

County Request No. 67

## **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: 2/11/2025 Department: Facilities Management

State the nature of the legal request: Please review the contract between Oklahoma's

Credit Union & the Board of County Commissioners for the placement of an ATM in

the OK County Courthouse. I submitted a DA RFS, county request #31, on 1/28/2025.

My language was "...between OECU and ..." when the language should have been

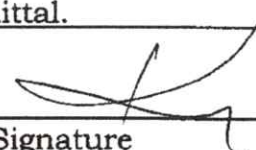
"...between OCU and ...", hence the resubmittal.

RECEIVED

FEB 11 2025

CIVIL DIVISION

DISTRICT ATTORNEY

Signature 

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

\_\_\_\_\_

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Date of Reply: 2/13/25

  
Assistant District Attorney



## Automated Teller Machine Agreement

Oklahoma's Credit Union will install and maintain one automated teller machine (ATM) at the Oklahoma County Courthouse, located at 320 Robert S Kerr Ave., Oklahoma City, OK 73102. In accordance to this agreement, both parties agree to the following:

1. **Payments:** Oklahoma County Courthouse will provide space for the ATM, free of charge, to Oklahoma's Credit Union. Oklahoma County Courthouse will not pay a fee for the ATM. Oklahoma's Credit Union will keep 100% of all surcharge fees from the ATM.
2. **Site Survey:** Oklahoma County Courthouse will allow Oklahoma's Credit Union to perform a site survey prior to installation of the ATM. The purpose of the site survey is to:
  - a. Determine a safe and secure placement for the ATM.
  - b. Ensure electrical needs are met.
  - c. Review floor anchors. If new anchors are necessary, Oklahoma's Credit Union will install them.
3. **Maintenance:** Oklahoma's Credit Union will provide maintenance and upkeep for the ATM at no charge to Oklahoma County Courthouse.
4. **Term:** The term of this agreement will commence upon signing by both parties. The term will be 1 year, and will automatically renew unless terminated. A 90-day termination notice is required by either party.

**Oklahoma County Courthouse**

**Oklahoma's Credit Union**

By:

By:

Title:

Title:

Date Signed:

Date Signed:

## **Amendment 1 – Location, Installation, Access & Signage**

### *Location, Power & Network Access*

The ATM will use the pre-existing power outlet pictured below.



*Location of power outlet for ATM (indicated by the red box)*

A network drop will be located in the closet in the picture below.





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## *Installation*

The ATM will require two (2) anchor points. The Oklahoma County Courthouse facilities team will drill the holes based on a template provided by Oklahoma's Credit Union.

## *Signage*

Oklahoma's Credit Union will provide one (1) sign for the ATM that includes directions to the vending machine. Oklahoma County Courthouse can choose either a flat sign or corridor sign. Mock ups are provided below.



*Option 1: Flat sign*



*Option 2: Corridor Sign*

Oklahoma County Courthouse will also choose whether its facilities team or Oklahoma's Credit Union's facilities team installs the sign.

## *Entry & Access*

To meet the safety needs of cash-handling employees, Oklahoma's Credit Union will have permission and access to park on Couch Drive between Hudson and Harvey when performing maintenance for the ATM. Additionally, an entry badge for the Oklahoma County Courthouse will be provided to Oklahoma's Credit Union.

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*Location of parking and entry access*