

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE 3-31-2010 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: 11005791 (Standard Purchase Order)

NAME OF FUNDS: County Clerk Record Management & Preservation

FUND NUMBERS: 1152-1700-54455-2010

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

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT:

AGENDA ITEM READS AS FOLLOWS:

Discussion and possible action to approve a Standard Maintenance/Lease Contract between Underground Vault & Storage in Oklahoma City and the Oklahoma County Board of Commissioners on behalf of the County Clerk to store 5,000 boxes of books at 1.0 cubic feet each at \$2.64 per cubic foot per year for a total of \$13,200 (or \$1,100 a month). This lease is to be paid monthly.

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

*Frank W. Prisher Chief Deputy
for Carolynn Caudill*
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 X 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

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: 3-29-2010

COUNTY DEPARTMENT MAKING REQUEST: County Clerk

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:

-Please review the attached Standard Maintenance/Lease Contract Between Underground Vault & Storage in Oklahoma City and Oklahoma Board of County Commissioners on behalf of the Oklahoma County Clerk to store 5,000 boxes of books at 1.0 cubic feet each at \$2.64 per cubic foot per year for a total of \$13,200 (or \$1,100 a month) as to form and legality.-----

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
Carolynn Caudill, County Clerk
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 3/29/10

REPLY BY DISTRICT ATTORNEY: Reviewed

RECEIVED
MAR 29 2010
CIVIL DIVISION
DISTRICT ATTORNEY

**DAVID PRATER,
DISTRICT ATTORNEY**

By: *[Signature]*

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OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE / LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1 day of April 2010

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

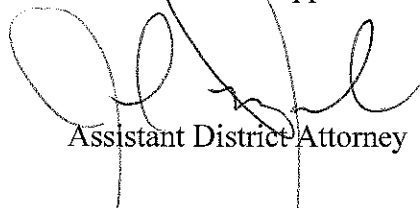
On behalf of: COUNTY CLERK (County Dept.)
Contact Person: Linda Birdsong
Telephone Number: (405) 713-1526

And the **VENDOR:** Underground Vault & Storage
Address: 5621 W. Reno, Suite D
Oklahoma City, Okla. 73127
Contact Person: Joni Mingle
Telephone Number: (405) 947-0810 ext. 102

For the following maintenance or services:

5,000 boxes at 1.0 cubic feet each at \$2.64 per cubic foot per year

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


Assistant District Attorney

March 29, 2010
Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 3 pages
with _____ 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)

5,000 boxes at 1.0 cubic feet each at \$2.64 per cubic foot per year, space in the record storage Center at 5621 W. Reno Suite D, Oklahoma City, Oklahoma 73127.

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 April 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: Total amount for annual storage \$13,200.00. Pro rated amount for April thru June 2010 is \$1,100.00 Per month. Amount will be encumbered monthly.

ARTICLE 5

MISCELLANEOUS PROVISIONS

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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 1 day of April 2010

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

Department Head

ATTEST:

Carolynn Caudill, County Clerk

VENDOR:

Underground Vault & Storage

BY: _____

Notary

My Commission expires _____

Commission# _____

Requisition # _____

Blanket Purchase Order # _____

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March 22, 2010



Ms. Kerrie Hudson
Oklahoma County Clerk
320 Robert S Kerr Room 203
Oklahoma City OK 73102

Dear Kerrie:

It was a pleasure to visit with you yesterday and review your storage for the books. This proposal will detail pricing for box purchase, storage lease, transportation and new receipt of this material at our Oklahoma City storage location.

COST ESTIMATE
Oklahoma County Clerk
16,070 books

BOX PURCHASE:

UV&S will require all material to be received to be in a box. UV&S can offer our standard letter/legal box measuring 1.0 cubic feet at a discounted rate of \$2.00 per box. To box your 16,070 books you will require 5,000 letter/legal boxes.

5,000 boxes at \$2.00 each \$10,000.00

STORAGE PRICING (LEASE):

Oklahoma City Storage Facility

5,000 boxes at 1.0 cubic feet each at \$2.64 per cubic foot per year \$13,200.00
(Lease can be paid monthly upon request at no additional fee)

RELOCATION FEES:

Transportation:

5,000 boxes at 80 cents per box \$4,000.00
(Fee includes all loading time at your offices)
(Transportation fees do not include 20% fuel charge.)

New receipt fee:

5,000 boxes at \$2.00 per box \$10,000.00
(UV&S will provide bar codes to Oklahoma County for preparing material for storage)

TOTAL RELOCATION FEES TO INCLUDE LOADING **\$14,000.00**

Underground Vaults & Storage, Inc has had a valued business relationship with Oklahoma County since 2002. We stand ready to offer you local services for this project. I will plan to follow up with you the week of March 8th. Of course if you have questions or need assistance in the meantime please feel free to contact me toll free at 877-697-6262 Ext 24.

Sincerely,

Ms Joni Mingle
Sales Representative

For Security. Forever.

5821 W RENO | SUITE D | OKLAHOMA CITY, OKLAHOMA 73127
OFFICE (405) 947-0810 | FAX (405) 947-0816 | undergroundvaults.com

KANSAS | MISSOURI | OKLAHOMA | KENTUCKY

CORPORATE OFFICE

906 N HALSTEAD | PO BOX 1723 | HUTCHINSON, KANSAS 67504
OFFICE (620) 662-6769 | TOLL FREE (800) 873-0906 | FAX (620) 662-8871

Requisition: 11005791

Requisition Type: Purchase Requisition

Creation Date: 26-MAR-10

Description: Storage

Note To Approver:

Notes:

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

Line	Type	Item	Rev	Category	Description	Unit	Quantity/Amount	Unit	Price	Line
										Amount

Requestor	Need By	Source	Urgent	Type	Source					
Date										
1	Goods	934-00-000			SERVICE, PROFE 5,000 boxers RE books	Each	1.00		1100	1,100.00
	Birdsong, Linda	26-MAR-10			SUPPLIER 11005791 - UNDERGROUND VAULTS & STORAGE INC - REMIT					

Distributions: 1 Allocated To Account: 1152.1700.54455.2010.00000.0000.0000

Justification:
Note To Approver:
Notes:

Total: 1,100.00

Previous Approvals:

Sequence	Date	Approver	Action	Note
0	26-MAR-10	Birdsong, Linda	Reserve	
1	26-MAR-10	Birdsong, Linda	Submit	Linda's Report
2	26-MAR-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: 26-MAR-2010 13:15

Report Parameters

Requisition Numbers From : 11005791
To : 11005791