



OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 05-18-2010

Requisition No--: 11007077  
Requisition Type--: Purchase Requisition  
Creation Date--: 05-18-2010  
Description--: Blanket for annual service for Fleet Shop towel service FY10-11

Requestor Qty/Amt Unit Price Line Amt Category  
Barber, Angela M 822.9 \$ 1.00 \$822.90 SERVICE.LAUNDRY  
Item Description: Blanket for annual service for Fleet Shop towel service FY10-11

Vendor:UNIFIRST HOLDINGS LP Distribution: 1160.5105.54456.2011

Requisition Total: \$822.90

Approval Action (Circle One)

Approve Forward Reject

Forward To : \_\_\_\_\_

Note : \_\_\_\_\_

Signature: \_\_\_\_\_

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///  
///  
SVC - other  
Fleet  
SVC Fee

# PENDING APPROVAL

OKLAHOMA COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD MAINTENANCE CONTRACT BETWEEN COUNTY AND VENDOR

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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

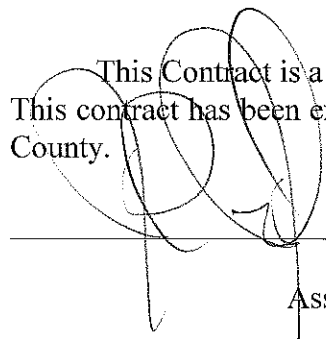
on behalf of: **Oklahoma County Sheriff's Office**(County Dept.)  
Contact Person: **Angela Barber**  
Telephone Number: **(405) 713-1944**

and the **VENDOR:** ***UniFirst Holdings Inc.***  
Address: ***2130 E. California Avenue***  
***Oklahoma City, OK 73117***  
Contact Person: ***Michael Longobardi***  
Telephone Number: ***272-0422, fax: 290-7376***

for the following maintenance or services:

***Service for Fleet Shop Towel Service (76AQ MAT-3X5 U1ST'S GREAT IMPR, and 8021 WIPERS-18X18 IMPORTED) for FY 2010-2011***

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



Assistant District Attorney

5/19/2010

Date

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

Standard contract consisting of 3 pages  
with 1 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)

**Service for Fleet Shop Towel Service (76AO MAT-3X5 UIST'S GREATIMPR, and 8021 WIPERS-18X18 IMPORTED) for FY 2010-2011**

## 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<sup>st</sup>, 2010** and shall terminate on **June 30<sup>th</sup>, 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:

**To be billed monthly for @ \$63.30/mo for July – August 2010, and to be billed monthly @ \$94.95/mo for Sept.2010, and to be billed monthly @ \$63.30/mo for October 2010 – February 2011, and to be billed monthly @ \$94.95/mo for March 2011, and to be billed monthly @ \$63.30/mo for April - June 2011. The annual total is \$822.90.**

# PENDING APPROVAL

## 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County ~~Dept.:~~

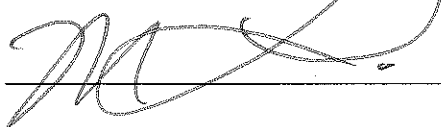
  
\_\_\_\_\_  
~~Department Head~~

Chairman \_\_\_\_\_

ATTEST:

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

VENDOR: UniFirst

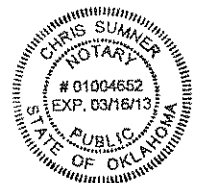
By: 

Attest or Notary:  
Chris Sumner  
01004652

Date: 5/3/10 Exp: 3/16/13

Requisition Number 11007077

Blanket Purchase Order Number \_\_\_\_\_



# PENDING APPROVAL



**UniFirst**  
2130 E. California  
Oklahoma City, OK 73117  
Phone: 405-272-0422  
Fax: 405-290-7376

UniFirst Holdings Inc.  
2130 E. California Avenue  
Oklahoma city, OK 73117  
405-272-0422  
405-290-7376

April 1<sup>st</sup>, 2010

Attn: Angela Barber  
Oklahoma County Sheriff

July	\$63.30
August	\$63.30
September	\$94.95
October	\$63.30
November	\$63.30
December	\$63.30
January	\$63.30
February	\$63.30
March	\$94.95
April	\$63.30
May	\$63.30
June	\$63.30

Annual Total \$822.90

Michael Longobardi

A handwritten signature in black ink, appearing to be "ML" with a large flourish.

# PENDING APPROVAL

OKLAHOMA  
COUNTY

SHERIFF



JOHN WHETSEL, SHERIFF  
www.oklahomacounty.org

201 N. Shartel  
Oklahoma City, OK 73102-2259  
(405) 713-1000 • (405) 713-4000 fax  
1061

## VENDOR:

In order to process your vendor payment we are required to keep on file ALL Vendor Tax ID numbers.

Please complete the appropriate boxes below and fill out the attached W-9 form.

If your company provides one of the services listed below to the County, please check the appropriate box:

Legal \_\_\_\_\_ Medical \_\_\_\_\_ Rent \_\_\_\_\_

PLEASE TYPE ALL INFORMATION TO ASSURE ACCURACY.

Tax Identification Number

1.  Corporation \_\_\_\_\_
2.  Partnership \_\_\_\_\_
3.  Individual/Proprietorship  
(List Social Security number) \_\_\_\_\_
4.  Other (Please explain) \_\_\_\_\_

Legal Name as it appears on Tax documents filed with the IRS : \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

The IRS requires 31% withholding on amounts paid to persons who have not submitted required Taxpayer Identification information. A Form 1099 will be mailed to the W-9 address on file to report payments to Individuals or Partnerships.

If you have any questions, please contact the Oklahoma County Clerk's office Accounts Payable Department @ (405)713-1516 .

Department submitting form to A/P: Sheriff's Department

Name  
**UNIFIRST HOLDINGS INC**

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
**2130 E. CALIFORNIA**

City, state, and ZIP code  
**OKLAHOMA CITY, OK. 73117**

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	Employer identification number
	<b>742861951</b>

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here: Signature of U.S. person **Chris Sumner** Date **5/3/10**

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct for you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.