

PENDING APPROVAL

OKLAHOMA COUNTY

Public Buildings Authority

AGENDA ITEM REQUEST SHEET

For the June 16th, 2010 Agenda

DEPT.: Metro Parking BY: Lynn Lerret, Director EXT. 1827

REQUISITION NO. 1180 7567 REQUISITION SHEET MUST BE ATTACHED (If applicable)

NAME OF

FUNDS: 7030/3300/54104/PBA

FUND NUMBERS _____ / _____ / _____

DOES THE AGENDA ITEM CONTAIN PRIVACY PROTECTED OR SECURITY INFORMATION: _____ YES _____ NA

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT:

AGENDA ITEM READS AS FOLLOWS: Approval of long term lease contract between Oklahoma County Metro Parking and Standley Systems for copier service and maintenance for FY 10/11 with 4 fiscal years remaining.

APPROVED BY D.A.
(If Applicable)

Assistant District Attorney

APPROVED BY ENGINEER
(If Applicable)

County Engineer

APPROVED BY PURCHASING
(If Applicable)

Purchasing Agent

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

DISTRICT ATTORNEY: _____ YES _____ N/A

COUNTY CLERK: _____ YES _____ NA

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: 06/04/2010 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:

COUNTY DEPARTMENT MAKING REQUEST: Metro Parking
STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED: STANDARD MAINTENANCE CONTRACT Review and approval of contract between Metro Parking and Standley Systems for Fiscal Year 10/11. Contract is for \$57.71 per month. Estimate for copy charge is \$15.00 per month at a cost of \$0.015000 per copy. Annual estimated cost is \$872.52 contingent upon encumbrances of funds - 7030-3300-54104.

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).

Lynn Lerret

COUNTY OFFICER

Lynn Lerret, Director

DATE RECEIVED BY DISTRICT ATTORNEY: 6/8/10

REPLY BY DISTRICT ATTORNEY: Reviewed

STATE OF OKLAHOMA
CIVIL DIVISION
RECEIVED
2010 JUN -9 A 10:31

RECEIVED

JUN 08 2010
CIVIL DIVISION
DISTRICT ATTORNEY.

DAVID PRATER
DISTRICT ATTORNEY

By: *[Signature]*

PENDING APPROVAL

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 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: Metro Parking
Contact Person: Lynn Lerret
Telephone Number (405) 713-1827

And the **VENDOR:** **Standley Systems**
Address: P. O. Box 460
Chickasha, Oklahoma 73023

Contact Person: Linda Helmer
Telephone Number (405) 842-6664

For the long term lease of the following items:

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



Assistant District Attorney

8/9/2010

Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 3 pages
with 1 page of attachments

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ARTICLE 1 EQUIPMENT LEASED

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

Savin 79021-D- SPS Copier, includes all inclusive maintenance, black and white copies at .015 each. (1000 copies per month) 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 1st 2010 and by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30th, 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:

PENDING APPROVAL

Fifty seven dollars and .071 per month for lease \$57.71. Annual contract amount \$692.52. Estimate for copy charge is \$15.00 per month at a cost of \$0.015000 per copy estimated at 1000 copies (1000 x0.0015= \$15.00). Annual estimated cost for copy charge is \$180.00. Total estimated cost \$872.52.

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 \$872.52.

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.:

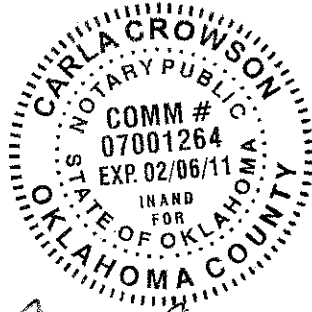
Chairman

Department Head

ATTEST:

Carolynn Caudill, County Clerk

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VENDOR: Standley Systems

Attest or Notary:

Carla Crowson 01/7/10

By:

Smile Wilson

Requisition Number

Blanket Purchase Order Number

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Oracle Applications - PROD

File Edit View Folder Tools Window Help

ORACLE

Facilities: Save

Number: 11007567 Type: Purchase Req Preparer: Green, Kelli R
Description: Annual maintena Status: Incomplete Total: USD 180.00

Lines Source Details Details Currency

Num	Category	Description	UOM	Quantity	Price	Need-By
1	SERVICE.EQUIP	Annual Maintenance	Each	180	1	

Destination Type: Expense
Requester: Green, Kelli R
Organization: Metro Parking
Location: Metro Parking
Subinventory:

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

Catalog Distributions Approve

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

start Internet Explorer Metro Parking Oracle Applications 11.0.6.0.0 June 2, 2010

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OKLAHOMA COUNTY
METRO PARKING GARAGE

June 2, 2010

To Whom It May Concern,

I have had lease and maintenance contracts with Standley Systems for the last five or six years and have been very pleased with the performance and service with Standley. They have provided accurate billing and notifications regarding copy meters, etc. I have worked with Linda Helmer throughout the years of doing business with Standley and have always found her to be very professional and have appreciated her work ethic.

Respectfully,


Lynn Lerret, Director

Metro Parking for Oklahoma County

