

# PENDING APPROVAL

OKLAHOMA COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM REQUEST SHEET

FOR THE 21 DAY OF July, 2010 AGENDA

(THE DEADLINE IS ONE WEEK PRIOR TO THE DATE THE AGENDA IS TO BE POSTED)

DEPARTMENT: MIS

REQUESTED BY: Mike Harman

REQUISITION NO.: 1100000

REQUISITION SHEET ATTACHED: NA

NAME OF FUNDS: ~~MIS MAINTENANCE & OPERATIONS~~ FUND NUMBERS: 1001/2700/55440 55330

PLEASE INITIAL IF PRIVACY/PROTECTED INFORMATION EXISTS: N/A

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: 1

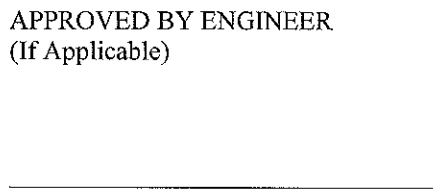
AGENDA ITEM READS AS FOLLOWS: Discussion and possible action to approve a new contract with Standley Systems for a copier. The cost not to exceed \$1741.32 annually. Requested by Mike Harman, Director of Information Services.

APPROVED BY DA  
(If Applicable)

APPROVED BY ENGINEER  
(If Applicable)

APPROVED BY PURCHASING  
(If Applicable)

  
ASSISTANT DISTRICT ATTORNEY

  
COUNTY ENGINEER

  
PURCHASING AGENT

Please initial if privacy/security protected information exist

DISTRICT ATTORNEY – PRIVACY/SECURITY PROTECTED INFORMATION: N/A

COUNTY CLERK – PRIVACY/PROTECTED INFORMATION: N/A RC

(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:** 6/15/2010  
**COUNTY DEPARTMENT MAKING REQUEST:** MIS

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: **Please review the new Standley Systems contract for a new 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).

*Mike J 2/om*

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

.....  
**DATE RECEIVED BY DISTRICT ATTORNEY:** 7/7/10

**REPLY BY DISTRICT ATTORNEY:** Reviewed

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

**DAVID PRATER  
DISTRICT ATTORNEY**

By: *[Signature]*

RECEIVED  
JUL 07 2010  
CIVIL DIVISION  
DISTRICT ATTORNEY.

# PENDING APPROVAL

OKLAHOMA COUNTY, OKLAHOMA

BOARD OF COUNTY COMMISSIONERS

STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1<sup>st</sup> 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

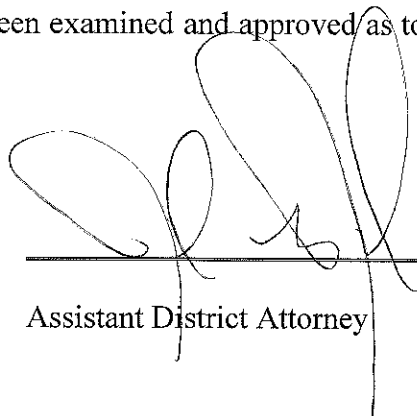
on behalf of: Oklahoma County Information Technology  
Contact Person: Rhonda Oneal  
Telephone Number: (405) 713-1334

and the **VENDOR:** **Standley Systems**  
Address: 2601 NW Expressway, Suite 1110W  
Oklahoma City, Oklahoma 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: CW11083

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

  
\_\_\_\_\_  
Assistant District Attorney

7/7/2010  
\_\_\_\_\_  
Date

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

# PENDING APPROVAL

## ARTICLE 1

### EQUIPMENT LEASED

#### Contract Amount

The Vendor shall supply the following equipment to the County:

Savin C2828 Copier – Color, Fax, Scanner and Printer with Maintenance at a cost per color copy \$0.0550 and cost for black copies is \$0.0110. The monthly lease cost for FY-2011 is \$145.11.

## 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 4 (four) 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 one (1) 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 5

### 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.

# PENDING APPROVAL

## ARTICLE 6

### 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.:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Mike Harman, Director

ATTEST:

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

VENDOR:  
Standley Systems

By: Linda Helmer

Attest or Notary:

Requisition Number \_\_\_\_\_

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

Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Summary of Requirements: 1117000

Number: 11100000 Type: Purchase Req Preparer: O'Neal, Rhonda  
Description: STANDLEY SYSTE Status: Incomplete Total: USD 1,741.32

Line: Source Details Details Currency

Num	Type	Item	Rev	Category	Description	UOM	C
1	Blanket			CAPITAL OFFIC	SAVIN C2828 COPIER	Each	1

Destination Type: Expense  
Requester: O'Neal, Rhonda  
Organization: MIS  
Location: MIS - RM 321  
Subinventory:

Source: Supplier  
Supplier: STANDLEY SYSTEMS INC  
Site: PERMIT  
Contact:  
Phone:

Cancel Distributions Approve

start Oracle Applications