

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE _____ 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: 11006055

NAME OF FUNDS: County Clerk Record Management & Preservation

FUND NUMBERS: 1152-1700-54157-2011

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: Discussion and possible actions Standard Maintenance Agreement (renewal) with Business Imaging Systems, Inc. on two Fujitsu 4860 C Scanners And one Fujitsu 6770 Scanner. Carolynn Caudill, County Clerk by Linda Birdsong, Deputy Ext. 1526 Thank You.

Mark W. Inishale, Chief Deputy

APPROVED BY DA
(If Applicable)

[Signature] 4/8/2010

ASSISTANT DISTRICT ATTORNEY

APPROVED BY ENGINEER
(If Applicable)

COUNTY ENGINEER

APPROVED BY PURCHASING
(If Applicable)

Jane Gaston

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

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:

COUNTY DEPARTMENT MAKING REQUEST: County Clerk's 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, Inc.(renewal) on two Fujitsu 4860 C Scanners and one Fujitsu 6770 Scanner. Thank You Carolyn Caudill County Clerk by Linda Birdsong, Deputy. Ext. 1526

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

Mark W. Wiske, Chief Deputy
COUNTY OFFICER
for Carolyn Caudill

.....
DATE RECEIVED BY DISTRICT ATTORNEY: 4/8/10

REPLY BY DISTRICT ATTORNEY: Reviewed

RECEIVED

APR 08 2010
CIVIL DIVISION
DISTRICT ATTORNEY

DAVID PRATER
DISTRICT ATTORNEY

By: *[Signature]*

PENDING APPROVAL

OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1st day of July, 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 XXXXX, New _____ Contract.
This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.


Asistant District Attorney

April 8, 2010

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 July 1, 2010 and shall terminate on June 30, 2011. 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 \$1,400.00 each and One Fujitsu 6770 at \$1,250.00
Total Four thousand fifty 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 July, 2010

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

ATTEST

Carolynn Caudill, County Clerk

Requisition # 11006055

Blanket Purchase Order # _____

Business Imaging Systems, Inc.

By: [Signature]
[Signature]
Notary

My Commission Expires _____



Business Imaging Systems Inc.

HARDWARE MAINTENANCE AGREEMENT (No. 00007422)

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)

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Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requisitions (Oklahoma County) - [New]

Number: 11006055 Type: Purchase Req Preparer: Birdsong, Linda
Description: BLANKET 2010-20 Status: Incomplete Total: USD 4,050.00

Lines Source Details Details Currency

Num	Description	UOM	Quantity	Price	Need-By	Tax Code
1	Two Fujitsu 4860C Sc	Each	4050	1	07/01/2010 23:00:0	

Destination Type: Expense Source: Supplier
Requester: Birdsong, Linda Supplier: BUSINESS IMAGING SYST
Organization: County Clerk Site: REMIT2
Location: County Clerk Contact:
Subinventory: Phone:

Catalog... Distributions Approve...

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1 <OSC>

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