

For The May 16, 2022 Agenda  
(DATE)

APPROVED BY: \_\_\_\_\_  
Chairman

**Chairman**

#214

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FOR THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES FROM THE DISTRICT ATTORNEY 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 REQUESTS FOR ADVICE WILL BE RESPONDED TO 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 "GOOD FAITH AND COURSE OF EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

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DATE OF REQUEST: 04/25/2022

COUNTY DEPARTMENT MAKING REQUEST: Oklahoma County Treasurer

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

Review of the service agreement between Standley System and Oklahoma County Treasurer for lease on Copier, Savin MP6503SP Agreement to be effective upon approval by the Board of County Commissioner through June 30, 2023 . Requested by Jackie Wilson.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE.

\_\_\_\_\_  
COUNTY OFFICER

.....

DATE RECEIVED BY DISTRICT ATTORNEY:  
\_\_\_\_\_

REPLY BY DISTRICT ATTORNEY: Ok 4-25-22  
A. Curb

RECEIVED  
APR 25 2022  
CIVIL DIVISION  
DISTRICT ATTORNEY

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

OKLAHOMA COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

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CONTRACT made as of the 1<sup>st</sup> day of July, 2022

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 Treasurer (County Dept.)  
Contact Person: Jackie Wilson  
Telephone Number: (405)713.1329

and the **VENDOR:** Standley System  
Address: 2601 NW Expressway  
Oklahoma City, OK 73112

Contact Person: Linda Helmer  
Telephone Number: 405-224-0819


for the long term lease of the following items:

Savin MP6503 Copier Serial Number:G658L500350 #32450

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County or State Contract Number: SW1013S Multi-Function Copier Contract

This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.



Assistant District Attorney

4-25-22

Date

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

ARTICLE 1  
EQUIPMENT LEASED

The Vendor shall supply the following equipment to the County: (describe item/s and serial numbers/s)

Savin MP6503SP Copier, includes all-inclusive maintenance, black and white copies at \$0.0065 each. Includes all parts, labor, and supplies. (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, 2022 and by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2022. County shall have the right to renew this Contract for successive annual renewal periods. 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 years. 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 pay the Vendor for the lease of this equipment as follows:  
Two hundred forty dollars and 83/100 per month for lease. Annual contract amount is  
\$2,889.96



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.

For the contract period of 07/01/2022 through 6/30/2023 the amount of encumbrance will be \$2,889.96

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 \_\_\_\_\_, 2022.

BOARD OF COUNTY COMMISSIONERS  
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Department Head

ATTEST:

\_\_\_\_\_  
David B Hooten, County Clerk

VENDOR: Standley System

Linda Helmer

By: Linda S Helmer, Senior Government Specialist

Attest or Notary:

\_\_\_\_\_  
My Commission Expires:

Requisition Number :12300010

Blanket Purchase order number: \_\_\_\_\_

Bill To OKLAHOMA COUNTY TREASURER 320 ROBERT S. KERR SUITE 307 OKLAHOMA CITY, OK 73102 JACKIE.WILSON@OKLAHOMACOUNTY.ORG	Requisition 12300010-00 FY 2023  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065trjeabil 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 TREASURER 320 ROBERT S. KERR SUITE 307 OKLAHOMA CITY, OK 73102
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Deliver To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

**1130 150 55390 2023**

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/20/22	1000124				Treasurer

LN	Description / Account	Qty	Unit Price	Net Price
001	BLANKET-SW1013S-LEASE MULTIFUNCTION COPIER SAVIN MP6503SP COPIER EQUIPMENT#32450 1130 150 55390 2023	2889.96 EACH	1.00000	2889.96

Ship To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

Requisition Link

Requisition Total

2889.96

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

Amount Remaining Budget

Bill To OKLAHOMA COUNTY TREASURER 320 ROBERT S. KERR SUITE 307 OKLAHOMA CITY, OK 73102 JACKIE.WILSON@OKLAHOMACOUNTY.ORG	Requisition 12300011-00 FY 2023  Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065trjeabi1 Status: Created
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Vendor  
 STANDLEY SYSTEMS LLC  
 PO BOX 460

Ship To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

CHICKASHA, OK 73023-0460

Tel#405-224-0819

Deliver To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/20/22	1000124				Treasurer

LN	Description / Account	Qty	Unit Price	Net Price
001	BLANKET COPIER CHARGES EQUIP#32450 1130 150 54459 2023	800.00 EACH	1.00000	800.00

Ship To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

Deliver To  
 OKLAHOMA COUNTY TREASURER  
 320 ROBERT S. KERR  
 SUITE 307  
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 800.00

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

Amount Remaining Budget

Discussion and possible action to approve Standard and Long Term Lease Contract between the Board of County Commissioners, and Standley Systems. Lease of the following item Savin MP6503SP copier, includes all-inclusive maintenance, black and white copies at \$0.0065 each. This agreement shall began July 1, 2022 and end on June 30, 2023. Requisition No. 12300010 been issued to Standley Systems, LLC. In the amount of \$2,889.96 from Resale Property-Budgeted Fund Leased Equipment (1130/150/55390), contingent upon encumbrance of funds.

Requested by Forrest "Butch" Freeman , Oklahoma County Treasurer and approved as to form and legality by Gretchen Crawford, Assistant District Attorney.

(Document Received)