



**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 Contract between the BOCC on behalf the County Clerk's Office for (renewal) J.D. Young Company on Xerox 6204 Large format copier/ Printer/scanner. Serial # WDF028959. In the amount of \$2,000.00. 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 Couillard County Clerk*  
COUNTY OFFICER  
*By: Frank W. Wiske, Deputy*

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

**REPLY BY DISTRICT ATTORNEY:** Reviewed

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

STATE OF OKLAHOMA  
RECEIVED & FILED  
MAY 3 11 21

RECEIVED  
MAY 03 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:** JD Young Company  
Address: 116 West 3<sup>rd</sup>  
Tulsa, Oklahoma 74103  
Contact Person: Roger Turner  
Telephone Number: 800-324-2679

For the following maintenance or services:

Xerox 6204 Large format copier/printer/scanner. Serial # WDF028959

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 

Date 5/4/2010

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

Standard contract consisting of 3 pages  
with \_\_\_\_\_ 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)

Items excluded from contract paper, toner, developer & network support. items included in contract parts & labor.

## 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:

Annual amount \$710.00 (seven hundred ten and no/100). Includes 1,000 square feet at no charge  
Overage at \$.036 per square feet. Estimate only \$2,000.00 (two thousand and no/100).

## ARTICLE 5

# PENDING APPROVAL

## 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 1 st day of July, 2010.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

\_\_\_\_\_  
Chairman

*Carolynn Caudill County Clerk*  
By *Frank W. Kinsler, Chief*  
Department Head

ATTEST:

\_\_\_\_\_  
Carolynn Caudill, County Clerk

VENDOR:

J.D. Young Company

BY: *Kevin Dume*

Notary: *Kelli G. Whitehead*

My Commission expires 12/28/2010

Commission # 02019678

Requisition Number 11006587  
Blanket Purchase Order Number \_\_\_\_\_

# PENDING APPROVAL

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requisitions (Oklahoma County) - [New]

Number: 11006587    Type: Purchase Reqt    Preparer: Birdsong, Linda  
Description: Blanket 10-11    Status: Incomplete    Total: USD 2,000.00

Lines    Source Details    Details    Currency

Num	Description	UOM	Quantity	Price	Need-By	Tax Code
1	Xerox 6204 Large Fon	Each	2000	1	07/01/2010 23:00:0	

Destination Type: Expense    Source: Supplier  
Requester: Birdsong, Linda    Supplier: J.D. YOUNG COMPANY INC  
Organization: County Clerk    Site: \*REMIT  
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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