ON BEHALF OF CONTRACTOR:

By: Erica Harville
(authorized signature)

Erica Harville
(printed name of person signing above)

Its: V. President
(title of person signing above)

Date: 11-11-13

SIGNATURE OF PERSON AUTHORIZED TO EXECUTE / ISSUE THIS CHANGE ORDER / CONTRACT MODIFICATION ON BEHALF OF USING GOVERNMENTAL ENTITY:

By: Donna J Potts
(authorized signature)

Donna J Potts
(printed name of person signing above)

Its: Procurement Manager
(title of person signing above)

Date: November 18, 2013