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REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.


IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 6-12-26
COUNTY DEPARTMENT MAKING REQUEST: Facilities Management

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:

Please review the renewal service and maintenance agreement between Standley Systems and PBA for FY 26-27. Pending encumbrances.

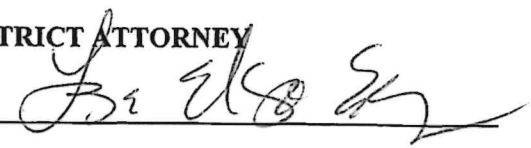
ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).



COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: _____

REPLY BY DISTRICT ATTORNEY: _____

DISTRICT ATTORNEY
By: 

RECEIVED
JUN 12 2026
Revised 2003
CIVIL DIVISION
DISTRICT ATTORNEY

OKLAHOMA COUNTY, OKLAHOMA

Public Buildings Authority

STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1 day of July 2026

BETWEEN the COUNTY: Public Buildings Authority
320 Robert S. Kerr, Rm. 101
Oklahoma City, Oklahoma 73102

on behalf of: Oklahoma County Metro Parking
Contact Person: Megan Determan
Email Address: Megan.Determan@oklahomacounty.org
Telephone Number: 405-713-1827

and the VENDOR: Standley Systems
Address: 26 E. Main
Oklahoma City OK
Contact Person: Linda Helmer
Telephone Number: 405-816-6410
Fax Number: 405-224-3010

for the following maintenance or services:

Kyocera 2554ci lease with Cost Per Copy Maintenance, monthly average mono 638 color 500 per month

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

[Handwritten signature]

10/12/2026

Assistant District Attorney

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)

All-inclusive Kyocera TASKalfa 2554ci lease, parts, labor, and toner

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, 2026 and shall terminate on June 30, 2027. 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:

Kyocera 2554ci 60-month lease at \$72.18 per month, cost per copy maintenance to be billed \$35.00 per month including 638 mono & 500 color overages billed at .0105 mono & .0566 color. Total monthly is 107.18 \$1286.16 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_____.

Public Buildings Authority

Approved by County Dept.:

Chairman

Department Head

ATTEST:

Maressa Treat, County Clerk

VENDOR:
Standley Systems

By: *Linda Helmer*

Attest or Notary:

Requisition Number _____

Blanket Purchase Order Number _____

Bill To METRO PARKING 321 ROBERT S. KERR OKLAHOMA CITY, OK 73102	Requisition 12700441-00 FY 2027 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065mparihya Status: Created
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Vendor STANDLEY SYSTEMS LLC PO BOX 460 CHICKASHA, OK 73023-0460 Tel#405-224-0819	Ship To METRO PARKING 321 ROBERT S. KERR OKLAHOMA CITY, OK 73102
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Deliver To
 METRO PARKING
 321 ROBERT S. KERR

 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/16/26	000124				Metro Parking Garage

LN Description / Account	Qty	Unit Price	Net Price
001 bpo SW1013S Copies	420.00 EACH	1.00000	420.00

Ship To
 METRO PARKING
 321 ROBERT S. KERR
 OKLAHOMA CITY, OK 73102

Deliver To
 METRO PARKING
 321 ROBERT S. KERR
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 420.00

***** General Ledger Summary section *****
 Account

Amount Remaining Budget

Bill To METRO PARKING 321 ROBERT S. KERR OKLAHOMA CITY, OK 73102	Requisition 12700440-00 FY 2027 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065mparihya Status: Created
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Vendor STANDLEY SYSTEMS LLC PO BOX 460 CHICKASHA, OK 73023-0460 Tel#405-224-0819	Ship To METRO PARKING 321 ROBERT S. KERR OKLAHOMA CITY, OK 73102
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Deliver To
 METRO PARKING
 321 ROBERT S. KERR

 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/16/26	000124				Metro Parking Garage

LN Description / Account	Qty	Unit Price	Net Price
001 bpo SW1013S Copier Lease	866.16 EACH	1.00000	866.16

Ship To
 METRO PARKING
 321 ROBERT S. KERR
 OKLAHOMA CITY, OK 73102

Deliver To
 METRO PARKING
 321 ROBERT S. KERR
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 866.16

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

Amount Remaining Budget