

# 277

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FOR THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES FROM THE DISTRICT ATTORNEY 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 REQUESTS FOR ADVICE WILL BE RESPONDED TO 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 "GOOD FAITH AND COURSE OF EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: MAY 05 2025

COUNTY DEPARTMENT MAKING REQUEST: Oklahoma County Treasurer

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

Review of the service contract between Quadient Leasing and Oklahoma County Treasurer for lease on Mail Machine IX-9 Series .  
Agreement to be effective upon approval by the Board of County Commissioners through June 30, 2026. Requested by Jackie Wilson.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE.

MAY 02 2025

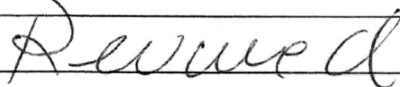
CIVIL DIVISION

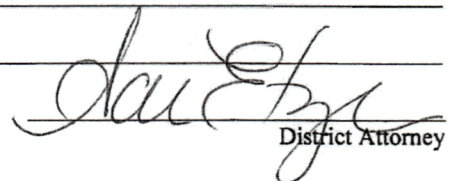
DISTRICT ATTORNEY

  
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY:

REPLY BY DISTRICT ATTORNEY:



  
District Attorney

OKLAHOMA COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD LONG-TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

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CONTRACT made as of the 1<sup>st</sup> day of July, 2025

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: Treasurer's Office (County Dept.)  
Contact Person: Jackie Wilson  
Telephone Number: 405.713.1329

and the **VENDOR:** **QUADIENT LEASING USA INC**  
Address: DEPT 3682  
PO BOX 123682  
DALLAS, TX 75312-3682

Contact Person: Matt Perry  
Telephone Number: 405.509.6526

for the long term lease of the following items:

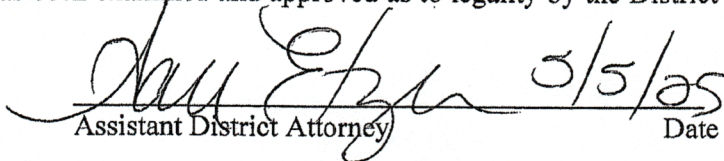
IX-9 SERIES MAILING MACHINE State of Oklahoma contract number: SW1008N PRICE  
AGREEMENT: ADSP016\_169901 12 Month Agreement @ \$646.35 a month Billed Monthly

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County or State Contract number: State of Oklahoma Contract Number: #SW1008N

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

  
Assistant District Attorney Date 3/5/25

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

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

IX-9 SERIES W/DYNAMIC SCALE, MIXED MAIL FEEDER, AND 30LB  
WEIGHING PLATFORM

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, 2025 and by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2026. 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:  
Six Hundred Forty Six Dollars & 35/100 per month for lease. Annual contract amount is  
\$7,756.20

APPROVED this \_\_\_\_\_ day of, \_\_\_\_\_, 2025

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.: \_\_\_\_\_

Chairman

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

ATTEST:

Oklahoma County Clerk \_\_\_\_\_

VENDOR: Quadient Leasing USA, Inc

Contact Person: Matt Perry

By: Matt Perry

Attest or Notary:

My Commission Expires: \_\_\_\_\_

Requisition Number :**12600013**

Blanket Purchase order number: \_\_\_\_\_

Bill To  
OKLAHOMA COUNTY TREASURER  
320 ROBERT S. KERR  
SUITE 307  
OKLAHOMA CITY, OK  
73102  
JACKIE.WILSON@OKLAHOMACOUNTY.ORG

Requisition 12600013-00 FY 2026

Acct No:  
UNDEFINED ACCOUNT.  
Review:  
Buyer: 6065trjeabi  
Status: Created

Page 1

Vendor  
QUADIENT LEASING USA INC  
DEPT 3682  
PO BOX 123682

DALLAS, TX 75312-3682

Tel#203-301-3479

Ship To  
OKLAHOMA COUNTY TREASURER  
320 ROBERT S. KERR  
SUITE 307  
OKLAHOMA CITY, OK 73102

Deliver To  
OKLAHOMA COUNTY TREASURER  
320 ROBERT S. KERR  
SUITE 307  
OKLAHOMA CITY, OK 73102

1130 150 55380 2026

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/10/25	001739				Treasurer
LN Description / Account		Qty	Unit Price	Net Price	
001 BLANKET-SW1008-IX-9 SERIES MAIL MACHINE AGREEMENT:ADSP016_169901		7756.20	1.00000	7756.20	
1-12 OF 60 MONTHS AGREEMENT @ \$646.35 BILLED MONTHLY		EACH			
JULY 1, 2025 - JUNE 30, 2026					
1130 150 55380 2026					

Ship To  
OKLAHOMA COUNTY TREASURER  
320 ROBERT S. KERR  
SUITE 307  
OKLAHOMA CITY, OK 73102

Deliver To  
OKLAHOMA COUNTY TREASURER  
320 ROBERT S. KERR  
SUITE 307  
OKLAHOMA CITY, OK 73102

Requisition Link

Requisition Total

7756.20

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*  
Account

Amount Remaining Budget