

County Request No. 444

## 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.

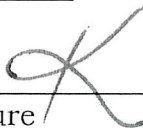
Date of Request: 6-12-2025 Department: Facilities Management

State the nature of the legal request: Please review the renewal copier service and maintenance agreement between BOCC and Standley Systems for the fiscal year 2025-2026. Pending encumbrance of funds.

**RECEIVED**

**JUN 16 2025**

**CIVIL DIVISION  
DISTRICT ATTORNEY**

Signature 

Reply of District Attorney's Office: \_\_\_\_\_

*Reviewed*

Date of Reply: 6/17/25

  
Assistant District Attorney

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 2025

BETWEEN the **COUNTY:** The Board of County Commissioners of the  
County of Oklahoma  
320 Robert S. Kerr, Rm. 101  
Oklahoma City, Oklahoma 73102

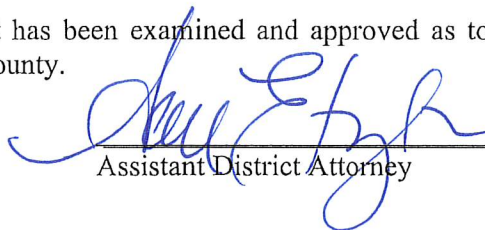
On behalf of: Oklahoma County Facilities Management  
Contact Person: Keith Monroe  
Telephone Number (405) 713-1392

And the **VENDOR:** **Standley Systems**  
Address: 26 East Main  
Oklahoma City, Oklahoma 73104  
Contact Person: Linda Helmer  
Telephone Number (405) 574-1133

For the long term lease of the following items: Savin IM C3510 copier ID TBD County

or State Contract Number: SW 1034S

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

 6/17/25  
Assistant District Attorney Date

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

Standard contract consisting of 4 pages  
with 0 page of attachments

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 C3510 Copier ID TBD, \$143.41 month plus all inclusive maintenance, black and white copies at \$0.0085 each and color copies at \$0.0450. 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<sup>st</sup> 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<sup>th</sup>, 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 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 4  
CONTRACT AMOUNT

The County shall pay the Vendor for the lease of this equipment as follows:

One hundred eighty one dollars and 85/100 per month for lease, \$143.41 Annual contract amount \$1720.92. Estimate for copy charge is \$66.50 per month at a cost of \$0.0085 per copy estimated at 2000 copies (2000 x 0.0085= \$17.00) and estimate (1100 x 0.0450=\$49.50) color copies. Annual estimated cost for copy charge is \$798.00.

Total estimated cost \$2,518.92

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 7/1/2025 through 6/30/2026 the amount of encumbrance will be \$2,518.92.

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 12th day of June, 2025 \_\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

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

\_\_\_\_\_

ATTEST:

Marissa Treat, County Clerk

VENDOR: Standley Systems

By: Linda Helmer

Attest or Notary:

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

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

# Oklahoma County



## REQUISITION

12600122-00 FY 2026

### BILL TO

OK CO FACILITIES MANAGEMENT  
321 PARK AVENUE, ROOM 413  
OKLAHOMA CITY, OK 73102

### VENDOR

STANDLEY SYSTEMS LLC  
PO BOX 460

### SHIP TO

OK CO FACILITIES MANAGEMENT  
321 PARK AVENUE, ROOM 413  
OKLAHOMA CITY, OK 73102

CHICKASHA, OK 73023-0460

Tel# 405-224-0819

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION	
05/29/25	000124			Facilities Mgmt - Court House	
LN	DESCRIPTION	QTY	UOM	UNIT PRICE	NET PRICE
001	BLANKET SW10134S COPIER LEASE	1720.92	EACH	1.00000	1,720.92

Ship To  
OK CO FACILITIES MANAGEMENT  
321 PARK AVENUE, ROOM 413  
OKLAHOMA CITY, OK 73102

REQ TOTAL

1,720.92

\*\* END OF REPORT - Generated by Amy Bruner \*\*

# Oklahoma County



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12600121-00 FY 2026

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OK CO FACILITIES MANAGEMENT  
321 PARK AVENUE, ROOM 413  
OKLAHOMA CITY, OK 73102

### VENDOR

STANDLEY SYSTEMS LLC  
PO BOX 460

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05/29/25	000124			Facilities Mgmt - Court House		
LN	DESCRIPTION		QTY	UOM	UNIT PRICE	NET PRICE
001	BLANKET SW1034S COPIER CHARGES		798.00	EA	1.00000	798.00

Ship To  
OK CO FACILITIES MANAGEMENT  
321 PARK AVENUE, ROOM 413  
OKLAHOMA CITY, OK 73102

REQ TOTAL

798.00

\*\* END OF REPORT - Generated by Amy Bruner \*\*

Vendor Name	Standley Systems
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Signature	Ball Tot	Ship Tot	Total
Name	Amy Bruner		
Agency/Dept	OKLAHOMA COUNTY Facilities		
Address	321 Park Ave. Ste 413 OKC OK 73102		
Phone	405-751-1520		
Fax			60796
E-mail	Bruner, Amy <Amy.Bruner@oklahomacounty.org>		

Feature/Accessory	Electroform	Use Price	% off list	Old Rental Price	36-Month Lease	48-Month Lease	60-Month Lease
Beas Model - IM C5300	4159.00	18,179.00	66%	5,820.86	205.55	168.12	157.22
Beas Model - IM C5500	4182.27	21,659.00	71%	6,979.59	272.85	170.81	159.41
Accessories							
ESP XG-PC-45D	1036224MU	385.00	48%	200.20	6.79	5.45	4.44
1 SIN TRM SPS300	414876	774.00	43%	402.48	13.64	10.95	8.94
BOOKLET FINISHER SPS270	418835	5,302.00	67%	1,756.26	59.54	47.77	38.69
INTERNAL SHIRT TACK SPS280	418843	654.00	50%	327.00	11.05	8.89	7.26
BRIDGE UNIT B10290	418345	306.00	51%	149.54	5.08	4.08	3.35
CABINET TYPE F	1204785NG	275.00	58%	119.25	4.87	4.08	3.35
INTERNAL MULTI-FOLD UNIT PPS300	418839	5,110.80	47%	2,705.72	91.83	73.58	60.13
FINISHER SPS280	418837	413.00	52%	1,712.00	41.46	33.25	27.17
FINISHER SPS280 (C5500 only)	418835	4774.80	60%	1,595.58	52.55	42.40	35.25
INTERNAL FINISHER SPS280	418878	2,068.80	65%	726.50	24.50	19.86	15.91
LCI R70240	418558	2,754.00	70%	826.20	26.01	22.47	18.34
MEMORY UNIT TYPE M67 465	1M4418597RA	469.00	51%	226.81	7.75	6.35	5.10
LCI PPS290	418830	2,754.00	72%	771.12	25.14	20.57	17.12
PAPER FEED UNIT PPS280	418349	1,579.00	65%	613.49	20.80	15.69	13.62
PUNCH UNIT PPS300 NA	418827	1,498.80	72%	438.80	13.65	10.96	8.94
PUNCH UNIT PPS300 NA	418841	1,498.80	57%	618.88	20.57	16.82	13.75
PUNCH UNIT PPS300 NA (C5500 only - SPS280)	418882	1,498.80	71%	417.28	14.54	11.55	9.26

[illegible]



[illegible]