

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE May 19, 2010 AGENDA

DEPARTMENT: BOCC REQUESTED BY: Bradford Holt, Administrator

REQUISITION NO.: 11006833 REQUISITION SHEET ATTACHED: YES N/A

NAME OF FUNDS: General Fund / General Government / Equipment – Vendor Maintenance

FUND NUMBERS: 1001 / 1100 / 54157 / 2011

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? YES NO

AGENDA ITEMS CONTAINING PRIVACY-PROTECTED OR SECURITY INFORMATION WILL NOT BE HYPERLINKED TO THE AGENDA.

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

AGENDA ITEM READS AS FOLLOWS:

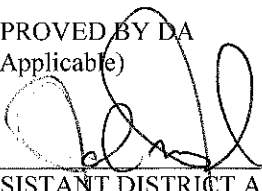
Discussion and possible action to approve renewal of an agreement with General Mailing Equipment, Inc., for postage machine maintenance and support services with Rate Guard for the term July 1, 2010 through June 30, 2011 at a total cost of \$1,556.00.

STATE OF OKLAHOMA
COUNTY CLERK
2010 MAY 10 P 3:38
MAY 10 2010

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

 5/11/2010
ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER

PURCHASING AGENT

Please initial that document has been reviewed for privacy-protected or security information

DISTRICT ATTORNEY: YES N/A

COUNTY CLERK: YES N/A

Indicate any privacy-protected information that exists _____

(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

304 N. Meridian
Oklahoma City, OK 73107
Phone: (405) 917-1975
Fax: (405) 917-1978

**General
Mailing
Equipment, Inc.**

5147 South Harvard
Tulsa, OK 74135
Phone: (918) 742-4191
Fax: (405) 917-1978

Maintenance Agreement _____

Bill To:

Install At:

OK COUNTY COMMISSIONERS
320 ROBERT S KERR, SUITE 101
OKLAHOMA CITY OK 73102

General Mailing Equipment agrees to provide preventive maintenance service during the term of the contract and all repair calls required at the installation address specified above on the equipment listed below.

General Mailing Equipment will clean, oil, adjust and test each piece of equipment covered by this agreement, furnishing all necessary lubricants and any parts required, the replacement of which is made necessary by normal wear.

Rate changes for electronic scales included not included. Ink jet print heads included not included.

Routine maintenance service will be performed during General Mailing Equipment's normal working hours. Emergency service after business hours will be charged at regular rates for service time and expense, but without charge for parts covered by this agreement.

When in General Mailing Equipment's opinion, a shop reconditioning is necessary because normal repair and parts replacement can not keep the machine(s) in satisfactory operating condition, General Mailing Equipment will submit a cost estimate. Such work, if authorized by the customer, will be in addition to the maintenance charge.

For service as specified above on the equipment listed, the undersigned agrees to pay in advance the total annual charge to General Mailing Equipment, Inc.

This agreement takes effect on the date below and remains in effect, with automatic annual renewal at the prevailing rates, until cancelled in writing by either party.

Machine Model	Serial No.	Description	Amount
U6015S	10540418	Mailing Machine	\$1,406.00
Postage Machine Rental and Maintenance			
RG10U		Rate Guard	150.00
Total			\$1,556.00

Accepted By _____

Title _____ Date _____

Effective Date July 1, 2010

GME Representative _____ Ron Bayless _____

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: 5 / 10 / 2010 .

COUNTY DEPARTMENT MAKING REQUEST: Board of County Commissioners

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

Review proposed renewal of a postage machine maintenance services agreement between the Board of County Commissioners and General Mailing Equipment, Inc., for 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).

Bradford Holt for the Board of County Commissioners

COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 5/11/10

REPLY BY DISTRICT ATTORNEY: Reviewed

RECEIVED
MAY 11 2010
CIVIL DIVISION
DISTRICT ATTORNEY

**DAVID PRATER
DISTRICT ATTORNEY**

By: 

PENDING APPROVAL

OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 05-10-2010

Requisition No--: 11006833
Requisition Type---: Purchase Requisition
Creation Date---: 05-10-2010
Description---: Postage meter maintenance and support

Requestor	Qty/Amt	Unit Price	Line Amt	Category
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Holt, Bradford C	1	\$ 1,556.00	\$1,556.00	SERVICE-EQUIPMENT
Item Description: OFFICE MACHINES, MAINT/SERVICE: FP postage meter maintenance, with Rate Guard.				

Vendor:GENERAL MAILING EQUIPMENT INC
Requisition Total: \$1,556.00
Distribution: 1001.1100.54157.2011

Approval Action (Circle One)

Approve Forward Reject

Forward To : _____

Note : _____

Signature: _____