

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: 11006053

NAME OF FUNDS: General Fund

FUND NUMBERS: 1001-1700-54157-2011

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

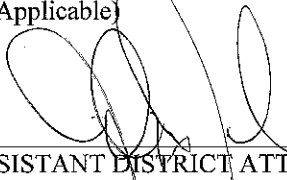
NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 1

AGENDA ITEM READS AS FOLLOWS: Discussion and possible action Standard Maintenance Agreement With Summit Business Systems, State Contract # SW 0049, Postage Equipment, Carolynn Caudill, County Clerk By L. Birdsong, Deputy ext. 1526, Thank You

APPROVED BY DA
(If Applicable)


APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

 4/8/2010

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

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 Summit Business Systems On Mail Room Equipment SW 0049 (renewal) forCarolynn Caudill, County Clerk by Linda Birdsong, Deputy ext. 1526 Thank You

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

Maek W. Prater, Cheryl Birdsong
COUNTY OFFICER
for Carolynn 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

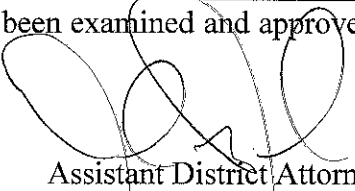
BETWEEN the **COUNTY:** The Board of County Commissioners of the
County of Oklahoma
320 Robert S. Kerr, Rm. 101
Oklahoma City, Oklahoma 73102

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

And the **VENDOR:** Summitt Business Systems
P.O. Box 5758
Contact Person: Edmond, Oklahoma 73083
Telephone Number: Gil Anderson 509-6554

For the following maintenance or services: State Contract # SW0049, Postage Equipment
WJ 220 Base Mixed Mail Feeder WJWP30, Md. # GWJ220LPP30, WJDWP Combo-WJ185/220/250
Md. # WJDWPGC, WJSTKR Combo-WJ220/250, MD. # WJSTKRC, Accounting Package,
Md. # HPAP01, WJPrint Kit, Md. # WJPrinter, Letter Opener, Md. # FD 450

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


Assistant District Attorney

4/8/2010
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)
WJ220Base,Mixed Mail Format Feeder, Md. # GWJ220 LPP30,WJDWP Combo WJ185/220/250 Md. #WJDWPGC,WJSTKR Combo – WJ220/250 Md. # WJSTKR, Accounting Package, Md. # HPAP01, Letter Opener, Md. # FD 450,

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:
WJ220 Base, Mixed Mail Feeder ,WJDWP Combo , WJSTKT Combo WJ220/250,Accounting Package \$1,950.00, Letter Opener \$260.00 **Annual Total \$2,210.00**
Annual Total Two thousand two hundred ten 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

Department Head

ATTEST:

Carolynn Caudill, County Clerk

VENDOR: Summit Business Systems

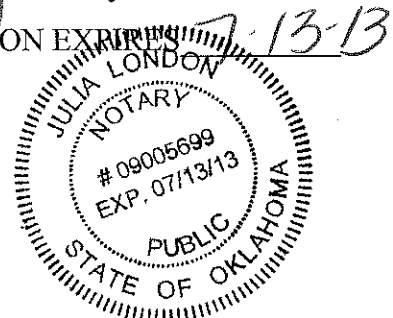
BY: [Signature]

NOTARY [Signature]

MY COMMISSION EXPIRES 7-13-13

Requisition # 11006053

Blanket PO # _____



PENDING APPROVAL

Oracle Applications - PROD

File Edit View Folder Tools Window Help

Regquisitions (Oklahoma County) - [New]

Number: 11006053 Type: Purchase Reqi Preparer: Birdsong, Linda
Description: Blanket SW 0049 Status: Incomplete Total: USD 2,210.00

Num	Description	UOM	Quantity	Price	Need-By	Tax Code
1	Postage Equipment W	Each	2210	1	07/01/2010 23:00:0	

Destination Type: Expense Source: Supplier
Requester: Birdsong, Linda Supplier: SUMMIT BUSINESS SYSTE
Organization: County Clerk Site: NEW REMIT 1-10
Location: County Clerk Contact:
Subinventory:
Phone:
Catalog... Distributions Approve...

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

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1001-1900-54154

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