

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 Public Defender Department  
Contact Person: Donna Law  
Email Address: Donna.Law@oscn.net  
Telephone Number: 405-713-1562

and the VENDOR: Standley Systems  
Address: 26 East Main Street  
Oklahoma City OK 73104  
Contact Person: Linda Helmer  
Telephone Number: 405-574-1163  
Fax Number: 405-224-3010

for the following maintenance or services:

(2) Kyocera 8003L Public Defenders Office Serial Numbers TBD

SW10135

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

  
Assistant District Attorney

7/2/24  
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)

(2) Kyocera 8003i Copiers, includes all maintenance, with Black & White copies at \$0.0065 each, all parts, labor, toner, staples, travel, and training. Excludes paper SW10135

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**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, 2024 and shall terminate on June 30, 2025. The contract is renewable for an additional 4 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:

\$181.04 per month for (1) Kyocera 8003i and \$196.16 per month for (1) Kyocera 8003i w/ fax for an annual cost of \$4526.40 (2) Kyocera 8003 Cost per copy maintenance is \$0.0065 Black & White (27,000) estimated monthly cost of \$175.50, and \$2106.00 annually. Total annual cost 6632.40

**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.: \_\_\_\_\_

Brian Biffle  
Department Head

Chairman

ATTEST:

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

VENDOR: \_\_\_\_\_

By: Linda Helmer

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

Requisition Number 12501069  
Blanket Purchase Order Number \_\_\_\_\_

County Request No. 507

## **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: 7/1/2024 Department: Public Defender

State the nature of the legal request: Copier lease contract approval

RECEIVED

JUL 01 2024

CIVIL DIVISION  
DISTRICT ATTORNEY

Brigitte Biffle  
Signature

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

Reviewed

Date of Reply: 7/2/24

[Signature]  
Assistant District Attorney

Bill To  
OKLAHOMA COUNTY - PD  
320 ROBERT S. KERR  
SUITE 611  
OKLAHOMA CITY, OK  
73102

Requisition 12501069-00 FY 2025

Acct No:  
10123000-55390  
Review:  
Buyer: 6065pddonlaw  
Status: Released

Page 1

Vendor  
STANDLEY SYSTEMS LLC  
PO BOX 460

Ship To  
OKLAHOMA COUNTY - PD  
320 ROBERT S. KERR  
SUITE 611  
OKLAHOMA CITY, OK 73102

CHICKASHA, OK 73023-0460

Tel#405-224-0819

Deliver To  
OKLAHOMA COUNTY - PD  
320 ROBERT S. KERR  
SUITE 611  
OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department	
07/09/24	1000124				Public Defender	
LN Description / Account				Qty	Unit Price	Net Price
001 Copier Lease Kyocera 8003i copier with fax module, toner and staples included, PD Unit #1				2400.00 EACH	1.00000	2400.00
1 10123000-55390				2400.00		
Ship To OKLAHOMA COUNTY - PD 320 ROBERT S. KERR SUITE 611 OKLAHOMA CITY, OK 73102						
Deliver To OKLAHOMA COUNTY - PD 320 ROBERT S. KERR SUITE 611 OKLAHOMA CITY, OK 73102						
002 Copier Lease Kyocera 8003i copier without fax, toner and staples included, PD Unit #2				2200.00 EACH	1.00000	2200.00
1 10123000-55390				2200.00		

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07/09/24	1000124				Public Defender

LN Description / Account	Qty	Unit Price	Net Price
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Requisition Link

Requisition Total 4600.00

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

Account	Amount	Remaining Budget
10123000-55390	4600.00	6860.00
Public Defender		

Copier-Lease

\*\*\*\*\* Approval/Conversion Info \*\*\*\*\*

Activity	Date	Clerk	Comment
Approved	07/09/24	Albert Rodriguez	Auto approved by: 6065ccdebmcd
Approved	07/09/24	Deborah McDonald	
Approved	07/09/24	Maria Pinley	Auto approved by: 6065ccdebmcd
Approved	07/09/24	Rikki Bennett	Auto approved by: 6065ccdebmcd
Approved	07/09/24	Sheena McGrady	Auto approved by: 6065ccdebmcd
Approved	07/09/24	Chantel Boso	Auto approved by: 6065ccdebmcd
Queued	07/09/24	Chantel Boso	Auto approved by: 6065ccdebmcd
Queued	07/09/24	Ashley Franklin	Auto approved by: 6065ccdebmcd

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07/09/24	1000124				Public Defender

LN	Description / Account	Qty	Unit Price	Net Price
Queued	07/09/24 Ashley McMichael		Auto approved by: 6065ccdebmc	
Queued	07/09/24 Lauren Adkison		Auto approved by: 6065ccdebmc	
Queued	07/09/24 Long Tran		Auto approved by: 6065ccdebmc	