

REQUEST FOR LEGAL SERVICES

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 6-10-2025 Department: Election Board

State the nature of the legal request: Please Review the Standard Long Term Lease Contract Renewal between Standley Systems and The Board of County Commissioners of Oklahoma County on behalf of the Oklahoma County Election Board.

Signature

Reply of District Attorney's Office: _____

County Request No. _____

Date of Reply: _____

Assistant District Attorney

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS
STANDARD LONG TERM LEASE CONTRACT

CONTRACT as of the 1st day of July 2025.

BETWEEN the **COUNTY:** The Board of County Commissioners of Oklahoma County
320 Robert S. Kerr, Suite 201
Oklahoma City, Oklahoma 73102

on behalf of: Election Board
Contact Person: Kelley Caraway, Finance Officer
Telephone Number: (405) 713-2133

and the **VENDOR:** **STANDLEY SYSTEMS, LLC**
Address: 26 E. Main
Oklahoma City, OK 73104

Contact Person: Linda Helmer
Telephone Number: 405-574-1163

The lease of and maintenance agreement for the following item: Savin SP C840dn #2

County or State Contract Number: SW1013S

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

Assistant District Attorney

Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

ARTICLE 1
EQUIPMENT LEASED

The Vendor shall supply the following equipment to the County:

Savin SP Mono Printer, black and white copies or prints at a cost of \$0.0188 each and color copies or prints at a cost of \$0.0780 each. This is to include all-inclusive maintenance - all parts, labor, toner, supplies, travel, and training. (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, 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 annually. 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 1 fiscal year(s). 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 five dollars and .74/100 per month for lease, \$105.74. Annual contract lease amount \$1,268.88. Estimate for copy charge is \$290.40 per month at a cost of \$0.0188 per black and white at 3,000 copies (3000 x 0.0188) and a cost of \$0.0780 for colored at 3000 copies (3000 x \$0.0780). Annual estimate for copy charge is \$3,484.80. Total combined cost of lease and copy charges not to exceed \$4753.68.

ARTICLE 5
MISCELLANEOUS PROVISIONS

ARTICLE 6
BLANKET PURCHASE ORDERS

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 Blanket Purchase Orders will be issued by Oklahoma County as set out below:

For the contract period 7/01/2025 through 6/30/2026 for the amount of encumbrance of \$ 4,753.68

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.

STANDLEY SYSTEMS, LLC
26 E. Main
Oklahoma City, OK 73104

Linda Helmer
Signature

Linda Helmer
Printed Name and Title

Signed before me this _____ day of _____, 2025

Notary Public

My Comm. expires _____

Approved as to form and legality this _____ day of _____, 2025

Assistant District Attorney

APPROVED:

Director of Purchasing

APPROVED this _____ day of _____, 2025

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Chairman

Member

Member

ATTEST:

County Clerk

Bill To OK COUNTY ELECTION BOARD 4201 N. LINCOLN BLVD. OKLAHOMA CITY, OK 73105-5201	Requisition 12600377-00 FY 2026 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065ebkelcar Status: Created
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Page 1

Vendor STANDLEY SYSTEMS LLC PO BOX 460 CHICKASHA, OK 73023-0460 Tel#405-224-0819	Ship To OK COUNTY ELECTION BOARD 4201 N. LINCOLN BLVD. OKLAHOMA CITY, OK 73105-5201
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Deliver To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.

 OKLAHOMA CITY, OK 73105-5201

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/10/25	000124				Election Board

LN Description / Account	Qty	Unit Price	Net Price
001 EB Blanket for lease for printer-SW1013S	1268.88 EACH	1.00000	1268.88

Ship To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.
 OKLAHOMA CITY, OK 73105-5201

Deliver To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.
 OKLAHOMA CITY, OK 73105-5201

Requisition Link

Requisition Total

1268.88

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

Amount Remaining Budget

Bill To OK COUNTY ELECTION BOARD 4201 N. LINCOLN BLVD. OKLAHOMA CITY, OK 73105-5201	Requisition 12600378-00 FY 2026 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065ebkelcar Status: Created
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Page 1

 Vendor
 STANDLEY SYSTEMS LLC
 PO BOX 460

 Ship To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.

OKLAHOMA CITY, OK 73105-5201

CHICKASHA, OK 73023-0460

Tel#405-224-0819

 Deliver To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.

OKLAHOMA CITY, OK 73105-5201

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/10/25	1000124				Election Board

LN Description / Account	Qty	Unit Price	Net Price
001 EB Blanket for copy overage-SW1013S	3484.80 EACH	1.00000	3484.80

 Ship To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.
 OKLAHOMA CITY, OK 73105-5201

 Deliver To
 OK COUNTY ELECTION BOARD
 4201 N. LINCOLN BLVD.
 OKLAHOMA CITY, OK 73105-5201

[Requisition Link](#)

Requisition Total

3484.80

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

Amount Remaining Budget