

PENDING APPROVAL

OKLAHOMA COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE July 21, 2010 AGENDA

DEPARTMENT: Facilities Management REQUESTED BY: Mark Stephens

REQUISITION NO.: _____ REQUISITION SHEET ATTACHED: _____ YES X N/A

NAME OF FUNDS: _____

FUND NUMBERS: _____ / _____ / _____

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

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

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

AGENDA ITEM READS AS FOLLOWS: _____
_____ For discussion and possible action for approval of Standard Long Term Lease between Oklahoma County and Standley Corporation for a Savin C2828 copier. Contract is effective July 1, 2010 and ends June 30, 2011. Requisition is 11100596 for \$2665.32.

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER

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: 7 /12 / 2010.

COUNTY DEPARTMENT MAKING REQUEST: Facilities Management

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

Please review the contract between Facilities and Standley Corporation for Stanard Long Term lease for C2828 copier.

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).

Maell Stephen
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 7/13/10

REPLY BY DISTRICT ATTORNEY: Reviewed

2010 JUL 14 11:43
STATE OF OKLAHOMA
CIVIL DIVISION
DAVID PRATER
DISTRICT ATTORNEY

STATE OF OKLAHOMA
OKLAHOMA COUNTY
RECORDED OR FILED

RECEIVED
JUL 13 2010
CIVIL DIVISION
DISTRICT ATTORNEY

DAVID PRATER
DISTRICT ATTORNEY

By: _____

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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 _____ day of _____, 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: Facilities Management (County Dept.)
Contact Person: Mark Stephens, Director
Telephone Number: (405)713.1392

and the **VENDOR:** **Standley Corporation**
Address: 2601 N. W Expressway, Suite 1110
Oklahoma City, OK 73112

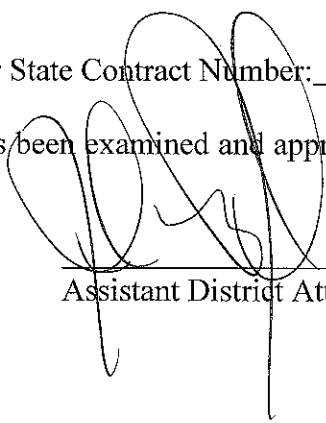
Contact Person: Linda Helmer
Telephone Number: 405.224-0819

for the long term lease of the following items:

Savin C2828 Copier

County or State Contract Number: County Contract No. 51-10

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


Assistant District Attorney

7/14/2010
Date

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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)

Savin C2828 Copier includes all-inclusive maintenance, black and white copies at \$0.0110 each and color copies at \$0.0550. 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 4 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. §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:
One hundred forty five dollars and 11/100 per month for lease \$145.11. Annual contract amount \$1,741.32. Estimate for copy charge is \$77.00 per month at a cost of \$0.0110 per copy estimated at 2000 copies (2000 x 0.0110 = \$22.00) and estimate (1000 x

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0.0550=\$55.00) color copies. Annual estimated cost for copy charge \$924.00.

Total Estimated cost \$2665.32

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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 7/1/10 through 6/30/11 the amount of encumbrance will be \$2.665.32.

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 _____, 2010 _____.

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Mack Steyer
Department Head

Chairman

ATTEST:

Carolynn Caudill, County Clerk

VENDOR: Standley Corporation

By: *Linda Nelson*

Attest or Notary:

Carla Crowson My Commission Expires: 02/06/11



Requisition Number : 11100596 Blanket Purchase order number: _____

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QUOTATION

SAVIN

SYSTEM CONFIGURATION QUOTATION PREPARATION FORM

Quotation Date: 6/30/2010
Quotation #: 06302010

Bill to Information

Oklahoma County
320 Robert S Kerr
Oklahoma City OK 73102

Ship to Information

Oklahoma County
320 Robert S Kerr
Oklahoma City OK 73102

Thank you for the opportunity to quote Oklahoma County the Savin C2828 color copier, printer, scanner, fax with 2-500 sheet paper trays, console, and stapler with 3 hole punch.

ITEM DESCRIPTION	Lease Option	PRICE
Model:		
Savin C2828	P	\$6,771.34
Savin C2828	36	\$203.19
Savin C2828	60	\$145.11
CPC		
Black & White Cost Per Copy Maintenance	1	\$0.0110
Color Cost Per Copy Maintenance	1	\$0.0550
Total System(s) Cost:		TBD

ORDERING INFORMATION

Submit Order To:

Linda Heimer
Standley Systems
2601 NW Expressway, Ste. 1110
Oklahoma City, OK 73112 405-224-0819 ext. 203
405-840-2198
lheimer@standleys.com

Standley Systems | 2601 NW Expressway, Suite 1110 West | Oklahoma City, Oklahoma 73112
T: 405-224-0819 | F: 405-224-3010 | 1-800-522-3725 | standleys.com

COPIERS / PRINTERS / SCANNERS / FAX MACHINES / DIGITAL STORAGE / CONSULTING

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Requisitions (Oklahoma County) - [New]

Number	11100596	Type	Purchase Reqi	Preparer	MacKenzie, Sandra G	
Description	blanket CW 51-10	Status	Incomplete	Total	USD	2,665.32

Lines Source Details Details **Currency**

Num	Rate Type	Rate Date	Rate	Price	Amou
1		12-JUL-2010		1	2,665.32

— Base Currency —

Destination Type	Expense	Source	Supplier
Requester	MacKenzie, Sandra G	Supplier	STANDLEY CORPORATION
Organization	Facilities Management	Site	*REMIT
Location	Facilities Management- RM 41	Contact	
Subinventory		Phone	

Catalog... Distributions Approve...

1001-2801-55390