

County Request No. 184

**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: 4/8/25 Department: MIS

State the nature of the legal request: Please review the FY 2025 - 2026 contract renewal for Business Imaging Systems, Inc. This is for the Standard Hardware Maintenance Period of the Canon Scanner. The total estimated cost shall not exceed one thousand, six hundred, twenty-one and fifty-three cents (\$1,621.53).

RECEIVED

APR 09 2025

CIVIL DIVISION  
DISTRICT ATTORNEY

  
Signature

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

Reviewed

Date of Reply: 4/10/25

  
Assistant District Attorney

OKLAHOMA COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

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CONTRACT made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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 IT Department**  
Contact Person: Charlotte Swindle  
Email Address: [itchaswi@oklahomacounty.org](mailto:itchaswi@oklahomacounty.org)  
Telephone Number: 405-713-1333

and the VENDOR: **Business Imaging Systems, Inc.**  
Address: 13900 N Harvey Ave  
Edmond, OK 73013

Contact Person: JW Matlock  
Telephone Number: 405-418-7436  
Fax Number: 405-848-1152

for the following maintenance or services:

**Standard Hardware Maintenance Period 07/01/2025 – 06/30/2026**

This Contract is a Renewal   X  , New \_\_\_\_\_ Contract.  
This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.

\_\_\_\_\_  
Assistant District Attorney                      4/10/25  
Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 3 pages  
with \_\_\_\_\_ page of attachments

ARTICLE 1  
MAINTENANCE/SERVICES

The Vendor shall supply the following maintenance/services as required by the Contract and Bid Specifications: (describe item/s and serial numbers/s to be maintained)

Canon MS300II Scanner Serial Number EA302345

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 shall terminate on June 30, 2026. The contract is renewable for an additional fiscal year upon approval of both parties.

Unless terminated earlier, this Contract will automatically terminate at the end of the current fiscal year (June 30) pursuant to Article 10, Section 26 of the Oklahoma Constitution.

It is agreed 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 30 day written notice of termination. It is further agreed the County may terminate this Contract immediately if the Vendor fails to provide services in accordance with this contract or in any way breaches any of the provisions of the Contract.

ARTICLE 4  
CONTRACT AMOUNT

The County shall pay the Vendor for the maintenance/services of this equipment as follows:

\$1,621.53 total annually.

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.

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 \_\_\_\_\_, 20\_\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

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

Chairman

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

ATTEST:

\_\_\_\_\_  
Maressa Treat, County Clerk

VENDOR: Business Imaging Systems, Inc  
\_\_\_\_\_

Attest or Notary:

Crystal Klimkoaks



By: W. Mattack

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



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Bill To OKLAHOMA COUNTY - IT 320 ROBERT S. KERR SUITE 317 OKLAHOMA CITY, OK 73102	Requisition 12600005-00 FY 2026  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065itchaswi Status: Created
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Page 1

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Vendor BUSINESS IMAGING SYSTEMS INC ACCOUNTS RECEIVABLE PO BOX 701683, DEPT#310  TULSA, OK 74170  Tel#405-946-6247 Fax 405-946-2624	Ship To OKLAHOMA COUNTY - IT 320 ROBERT S. KERR SUITE 317 OKLAHOMA CITY, OK 73102
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Deliver To  
OKLAHOMA COUNTY - IT  
320 ROBERT S. KERR  
SUITE 317  
OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/08/25	000164				Information Technology

LN Description / Account	Qty	Unit Price	Net Price
001 FY2025-2026 Annual Maintenance Agreement- DA Scanner, Canon MS300II (S/N EA3023145) BOCC Approval Date:	1.00 EACH	1621.53000	1621.53

Ship To  
OKLAHOMA COUNTY - IT  
320 ROBERT S. KERR  
SUITE 317  
OKLAHOMA CITY, OK 73102

Deliver To  
OKLAHOMA COUNTY - IT  
320 ROBERT S. KERR  
SUITE 317  
OKLAHOMA CITY, OK 73102

Requisition Link

Requisition Total

1621.53

\*\*\*\*\* General Ledger summary section \*\*\*\*\*  
Account

Amount Remaining Budget