

# PENDING APPROVAL

## OKLAHOMA COUNTY BOARD OF COUNTY COMMISSIONERS

### AGENDA ITEM REQUEST SHEET

FOR THE June 30, 2010 Meeting AGENDA

**(THE DEADLINE IS 1 WEEK PRIOR TO THE DATE THAT THE AGENDA IS TO BE POSTED)**

DEPARTMENT: District 1 REQUESTED BY: Joe R. Blough

REQUISITION NO.: \_\_\_\_\_ REQUISITION SHEET ATTACHED:  YES  N/A

NAME OF FUNDS: General Fund

FUND NUMBERS: 1001 / 9100 / ~~54104~~

REVIEWED FOR PRIVACY-PROTECTED INFORMATION:  YES  N/A

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

AGENDA ITEM READS AS FOLLOWS: Discussion and possible action for the approval of a contract between Oklahoma County and BMI Systems for copier lease in the amount of \$5,184.60. Req. number 11007998. This Agreement shall become effective July 1, 2010 and shall terminate on June 30, 2011. Requested by Willa Johnson, Commissioner, District No. 1, and approved as to form and legality by John Jacobsen, Assistant District Attorney.

APPROVED BY DA  
(If Applicable)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

  
ASSISTANT DISTRICT ATTORNEY

\_\_\_\_\_  
COUNTY ENGINEER

\_\_\_\_\_  
PURCHASING AGENT

REVIEWED BY DA FOR PRIVACY-PROTECTED/SECURITY INFORMATION:  YES  N/A

REVIEWED BY COUNTY CLERK FOR PRIVACY-PROTECTED INFORMATION:  YES  N/A

**(NOTE: THE CHAIRMAN 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: 06/21/2010  
COUNTY DEPARTMENT MAKING REQUEST: District 1 *JWP*

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: Review of attached copier lease contract between Oklahoma County and BMI Systems for Downtown Office.

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).

*JWP*  
\_\_\_\_\_  
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 6/22/10

REPLY BY DISTRICT ATTORNEY: Received

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

RECEIVED

JUN 22 2010

CIVIL DIVISION  
DISTRICT ATTORNEY

By: *[Signature]*  
\_\_\_\_\_  
DAVID W. PRATER  
DISTRICT ATTORNEY

STATE OF OKLAHOMA  
OKLAHOMA COUNTY  
RECORDED OR FILED  
JUN 23 11 07  
STATE OF OKLAHOMA  
OKLAHOMA COUNTY  
CLERK

**OKLAHOMA COUNTY, OKLAHOMA**  
**BOARD OF COUNTY COMMISSIONERS**

**STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR**

CONTRACT made as of the \_\_\_\_\_ day of \_\_\_\_\_ 2010

BETWEEN the COUNTY: The Board of County Commissioners of the County of Oklahoma  
320 Robert S. Kerr Room 101  
Oklahoma City, OK 73102

On behalf of: Oklahoma County District 1

Contact Person: Mike Sullivan, 2<sup>nd</sup> Deputy  
Phone: (405) 713-1507

and the VENDOR: BMI Systems

Address: 913 North Broadway  
Oklahoma City, OK 73102

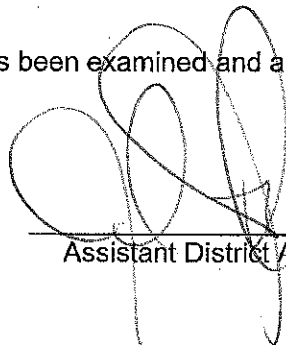
Contact Person: Monica Samuel  
Phone (405) 600-1351

For the long term lease of the following items:

Canon Image Runner Color 2880

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

4/23/2010

Date

# PENDING APPROVAL

## 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 items and serial numbers/s)

Cannon Image Runner 2880, b/w copies billed at .012 each. Color copies billed at .085 each. \$323.05 Monthly Lease. Includes all parts, labor and supplies, excluding 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 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 3 fiscal years. 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. §4.30.1 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: Canon Image Runner 2880, the cost is Three Hundred Twenty Three Dollars and Five Cents per month for lease (\$323.05). Annual contract amount \$3,876.60. Estimate for copy charge is \$109.00 per month at a cost of \$0.085 per impression for color impressions estimated at 1000 per month (1000x.085=\$85.00) and 2000 b/w impressions billed at .012 per impression (2000x.012=\$24) Annual estimated cost for copy charges 1308.00. Total Estimated annual cost \$5,184.60.

# 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.

For the contract period of 7/1/2010 through 6/30/11 the amount of encumbrance will be \$5,184.60

## 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.

APPROVED this 22 day of June, 2010.

Approved by County Dept.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

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

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Vice-Chair

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

ATTEST or NOTARY:

\_\_\_\_\_  
Member

Jannette Fleming

VENDOR: BMI SYSTEMS

My Commission Expires:

By: Monor Samuel

6-25-2013



# PENDING APPROVAL

## OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 06-22-2010

Requisition No--: 11007998  
Requisition Type--: Purchase Requisition  
Creation Date--: 06-16-2010  
Description--: NOC COPIER LEASE/MAINTENANCE

Requestor	Qty/Amt	Unit Price	Line Amt	Category
Rogers, Pat M	5,184.6	\$ 1.00	\$5,184.60	SERVICE, MAINTENANCE
Item Description: COPIER LEASE/MAINTENANCE				
Vendor: BMI SYSTEMS CORPORATION				
Requisition Total:			\$5,184.60	Distribution: ...

Approval Action (Circle One)  
-----  
Approve      Forward      Reject

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

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

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