

County Request No. 290

## **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: 5/7/2025 Department: MIS

State the nature of the legal request: Please review the FY 2025 - 2026 renewal for services provided to the OSU Extension (phone, cox circuits, wireless access points, and related IT Support).

RECEIVED

MAY 07 2025

CIVIL DIVISION

DISTRICT ATTORNEY

Signature



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

*Reviewed*

Date of Reply: 5/7/25

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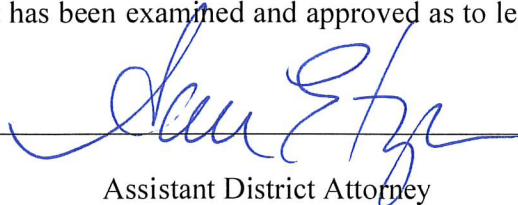
CONTRACT made as of the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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  
Telephone Number: 405-713-1333

and the **VENDOR:** **Oklahoma State University Extension**  
Address: 2500B NE 63<sup>rd</sup> Street  
Oklahoma City, OK 73111  
Contact Person: LaDonna Hines  
Telephone Number: 405-713-1125  
Email: ladonna.hines@okstate.edu

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

5/7/25  
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

Oklahoma County MIS shall supply the following maintenance/services as required by the Contract and Bid Specifications: (describe item/s and serial numbers/s to be maintained)  
Invoice for repair or replacement of phones if it is required. Invoice for Fax and Phone Subscription, servicing, and support. Maintain and invoice internet circuit Via Cox and invoice for additional circuit to the extension center. Maintain switches and firewall housed at OSU. Configure and maintain wireless access points. Maintain network connectivity between the PCs and servers housed at OSU and maintain the separate VLAN. Configure firewall so that PC traffic is segregated from all other traffic.

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

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

To be billed \$250.00 per month for current monthly IT Support.  
To be billed \$196.00 per month for ISP from Cox.  
To be billed \$247.00 per month (19 phones @ 13.00 per phone per month)  
for phone services. Total monthly billing is not to exceed \$693.00.

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: \_\_\_\_\_

By: \_\_\_\_\_

Attest or Notary: \_\_\_\_\_

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

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