

County Request No. 201

**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.

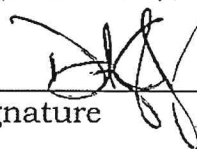
All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, 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: 4/15/2026 Department: MIS

State the nature of the legal request: Please review the FY2026-2027 contract renewal for Standley Systems. This is for the lease and maintenance of our copier/printer/scanner. The total estimated cost shall not exceed two thousand, three hundred, eighty-eight dollars and sixty cents (\$2,388.60).

RECEIVED

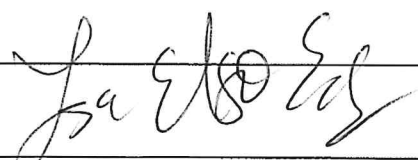
APR 15 2026

  
Signature

Reply of District Attorney's Office: **CIVIL DIVISION  
DISTRICT ATTORNEY**

*Renewal  
approval*

Date of Reply: 4/15/2026

  
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 1 day of July 2026

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:** **Standleys Systems**  
Address: 26 E. Main

Contact Person: Linda Helmer  
Telephone Number: 405-574-1163  
Fax Number: 405-224-3010

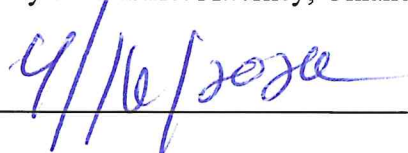
for the following maintenance or services:

**Ricoh IM C3010 SW1034S**

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



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)

**Ricoh IM 3010 copier includes all maintenance with color copies at .045 each and mono copies at .0085 each, all parts, labor, and supplies. Excludes paper.**

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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, 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:

**To be billed \$199.05 per month. \$2388.60**  
**total annually. (157.38 copier + \$41.67 cost per copy maintenance per**  
**month)**

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:

Standley Systems\_\_\_\_\_

By:

Linda Helmer\_\_\_\_\_

Attest or Notary:

\_\_\_\_\_

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

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

Bill To OKLAHOMA COUNTY - IT 320 ROBERT S. KERR SUITE 317 OKLAHOMA CITY, OK 73102	Requisition 12700023-00 FY 2027  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065itchaswi Status: Created
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Vendor STANDLEY SYSTEMS LLC PO BOX 460  CHICKASHA, OK 73023-0460  Tel#405-224-0819	Ship To OKLAHOMA COUNTY - IT 320 ROBERT S. KERR SUITE 317 OKLAHOMA CITY, OK 73102
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Deliver To  
 OKLAHOMA COUNTY - IT  
 320 ROBERT S. KERR  
 SUITE 317  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/23/26	000124				Information Technology

LN Description / Account	Qty	Unit Price	Net Price
001 Blanket - FY2026-2027 Standley Annual Contract for Maintenance of Ricoh IM 3010 Copier	500.04 EACH	1.00000	500.04

Ship To  
 OKLAHOMA COUNTY - IT  
 320 ROBERT S. KERR  
 SUITE 317  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OKLAHOMA COUNTY - IT  
 320 ROBERT S. KERR  
 SUITE 317  
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 500.04

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*  
 Account Amount Remaining Budget

Bill To OKLAHOMA COUNTY - IT 320 ROBERT S. KERR SUITE 317 OKLAHOMA CITY, OK 73102	Requisition 12700024-00 FY 2027  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065itchaswi Status: Created
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Deliver To  
 OKLAHOMA COUNTY - IT  
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 SUITE 317  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/23/26	000124				Information Technology

LN Description / Account	Qty	Unit Price	Net Price
001 Blanket - NOC - FY 2026-2027 Standley Annual Contract for Lease of Ricoh IM 3010 Copier	1888.56 EACH	1.00000	1888.56

Ship To  
 OKLAHOMA COUNTY - IT  
 320 ROBERT S. KERR  
 SUITE 317  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OKLAHOMA COUNTY - IT  
 320 ROBERT S. KERR  
 SUITE 317  
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 1888.56

\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*  
 Account Amount Remaining Budget