

# PENDING APPROVAL

## OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM REQUEST SHEET

FOR THE May 19,2010 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: 11006585

NAME OF FUNDS: County Clerk's Records Preservation Fund

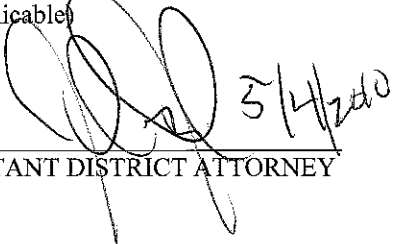
FUND NUMBERS: 1152-1700-54455-2010

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 Discussion and possible action to approval (renewal) for Underground Vault & Storage for Annual lease for Microfilm storage private room PR 168. In the amount of \$3,850.00..

APPROVED BY DA  
(If Applicable)



ASSISTANT DISTRICT ATTORNEY

APPROVED BY ENGINEER  
(If Applicable)

COUNTY ENGINEER

APPROVED BY PURCHASING  
(If Applicable)

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:** May 3, 2010

**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 /Lease Contract between the BOCC on behalf the County Clerk's Office for (renewal) Underground Vault & Storage for Annual lease for Microfilm storage private room PR 168. in the amount of \$3,850.00. 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).

*Carolyn Caudill County Clerk*  
COUNTY OFFICER  
By: *Frank W. Mishler Chief Deputy*

.....  
**DATE RECEIVED BY DISTRICT ATTORNEY:** 5/3/10

**REPLY BY DISTRICT ATTORNEY:** Reviewed -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFICE OF DISTRICT ATTORNEY  
RECEIVED  
MAY 3 11:22  
CIVIL DIVISION  
COUNTY OF OKLAHOMA

DAVID PRATER  
DISTRICT ATTORNEY

By: *[Signature]*

RECEIVED

MAY 03 2010

CIVIL DIVISION  
DISTRICT ATTORNEY

# PENDING APPROVAL

OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE / LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1 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

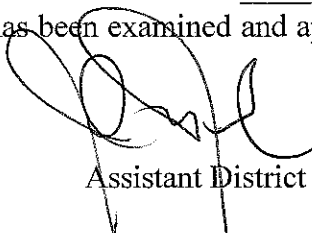
On behalf of: COUNTY CLERK (County Dept.)  
Contact Person: Linda Birdsong  
Telephone Number: (405) 713-1526

And the **VENDOR:** Underground Vault & Storage  
Address: 3500 E. Avenue / PO Box 1723  
Hutchinson, Kansas 67504  
Contact Person: Mary Reinhart / Joni Mingle  
Telephone Number: (602) 663-5434 Ext.223

For the following maintenance or services:

Annual lease for Microfilm storage private room PR 168.

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

5/4/2010  
Date

**THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.**

Standard contract consisting of 3 pages  
with 5 page of attachments

# PENDING APPROVAL

## 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)

Lease for private room for Microfilm Storage PR 168, Attached transaction charges, courier service & miscellaneous services. See Attached.

## 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: Lease for PR 168, \$2,850.00 on charges, courier service & miscellaneous service. \$1,000.00. Annual Total \$3,850.00 (Three thousand eight hundred fifty and no/100.

## ARTICLE 5

### MISCELLANEOUS PROVISIONS

# PENDING APPROVAL

## 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 July 2010

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

*Carolynn Caudill, County Clerk*  
*By: Frank W. Wicks, Deputy*  
Department Head

\_\_\_\_\_  
Chairman

ATTEST:

Carolynn Caudill, County Clerk

VENDOR:

Underground Vault & Storage

BY: *Joe [Signature]*, PRESIDENT

*Janet A Washburn* Notary

My Commission expires 6-12-13

Commission# \_\_\_\_\_

Requisition # 11006585

Blanket Purchase Order # \_\_\_\_\_



# PENDING APPROVAL

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requisitions (Oklahoma County) - [New]

Number: 11006585    Type: Purchase Reqi    Preparer: Birdsong, Linda  
Description: Blanket 10-11    Status: Incomplete    Total: USD 3,850.00

Lines    Source Details    Details    Currency

Num	Note to Buyer	Buyer	RFQ Required	Supplier Item	Document Type
1			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Destination Type: Expense  
Requester: Birdsong, Linda  
Organization: County Clerk  
Location: County Clerk  
Subinventory:

Source: Supplier  
Supplier: UNDERGROUND VAULTS &  
Site: REMIT  
Contact:  
Phone:

Catalog...    Distributions    Approve...

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

start    Inbox - Microsoft Out...    http://finas.oklaham...    Oracle Applications 1...    Oracle Applications - ...    50 °F    7:24 AM

1152-1700-54455

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