

County Request No. 513

**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: \_\_\_\_\_ Department: Facilities Management

State the nature of the legal request: \_\_\_\_\_

Please review MOU between the PBA and Goodwill Industries of Oklahoma for  
unarmed security services for FY 24/25 pending encumbrance of funds.

RECEIVED

JUL 02 2024

CIVIL DIVISION  
DISTRICT ATTORNEY

  
Signature

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

*Reviewed*

Date of Reply: 7/2/24

  
Assistant District Attorney



## **Memo of Understanding**

### **Unarmed Security Services – Oklahoma County Public Building Authority**

May 24, 2024

Pricing valid for 30 days

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Oklahoma County Public Building Authority

320 Robert S Kerr Avenue, Suite 117

Oklahoma City, OK 73102

Attn: Keith Monroe, Director of Facilities-Oklahoma County

Chantel Boso, Purchasing Director

#### **GENERAL**

Goodwill Industries of Central Oklahoma (GICO) agrees to provide all labor, supervision, material and equipment necessary to assure performance of specified security service for Oklahoma County parking facilities (Metro Garages 1 & 2) in Oklahoma City, Oklahoma. This shall include all services described in the written specifications below. GICO agrees to furnish such services for a period of one year, starting July 1, 2024 (or as mutually agreed upon).

#### **SUPERVISION**

GICO will continue to provide onsite supervisor patrols and visits. Adequate personnel and supervision will be furnished to ensure quality service.

#### **EMPLOYEES**

Personnel supplied by GICO are deemed employees of Goodwill Industries and will not for any purpose be considered independent contractors or employees or agents of Oklahoma County, Inc. All GICO employees are W-2 staff that receive full benefits package including healthcare, vacation/sick days, 401k, supplied uniforms and equipment and other benefits.

Employees of GICO are drug-tested and background-checked to ensure no previous criminal record prior to hiring. All officers of GICO must have state-issued CLEET license to work on-site at Goodwill-contracted security jobs.

#### **INSURANCE**

GICO will furnish all forms of insurance required by law and shall maintain the same in force with Oklahoma County Public Building Authority listed on the policy.

- Comprehensive General Liability
- Property Damage
- Workers Compensation
- Umbrella Policy
- Automobile Liability



### CONFIDENTIALITY

GICO and its officers dispatched to work on the grounds of Oklahoma County premises shall hold and maintain confidential information in strictest confidence for the benefit of GICO, Oklahoma County Public Building Authority and its clientele.

### EQUAL OPPORTUNITY EMPLOYER

GICO is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

### EQUIPMENT & SUPPLIES PROVIDED

All appropriate equipment and supplies (including uniforms, flashlights, cell phones, etc.) will be supplied by GICO. Security officers will be dressed in police-style uniforms. To provide effective security, officers must be mobile to conduct safety patrols, respond to security situations and act as an essential crime deterrent. Total pricing below provides for officer pay and a golf cart for mobile patrols.

### PRICE

\$24.75 per officer per hour for regular-scheduled security detail.

Includes golf cart/mobile patrol at no charge.

Total not to exceed - \$223,348.80 per year.

### SERVICE DATES

July 1, 2024 – June 30, 2025 or as mutually agreed upon. MOU may be modified at any time, or cancelled, upon 30 days written notice.

### AGREEMENT

This agreement is made and entered into as of July 1, 2024 by Goodwill Industries of Central Oklahoma, with its principal place of business located at 316 S. Blackwelder Avenue, Oklahoma City, Oklahoma 73108 and Oklahoma County, with its principal place of business located at 320 Robert S. Kerr Avenue, Oklahoma City, Oklahoma 73102.

NOW, THEREFORE, in consideration of the mutual promises and benefits derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

In WITNESS THEREOF, the parties have executed this Agreement effective as of the date and year first written above.

\_\_\_\_\_  
Goodwill Industries of Central Oklahoma

Will Lufburrow, CEO

Printed Name/Title

7/3/24

Date

\_\_\_\_\_  
Oklahoma County Public Building Authority

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

Bill To  
METRO PARKING  
321 ROBERT S. KERR

OKLAHOMA CITY, OK  
73102

Requisition 12500507-00 FY 2025

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

Page 1

Vendor  
GOODWILL INDUSTRIES OF CENTRAL OKLAHOMAMETRO PARKING  
316 BLACKWELDER AVENUE

OKLAHOMA CITY, OK 73108

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

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

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department	
06/18/24	1004398				Metro Parking Garage	
LN Description / Account				Qty	Unit Price	Net Price
001 SW001 24/7 Security				223348.80 EACH	1.00000	223348.80

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

223348.80

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

Amount Remaining Budget