

Authority Request No. 380

## **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: 6/2/2025

Department: Benefits and Retirement

State the nature of the legal request: Please review the attached Standard Long Term Copier

Lease between OneSource Managed Services, LLC. and Oklahoma County to be effective July 1, 2025.

as to form and legality.

**RECEIVED**

**JUN 02 2025**

**CIVIL DIVISION  
DISTRICT ATTORNEY**

Jon White  
Signature

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

Revised

Date of Reply: 6/2/25

Ken Ely  
Assistant District Attorney

OKLAHOMA COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS  
STANDARD LONG TERM LEASE CONTRACT

CONTRACT as of the \_\_\_\_\_ 1 \_\_\_\_\_ day of \_\_\_\_\_ July \_\_\_\_\_, 2025.

BETWEEN the **COUNTY:** The Board of County Commissioners of Oklahoma County  
320 Robert S. Kerr, Suite 220  
Oklahoma City, Oklahoma 73102

on behalf of: Benefits and Retirement  
Contact Person: Jon Wilkerson, Director  
Telephone Number: (405) 713-1535

and the **VENDOR:** **OneSource Managed Services, LLC**  
**dba Dahill Office Technology Corporation**  
**dba Xerox Business Solutions Southwest**  
Address: 8200 W Interstate 10, Suite 400  
San Antonio, TX 78230  
PO BOX 205354, Dallas, TX 75320-5354  
  
Contact Person: Jennifer Wall and Jennifer Roland  
Telephone Number: 405-702-1913

This is a lease of and maintenance agreement for the following item:

Xerox Workcentre C7025 Printer/Copier

County or State Contract Number: Countywide Contract No. CW16083.

**THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.**

ARTICLE 1  
EQUIPMENT LEASED

The Vendor shall supply the following to the County:

Xerox Workcentre C7025 Printer/Copier, I.D., all-inclusive maintenance, black and white copies or prints at a cost of \$0.009 each, and color copies or prints at a cost of \$0.05 each.

Maintenance includes all parts, labor, toner, supplies, travel and training, but excludes paper.

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 by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2026. County shall have the right to renew this Contract annually. Each annual renewal period shall expire on the last day of the then current fiscal year of County. It is the present intent of the County to continue this lease for an additional 1 fiscal year. However, in order for the contract to be continued the contract must be renewed on July 1 or thereafter of each succeeding fiscal year by an affirmative action of the Board of County Commissioners. Pursuant to 62 O.S. §430.1 in no event shall the County's obligation be deemed to continue past the end of the County's fiscal year ending June 30 of every year, nor shall County be deemed to be indebted beyond the indebtedness created by each fiscal year's obligation.

It is agreed between the parties 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 thirty day written notice and may terminate immediately if Vendor breaches any of the terms of this contract.

ARTICLE 4  
CONTRACT AMOUNT

The County shall promptly pay the Vendor upon receipt of proper invoices as follows: The amount for lease of the equipment is an annual total of \$1,257.36. The estimated amount for copies is an annual total of \$2,000.00. The total estimated cost equals \$3,257.36.

ARTICLE 5  
MISCELLANEOUS PROVISIONS

The equipment provided by the Vendor and the expenses paid under this contract are not shared by additional departments.

ARTICLE 6  
BLANKET PURCHASE ORDERS

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 Blanket Purchase Orders will be issued by Oklahoma County as set out below:

Benefits and Retirement Department: \$1,257.36 for Lease

Benefits and Retirement Department: \$2,000.00 for Copies

Total encumbrance for July 1, 2025 through June 30, 2026 will be \$3,257.36

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.

XEROX BUSINESS SOLUTIONS SOUTHWEST  
8200 W Interstate 10, Suite 400  
San Antonio, TX 78230

\_\_\_\_ Printed Name and Title

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Assistant District Attorney

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

ATTEST:

\_\_\_\_\_  
County Clerk

Purchasing Department (Lease)

Requisition Number: \_\_\_\_\_ Blanket Purchase Order Number: \_\_\_\_\_

Purchasing Department (Copies)

Requisition Number: \_\_\_\_\_ Blanket Purchase Order Number: \_\_\_\_\_

Bill To OK COUNTY BENEFITS/RETIREMENT 320 ROBERT S KERR ROOM 203 OKLAHOMA CITY, OK 73102	Requisition 12600334-00 FY 2026 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065ccrobtho Status: Created
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Page 1

 Vendor  
 DAHILL OFFICE TECHNOLOGY CORP  
 PO BOX 205354

DALLAS, TX 75320-5354

Tel#210-805-8200

 Ship To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

 Deliver To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/09/25	1003512				Employee Benefits Department

  

LN Description / Account	Qty	Unit Price	Net Price
001 Copier Lease	1257.36 EACH	1.00000	1257.36

 Ship To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

 Deliver To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

Requisition Link

Requisition Total

1257.36

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

Amount Remaining Budget

Bill To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK  
 73102

Requisition 12600336-00 FY 2026

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

Page 1

Vendor  
 DAHILL OFFICE TECHNOLOGY CORP  
 PO BOX 205354

Ship To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

DALLAS, TX 75320-5354

Tel#210-805-8200

Deliver To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
06/09/25	1003512				Employee Benefits Department
LN Description / Account		Qty	Unit Price	Net Price	
001 Copier Fees		2000.00 EACH	1.00000	2000.00	

Ship To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OK COUNTY BENEFITS/RETIREMENT  
 320 ROBERT S KERR  
 ROOM 203  
 OKLAHOMA CITY, OK 73102

Requisition Link

Requisition Total

2000.00

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

Account

Amount Remaining Budget