

PENDING APPROVAL

OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST SHEET

For The 6/23/2010 Agenda
(DATE)

DEPARTMENT: OSU Extension REQUESTED BY: LaDonna Dunlop x1125

REQUISITION NO: 11007674, 11007677 REQUISITION SHEET ATTACHED: x YES N/A

NAME OF FUNDS: OSU Extension

FUND NUMBERS: 1001 ; 8100 ; 55390, 54157 ;

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

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

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 2

AGENDA ITEM READS AS FOLLOWS: _____

Sooner Copy Machines, Inc. Standard Lease Purchase Agreement (Renewal-County Copier Contract CW 07083) for the
following item: Sharp MX-M700N Digital Copier with 70 PPM, duplexing, 40 GB hard drive, finisher, hole punch and
large capacity tray. This contract shall commence on July 1, 2010 and end June 30, 2011, pending encumbrance of
 funds and becoming effective on July 1, 2010.

	Req 11007674 lease \$	4,632.00
	Req 11007677 copies \$	2,400.00
	Total \$	7,032.00

APPROVED BY DA
(If Applicable) [Signature] 6/15/2010

APPROVED BY Engineer
(If Applicable) _____
County Engineer

APPROVED BY PURCHASING
(If Applicable) [Signature]
Purchasing Agent

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

DISTRICT ATTORNEY: YES N/A

COUNTY CLERK: Rc 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

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: 6 / 7 / 10

COUNTY DEPARTMENT MAKING REQUEST: OSU Extension

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

Review contract for 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).

LaDonna Dunlap
COUNTY OFFICER

.....
DATE RECEIVED BY DISTRICT ATTORNEY: 6/8/10

REPLY BY DISTRICT ATTORNEY: Reviewed

STATE OF OKLAHOMA
DISTRICT ATTORNEY
RECEIVED OR FILED
2010 JUN - 8 P 12:32
STATE OF OKLAHOMA
CIVIL DIVISION
COURT CLERK

RECEIVED
JUN 08 2010
CIVIL DIVISION
DISTRICT ATTORNEY

**DAVID W. PRATER
DISTRICT ATTORNEY**

By: *[Signature]*

PENDING APPROVAL

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Requisitions (Oklahoma County) - [New]

Number: 11007674 Type: Purchase Req Preparer: Birchall, Janet E.
Description: CW07083, COPIER Status: Incomplete Total: USD 4,632.00

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
1	Blanket			CAPITAL.OFFIC	COPIER LEASE	Each	4

Destination Type: Expense Source: Supplier
Requester: Birchall, Janet E. Supplier: SOONER COPY MACHINES
Organization: OSU Extension Site: REMIT
Location: OSU Extension 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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ORACLE

Requisitions (Oklahoma County) - 11007677

Number: 11007677 Type: Purchase Reqi Preparer: Birchall, Janet E.
Description: CW07083, COPIEF Status: Incomplete Total: USD 2,400.00

Lines Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
1	Blanket			SERVICE.EQUIP	COPIES FOR COPIER	Each	2

Destination Type: Expense Source: Supplier
Requester: Birchall, Janet E. Supplier: SOONER COPY MACHINES
Organization: OSU Extension Site: REMIT
Location: OSU Extension Contact:
Subinventory: Phone:

Catalog... Distributions Approve...

Record: 1/1 List of Valu... <OSC>

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OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1st day of July, 2008

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: OSU Extension (County Dept.)
Contact Person: LaDonna Dunlop, County Extension Director
Telephone Number: (405)713.1125

and the **VENDOR:** **Sooner Copy Machines**
Address: PO Box 925
Norman, OK 73070

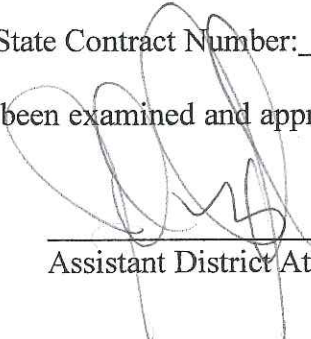
Contact Person: Lorene
Telephone Number: 405.364-7700

for the long term lease of the following items:

Sharp MX-M700N Copier

County or State Contract Number: Countywide Contract No. CW07083.

This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.


Assistant District Attorney

6/8/2008
Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

ARTICLE 1 EQUIPMENT LEASED

The Vendor shall supply the following equipment to the County: (describe item/s and serial numbers/s)

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Sharp MX-M700N Digital Copier, includes all-inclusive maintenance, black and white copies at \$0.005 each. Includes all parts, labor, and supplies. (Excludes paper)

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 by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2011. County shall have the right to renew this Contract for successive annual renewal periods. Each annual renewal period shall expire on the last day of the then current fiscal year of County. It is the present intent of the County to continue this lease for an additional 1 fiscal year. However, in order for the contract to be continued the contract must be renewed on July 1 or thereafter of each succeeding fiscal year by an affirmative action of the Board of County Commissioners. Pursuant to 62 O.S. §430.1 in no event shall the County's obligation be deemed to continue past the end of the County's fiscal year ending June 30 of every year, nor shall County be deemed to be indebted beyond the indebtedness created by each fiscal year's obligation.

It is agreed between the parties 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 thirty day written notice and may terminate immediately if Vendor breaches any of the terms of this contract.

ARTICLE 4 CONTRACT AMOUNT

The County shall pay the Vendor for the lease of this equipment as follows:
Three hundred eighty six dollars (\$386) per month for lease. Annual contract amount \$4,632. Estimate for copy charge is \$200 per month at a cost of \$0.005 per copy estimated at 40,000 copies (40,000 x 0.005 = \$200). Annual estimated cost for copy charge \$2,400.00.
Total Estimated cost \$7,032.

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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.

For the contract period of 7/1/2010 through 6/30/2011 the amount of encumbrance will be \$7,032.

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 June, 2010 .

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

Department Head

ATTEST:

Carolynn Caudill, County Clerk

VENDOR: Sooner Copy Machines

Attest or Notary:

Wendy G. Tesumseh



My Commission Expires: Sept. 29, 2012

Requisition Number : _____ Blanket Purchase order number: _____

Requisition Number : _____ Blanket Purchase order number: _____