

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE 2-1-2010 AGENDA

(THE DEADLINE IS ONE WEEK PRIOR TO THE DATE THE AGENDA IS TO BE POSTED)

DEPARTMENT: COUNTY CLERKS OFFICE REQUESTED BY Carolynn Caudill

REQUISITION NO: 11004567

NAME OF FUNDS: County Clerk Record Management & Preservation

FUND NUMBERS: 1152-1700-54157-2010

PLEASE INITIAL IF PRIVACY/PROTECTED INFORMATION EXISTS: YES N/A

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT:

AGENDA ITEM READS AS FOLLOWS: Standard Maintenance Contract with Business Imaging Systems, Inc.
On two (2) Fujitsu Scanners serial # 00246,00280 and one(1) Fujitsu Scanner serial # 1474. Thank You
Linda Birdsong ext. 1526.

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER

PURCHASING AGENT

Please initial if privacy/security protected information exist

DISTRICT ATTORNEY – PRIVACY/SECURITY PROTECTED INFORMATION: YES N/A

COUNTY CLERK – PRIVACY/PROTECTED INFORMATION: YES N/A

**(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM
SUBMITTED AFTER THE DEADLINE)**

DATE OF REQUEST: _____ APPROVED BY: _____

CHAIRMAN

PENDING APPROVAL

OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1st day of February, 2010

BETWEEN the COUNTY: The Board of County Commissioners of the
County of Oklahoma
320 Robert S. Kerr, Rm. 101
Oklahoma City, Oklahoma 73102

on behalf of: COUNTY CLERK (County Dept.)
Contact Person: LINDA BIRDSONG
Telephone Number: (405) 713-1526

and the **VENDOR:** Business Imaging Systems, Inc.
13900 N. Harvey Av.
Edmond, Oklahoma 73103
John Bailey
Telephone Number: 405-507-7000

Two Fujitsu 4860 C Scanners and one Fujitsu 6770 Scanner.

This Contract is a Renewal _____, New XXXX Contract.
This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.

Assistant District Attorney _____ Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 3 pages
with 3 page of attachments

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ARTICLE 1

MAINTENANCE/SERVICES

The Vendor shall supply the following maintenance/services as required by the Contract and Bid Specifications: (describe item/s and serial numbers/s to be maintained)

Two Fujitsu 4860 C, Serial numbers 00246,00280. One Fujitsu 6770 Serial number 1474.

ARTICLE 2

INSURANCE / LIABILITY

The Vendor agrees to maintain liability and Workers' Compensation insurance to cover the acts of Vendor and his employees or agents regarding any services rendered pursuant to this contract. Such liability and Workers' Compensation insurance shall be sufficient in coverage and policy limitations to cover all claims arising under the Oklahoma Governmental Tort Claims Act. The Vendor agrees to indemnify and hold harmless the County for any negligent acts of Vendor in the performance of this Contract.

ARTICLE 3

TERM OF CONTRACT AND RENEWAL

This contract shall commence on February 1, 2010 and shall terminate on June 30, 2010. The contract is renewable for an additional fiscal year upon approval of both parties.

Unless terminated earlier, this Contract will automatically terminate at the end of the current fiscal year (June 30) pursuant to Article 10, Section 26 of the Oklahoma Constitution.

It is agreed that the County may terminate this contract at any time before the end of the fiscal year for any reason after giving the Vendor a 30 day written notice of termination. It is further agreed the County may terminate this Contract immediately if the Vendor fails to provide services in accordance with this contract or in any way breaches any of the provisions of the Contract.

ARTICLE 4

CONTRACT AMOUNT

The County shall pay the Vendor for the maintenance/services of this equipment as follows:

Two Fujitsu 4860C Scanners at \$583.00 each and One Fujitsu 6770 and \$520.00.
Total One thousand six hundred eighty six and no/100

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ARTICLE 5 MISCELLANEOUS PROVISIONS

ARTICLE 6 BLANKET PURCHASE ORDER

This contract is null and void unless the amount of the contract has been encumbered by the Oklahoma County Clerk. Upon approval of this contract a Blanket Purchase Order Number will be issued by Oklahoma County as set out below.

ARTICLE 7 LEGAL AUTHORITY

It is expressly understood that the County is a subdivision of the State of Oklahoma and consequently may only contract pursuant to the procedures and with limitations provided by Oklahoma Law, including the County Purchasing Act, 19 O.S.A. Section 1500 et. seq., 19 O.S.A. Section 1 and 62 O.S.A., Section 430.1.

APPROVED this 1st day of February, 2010

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

*Frank W. Wisha, Chief Deputy
for Carolyn Caudill*

ATTEST

Business Imaging Systems, Inc.

By:

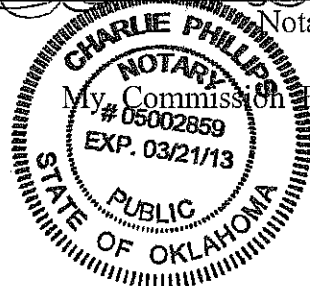
[Signature]
Notary

Carolynn Caudill, County Clerk

Requisition #

11004657

Blanket Purchase Order #



05002859

Business Imaging Systems Inc.

HARDWARE MAINTENANCE AGREEMENT (No. 00007420)

The parties of this System Maintenance Agreement ("Agreement") are Business Imaging Systems, Inc. ("BIS"), an Oklahoma corporation, and the party identified on the signature block ("Licensee"), both having principal places of business at the addresses specified in the signature block of this Agreement.

WHEREAS the Parties now desire to enter into an agreement for the Maintenance of the Hardware and Peripherals provided in the attached Exhibit "B".

NOW THEREFORE, in consideration of these premises and the mutual covenants and conditions contained herein BIS and Licensee agree to the following

1. AGREEMENT

BIS will provide Maintenance for the Hardware contained in Exhibit "B" and Licensee shall accept and pay for such services, pursuant to the terms and conditions herein provided.

2. TERM

For the annual charge indicated below, Business Imaging Systems agrees to service for one year, from the starting date, the equipment listed in Exhibit "B". This agreement will renew automatically unless terminated by thirty days written notice by either party.

3. TERMS AND CONDITIONS

Service calls will be performed during normal working hours (8:00 a.m. to 5:00 p.m.), Monday through Friday unless agreed otherwise in writing. Service required at other times will be charged at normal overtime rates.

This agreement covers labor and parts except those excluded below. It will not cover either if service is required due to damage caused by electrical failure, fire, water, abuse, accident, negligence, misuse, equipment alterations or tampering by unauthorized personnel. All parts are furnished on an exchange basis.

Damage caused by the use of unauthorized supplies, i.e. *refilled toner cartridges*, will not be covered and at our discretion may result in the cancellation of this agreement.

Preventative maintenance will be performed at a frequency necessary to keep equipment in good operating condition.

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All consumable parts and supplies, glass items, bulbs, toner, cartridges, drums, die drums (for rotary filmers), rubber rollers, and cleaning webs are excluded.

For services rendered outside this Agreement, Licensee agrees to pay BIS an hourly rate of \$185.00 plus parts.

4. EXHIBITS

EXHIBIT "A"

The parties have executed duplicate originals of this Agreement by their duly authorized representatives.

LICENSEE:

**Oklahoma County Clerk
320 Robert S. Kerr - Room 105
Oklahoma City, OK 73012
Linda Birdsong
(405) 713-1526**

(Signature)

Title

(Date)

**BUSINESS IMAGING SYSTEMS, INC.
13900 N. Harvey Avenue
Edmond, OK 73103
Help Desk (405) 507-7006 or (888) 408-5668
Fax (405) 848-1152**

(Signature)

Service Manager

Title

1/26/2010

(Date)

Requisition: 11004567
Requisition Type: Purchase Requisition
Creation Date: 27-JAN-10
Description: NOC Blanket
Note To Approver:
Notes:

Preparer: Birdsong, Linda
Approver: Ellis, Becky A
Currency: USD

Line	Line Type	Item	Rev Category	Description	Unit Quantity/Amount	Unit Price	Line Amount
1	Blanket	Birdsong, Linda	01-FEB-10	SERVICE EQUIP Maintenance on (2) Fujitsu Scanners Model # 4860C Serial #'s 00246,00280 and (1) Fujitsu 6770 serial # 1474 11004567 - BUSINESS IMAGING SYSTEMS INCORPORATED - REMITT2 -	Each	1,686.00	1,686.00

Distributions: 1686 Allocated To Account: 1152.1700.54157.2010.00000.00000.0000

Justification:
Note To Approver:
Notes:

Total: 1,686.00

Previous Approvals:

Sequence Date	Approver	Action	Note
0 27-JAN-10	Birdsong, Linda	Reserve	
1 27-JAN-10	Birdsong, Linda	Submit	Linda's Report
2 27-JAN-10	Birdsong, Linda	Forward	

Approval Action (Circle One):

Approve Forward Reject

Forward To: _____

Note: _____

Signature: _____

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OKLAHOMA COUNTY

Printed Requisitions Report

Report Date: 27-JAN-2010 07:49

Report Parameters

Requisition Numbers From : 11004567
To : 11004567

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REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: January 27, 2010

COUNTY DEPARTMENT MAKING REQUEST: County Clerks Office
STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: STANDARD MAINTENANCE CONTRACT. Please review Standard Maintenance Contract with Business Imaging Systems. For two (2) Fujitsu 4860 C Scanners and one (1) Fujitsu 6770 Scanner. Thank You Linda Birdsong.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

Carolynn Caudill, County Clerk

[Handwritten Signature]
COUNTY OFFICER
for Carolynn Caudill

.....
DATE RECEIVED BY DISTRICT ATTORNEY: _____

REPLY BY DISTRICT ATTORNEY: _____

DAVID PRATER
DISTRICT ATTORNEY

By: _____