

PENDING APPROVAL

REQUISITION SHEET MUST BE ATTACHED

(Applies when agenda item requires a specific payment)

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

For the: _____ **Agenda**
(Day of Meeting) (Date and Year of Meeting)

DEPT.: Assessor
(Department Requesting this item)

BY: Marci Mauck
(Contact person for this Item)


1203
(Contact's extension)

NAME OF FUND: 1001/1400/54455

AGENDA ITEM DESCRIPTION: **Discussion and possible action regarding approval of FY 2010-2011**

(ALL NECESSARY DOCUMENTATION MUST BE ATTACHED FOR APPROVAL)

APPROVED BY D.A.
(If Applicable)

 5/29/2010

Assistant District Attorney

APPROVED BY PURCHASING
(If Applicable)

Purchasing Agent

APPROVED BY MIS
(If Applicable)

MIS Director

APPROVED BY ENGINEER
(If Applicable)

County Engineer

Number of ORIGINAL DOCUMENTS you have attached: _____. **NOTE:** The County Clerk will keep one original and will return the remaining originals to you. If you provide only one original, the Board Secretaries will return one photocopy to you. However, if you have special circumstances that require the County Clerk to (check one): ____ keep more than one original; or ____ return all originals to you, please describe them for the County Clerk's consideration: _____

Special Instructions: _____

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 / 24 / 10

COUNTY DEPARTMENT MAKING REQUEST: ASSESSOR

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Review of renewal contract for 2010-2011 for Oil & Gas Appraisal Maintenance contract for Visual Lease Services

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).



COUNTY OFFICER

.....
DATE RECEIVED BY DISTRICT ATTORNEY: 5/26/10

REPLY BY DISTRICT ATTORNEY: Reviewed

DAVID PRATER
DISTRICT ATTORNEY

By:  _____

RECEIVED
MAY 26 2010
CIVIL DIVISION
DISTRICT ATTORNEY



CONTRACT FOR SERVICES

THIS AGREEMENT is made and entered into by and between *Oklahoma County Assessor's Office*, a political subdivision of the State of Oklahoma, by and through its COUNTY BOARD OF COMMISSIONERS ("County") and Visual Lease Services, Inc., an Oklahoma Corporation, ("VLS") of Holdenville, Oklahoma.

FOR AND IN CONSIDERATION of their mutual undertakings and of the mutual promises and covenants contained herein, the sufficiency of which consideration is hereby acknowledged, the parties agree as follows:

Section A: Duties of VLS

I. VLS agrees to provide the following for all new construction of oil and gas related property

A. GPS the following with an accuracy rate of within one meter:

1. Well bores (producing & non-producing)
2. Salt water disposal wells
3. Compressor stations
4. Meter Houses
5. Pipeline Crossings

B. Inspect and inventory new properties in the following manner:

1. Well Bores
 - a. List company name (if information is posted according to regulations)
 - b. Lease name and location (if information is posted according to regulations)
 - c. List all equipment on site, equipment list will include if available
 - i. type
 - ii. model
 - iii. other pertinent information
2. Salt Water Disposal & Equipment
3. Compressor Stations
 - a. List company name (if information is posted according to regulations)
 - b. Lease name and location (if information is posted according to regulations)
 - c. Compressor list will include if available:
 - i. year
 - ii. size
 - iii. serial number
 - iv. compressor make and model
 - v. engine
 - vi. horsepower
 - vii. condition
4. Meter Equipment
 - a. size
 - b. make and model
 - c. serial number

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- II. Appraise all locally assessed taxable oil & gas equipment
- III. Provide expert testimony on behalf of the County at all proceedings on values determined during the project and as needed at all District Court or Administrative Hearing Proceedings.
- IV. Provide the DXF file, which is a drawing exchange file, to download into counties existing mapping system, which will show GPS points
- V. Provide equipment listing in Microsoft Excel and Access format
- VI. Assist the County Assessor's Office in appraising pipelines throughout County based on information supplied to the County Assessor's Office from pipeline companies and any other reliable source of information

Section B: Terms and Payment

- I. **Contract Price:** As compensation for the stated services, County agrees to pay VLS the sum of thirty six thousand seven hundred fifty dollars (\$36,750.00).
- II. **Payment:** The above stated contract price shall be payable as follows, eighteen thousand three hundred seventy five dollars (\$18,375.00) September, 2010. The balance of eighteen thousand three hundred seventy five dollars (\$18,375.00) to be paid March, 2011.
- III. **Term:** The term of this contract shall be for one (1) year from its date of execution.
- IV. **Funding:** Notwithstanding any other provision of this agreement, the parties acknowledge and agree that the funds to be paid by the County under the terms of this contract will be available only as appropriated on a fiscal year-to-fiscal year basis by properly constituted legal authority. In the event that the County determines that sufficient funds have not been appropriated to make the payments required under the terms of this contract, the obligations of the County under this contract shall terminate. In such event, the County shall give prompt written notice of termination to VLS.

Section C: Warranties and Representations of VLS

Notwithstanding anything to the contrary contained in this Agreement, County and VLS agree and acknowledge that County is entering into this Agreement in reliance on VLS's special and unique abilities and experience with respect to performing the services provided in this Contract. VLS accepts the relationship of trust and confidence established between it and the County by this Agreement. VLS covenants with County to use its best efforts, skill, judgment, and abilities to perform the Services and to further the interests of the County, and in accordance with the highest professional standards. VLS further represents, covenants and agrees that there are no obligations, commitments or impediments of any kind applicable to VLS that will limit or prevent performance of the Services.

All of the services to be furnished by VLS under or pursuant to this Agreement shall be of the standard and quality which prevail among such professionals of knowledge; skill and experience engaged in practice throughout the United States under the same or similar circumstances involving a project and services such as are described in the Contract.

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That all of the material warranties and representation made by officers, agents and representatives of VLS are true and correct and that they have been made in anticipation of the County's reliance upon the truthfulness of them.

IN WITNESS WHEREOF, we set our hands and seal this _____ day of _____ 20_____.

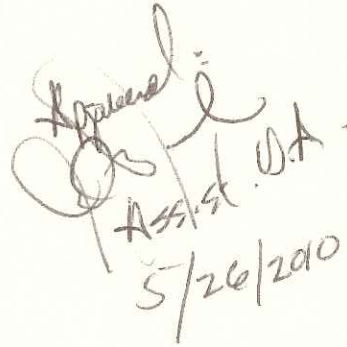
BOARD OF COUNTY COMMISSIONERS


VISUAL LEASE SERVICES, INC


COUNTY ASSESSOR

ATTEST:

COUNTY CLERK


Assist. DA.
5/26/2010

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requisitions (Oklahoma County) - [New]

Number: 11006377 Type: Purchase Req Preparer: Hoffman, Marci Lynn
Description: blanket for profes Status: Incomplete Total: USD 36,750.00

Lines Source Details Details Currency

Num	Category	Description	UOM	Quantity	Price	Need-By
1	SERVICE.PROFE	1 yr blanket for prof. s	Each	36750	1	

Destination Type: Expense Source: Supplier
Requester: Hoffman, Marci Lynn Supplier: VISUAL LEASE SERVICES
Organization: Assessor Site: REMIT
Location: Assessor - RM 313 Contact: ...
Subinventory: Phone: ...

Buttons: Catalog... Distributions Approve...

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

start Inbox - Microsoft O... http://finis.oklaho... Oracle Applications ... Oracle Applications ... Application/tender ... 8:29 AM