

County Request No. 300

**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: 05/04/2026 Department: JJC

State the nature of the legal request: \_\_\_\_\_

Please review and approve the Agreement with OCJB and Isaac Zepu, who shall provide Barber Services to juvenile residents in Detention. Requisition 12700036 in an amount not to exceed \$4,000 has been issued. Requested by Hannah Whipp, Juvenile Bureau Director.

RECEIVED

MAY 12 2026

CIVIL DIVISION  
DISTRICT ATTORNEY

\_\_\_\_\_  
County Officer or Department Director

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

*Reviewed*

*ok*

Date of Reply: 5/17/2026

*JJC*  
Assistant District Attorney

## AGREEMENT

This Agreement consisting of six (6) pages entered into by and between the Board of County Commissioners of Oklahoma County on behalf of the Oklahoma County Juvenile Center hereinafter called "County" and **Isaac Zepu** hereinafter called "Contractor", constitutes the entire Agreement between the County and **Isaac Zepu**.

KNOW THEREFORE, the parties mutually agree as follows:

### ARTICLE I QUALIFICATIONS

Contractor is a private entity and not an agent of the County or any other division or department of the County.

Contractor is a licensed Barber and is licensed to practice in the State of Oklahoma.

Contractor agrees to serve as the part-time Barber for the County and agrees to provide on-site hair care services to residents who are detained as provided for in this Agreement.

### ARTICLE II AGREEMENT PERIOD

This Agreement shall become effective the first (1st) day of July 2026 and shall terminate at the close of the thirtieth (30<sup>th</sup>) day of June 2027. Costs incurred prior to or subsequent to those dates are not allowed.

### ARTICLE III OFFICIALS AND EMPLOYEES NOT TO BENEFIT

No official or employee of the County or any other employee of the Oklahoma County Government shall receive any share or part of the Agreement, or to any benefit that may arise there from, and no employee of the County or officer, official or employee for the County shall serve as officers of the Contractor's organization.

### ARTICLE IV ALLOWABLE COST AND PAYMENT

In return for services provided pursuant to Article I and VI, the County agrees to pay Contractor Ten Dollars (\$10.00) per resident for hair care services. Total reimbursement pursuant to this contract cannot exceed Four Thousand Dollars (\$4,000.00).

Payment for services rendered will be made only upon receipt of documented claims. These claims shall be submitted monthly and in accordance with procedures prescribed by the County. All claims must be authorized by the County.

In the event claims are subsequently disallowed by the County pursuant to the agreement the Contractor shall repay the General Fund of the County, on demand, the amount of any such disallowed claims or at the discretion of the County may deduct such amounts from subsequent payments to be made to the Contractor hereunder without prejudice however to the County's right thereafter to establish the allow ability of any such item (s) of cost under this Agreement.

#### **ARTICLE V ACCOUNTS AND REPORTS**

The County shall periodically review the performance of the Contractor under this Agreement. If as a result of such review (s), the County determines that the responsibilities of the Contractor pursuant to the Agreement are not being adequately performed or if the County determines that a change in the nature or scope of services to be provided under the Agreement requires modification, the parties shall attempt to resolve the issues amicable and to agree upon any needed changes to this Agreement and to implement the adjustments required by the County. If the parties are unable to reach an agreement, the parties shall be discharged from further obligations under the terms of the Agreement.

#### **ARTICLE VI SPECIAL PROVISIONS**

The primary purpose for Hair Care Services for the County is to have available for residents an avenue by which they are able to look appropriate for Court appearances and to feel well groomed, as stated by the American Correctional Association (ACA) Standard (2-8239).

1. Contractor shall not restrict on the right of the resident to determine the length and style of their hair.
2. Contractor shall be responsible for all hair care and styling equipment and to make sure that all equipment is in its proper place and accounted for before leaving the Detention area.
3. Contractor will provide hair care services to those residents who shall agree to the County requirements.
  - A. Residents can only receive one (1) haircut per month.

- B. Residents may be given priority based on need, behavior, and length of stay.
4. County agrees to provide the Contractor with notification of services needed during the business week prior to the date services will be rendered.
5. Contractor agrees to adhere to all policy and procedures concerning Facility security and confidentiality of client information.

All services offered pursuant to the Agreement must be authorized prior to delivery by the County.

#### **ARTICLE VII EQUAL OPPORTUNITY AND DISCRIMINATION**

The County and Contractor, agree they are equal opportunity employers and in compliance with Federal regulations, at title 45, Code of Federal Regulations, Part Eighty (80) (which implement P.L. 88-352 Civil Rights Act of 1964) and execute orders there under and the Rehabilitation Act of 1973, as amended, including but not limited to, giving equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin or handicap.

#### **ARTICLE VIII LIABILITY**

Contractor shall perform their work under this Agreement as an independent contractor and agrees that the County is to be free from all liabilities and damages resulting from their performance hereunder. It is further agreed that Contractor will indemnify and hold harmless Oklahoma County against all claims and causes of action of any kind and character, which may arise as a result of Contractor's performance under this contract. Contractor further agrees not to hold County liable for any personal loss of property or personal injury or death, which may result from their rendering of any services by Contractor pursuant to this Agreement.

Contractor agrees to maintain liability insurance in amounts sufficient to satisfy any claims, which may arise under the Governmental Tort Claims Act at 51 O.S. 151-171 (up to \$1, 000,000.00 for any number of claims arising out of a single occurrence) insuring the County against any liability claims arising out of the performance of this contract and resulting from any acts of omission or commission by the Contractor.

#### **ARTICLE IX COMPLIANCE WITH LAW**

Contractor agrees to comply with all applicable State and Federal Laws, statutes, regulations, rulings or enactments of any governmental authorities that are applicable to this Agreement. Observance of and compliance with their requirements shall be the responsibility of Contractor, without reliance on, or superintendent of, or direction by the County.

Contractor understands they are responsible for payment of wages and benefits required by federal law (i.e., FICA) to any persons employed in conjunction with fulfillment of obligations of this contract.

#### **ARTICLE X EVALUATIONS**

The County through any authorized representative has the right, at all reasonable times, to inspect, investigate or otherwise evaluate the service performed. If any inspection, investigation, or evaluation is made by the County, the Contractor shall provide all reasonable assistance. All inspections, investigations, or evaluations shall be performed in such a manner as will not unduly interfere with the performance of the service.

#### **ARTICLE XI FEES**

The Contractor shall not impose any fees to county employees for services provided pursuant to this Agreement.

#### **ARTICLE XII OWNERSHIP INFORMATION**

Contractor affirms that no person who has ownership or controls interest in, or is an agent or managing employee, has been convicted of a criminal offense involving moral turpitude.

#### **ARTICLE XIII CANCELLATION/TERMINATION**

In the event the Contractor fails to meet the terms and conditions herein or fails to provide services in accordance with the provisions of this Agreement, the County may, upon written notice of default to Contractor, cancel this Agreement and such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided by law. This Agreement shall be terminated, in whole or in part, by either party by giving thirty (30) days written notice to the other party.

**ARTICLE XIV MODIFICATION**

Contractor is not authorized to change any element of this Agreement. All changes shall be consummated by formal written amendment agreed and executed by both the County and Contractor.

**(This section intentionally left blank)**

For the faithful performance of the terms of this contract the parties hereto in their capacities as stated affix their signatures.

Oklahoma County Juvenile Center

Participant

  
\_\_\_\_\_

Hannah Whipp  
Director  
Oklahoma County Juvenile Bureau

  
\_\_\_\_\_

Isaac Zepu  
7203 Galahad Circle  
Oklahoma City, Ok 73132

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026

My Commission Expires: \_\_\_\_\_  
Notary Public

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2026

Board of County Commissioners  
Oklahoma County, Oklahoma

\_\_\_\_\_  
Chairman

APPROVED:

  
\_\_\_\_\_

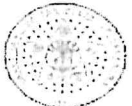
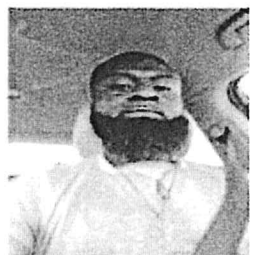
Assistant District Attorney

\_\_\_\_\_  
Member

ATTEST: \_\_\_\_\_, Deputy  
County Clerk

\_\_\_\_\_  
Member

<p>USE THIS IDENTIFICATION CARD WHEN CONDUCTING BUSINESS</p> <p>Expiration Date <b>June 30, 2026</b></p>	<p>OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING</p> <p><b>190027</b></p> <p><b>Isaac Zepu</b></p> <p><i>Marta Casbolt</i> Interim Executive Director</p>
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<p><b>OKLAHOMA STATE BOARD OF COSMETOLOGY &amp; BARBERING</b></p> <p>2401 NW 23RD ST SUITE 74   OKLAHOMA CITY, OK 73107-2453   405-521-2441   OKLAHOMA.GOV/COSMO</p> <p><small>THE PERSON'S NAME OR CORRELATION WHICH NAME APPEARS ON THIS LICENSE HAS COMPLIED WITH THE PROVISIONS OF THE OKLAHOMA STATUTES AND/OR RULES AND REGULATIONS, AND IS HEREBY AUTHORIZED TO ENGAGE IN THE ACTIVITY LISTED BELOW.</small></p>		
	<p><b>Isaac Zepu</b></p>	<p><b>Barbering License</b></p>
<p>Expiration Date</p> <p><b>June 30, 2026</b></p>	<p>File/License #:</p> <p><b>190027</b></p>	<p><i>Marta Casbolt</i> Interim Executive Director</p>

FOLD TO BACK

REMOVE AT RENEWAL TIME

FOLD TO

LICENSE RENEWAL APPLICATION- DETATCH ONLY FOR RENEWAL. THIS IS THE ONLY NOTICE YOU WILL RECEIVE

**COSMETOLOGY AND BARBERING BOARD**

2401 NW 23RD ST SUITE 74  
OKLAHOMA CITY, OK 73107-2453  
405-521-2441 OKLAHOMA.GOV/COSMO

PENALTY OF \$10 PER LICENSE IS ASSESSED TWO MONTHS AFTER EXPIRATION DATE

- PERSONAL CHECKS ARE NOT ACCEPTED. SUBMIT MONEY ORDERS OR C/D
- If your name has changed, LEGAL DOCUMENTATION IS REQUIRED
- Non-citizens must file Affidavit Verifying Lawful Presence (Form 399)

Have you been convicted of a felony within the past year  YES  NO

Check box if you are on State or Federal assistance or at 140% or less of poverty level. Documentation is required.

Home Address Street/Apt. City State Zip Ho  
**RESIDENCE ADDRESS IS REQUIRED BY LAW. (59-199.3-B-3) PO BOX IS ACCEPTABLE**

Cosmetologist, Barber, Cosmetician, Manicurist, Facial Operator \$40

Bill To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK  
 73118

Requisition 12700036-00 FY 2027

Acct No:  
 UNDEFINED ACCOUNT.  
 Review:  
 Buyer: 6065cbgrab1  
 Status: Created

Page 1

Vendor  
 ISAAC WAPI ZEPU JR  
 7203 GALAHAD CIRCLE

Ship To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

OKLAHOMA CITY, OK 73132

Deliver To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
05/05/26	1005371				Juvenile Justice Bureau

LN	Description / Account	Qty	Unit Price	Net Price
001	Blanket/Contract for Professional Services/Barber for residents in Detention as needed for FY27. Approved at the ? BOCC meeting.	4000.00 EACH	1.00000	4000.00

Ship To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Deliver To  
 JUVENILE JUSTICE BUREAU  
 5905 N. CLASSEN COURT  
 SUITE 400  
 OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

4000.00

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

Amount Remaining Budget