

#231

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

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

DATE OF REQUEST: 04 / 26 / 22.

COUNTY DEPARTMENT MAKING REQUEST: JJC

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

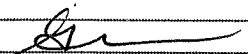
Please review and approve the Standard Maintenance Contract Renewal between NW Lawn Maintenance, Inc. and the Board of County Commissioners of Oklahoma County on behalf of the Oklahoma County Juvenile Bureau to provide Landscape/Lawn Maintenance Service for the Oklahoma County Juvenile Bureau located at 5905 Classen Court, OKC, OK 73118. Requisitions 12300019 (Detention Budget-525/\$5190.90) and 12300020 (Bureau Budget-526/\$2795.10), at a total cost of \$7,986, have been issued to NW Lawn Maintenance, Inc. See Agreement for all included services. This Agreement shall be effective July 1, 2022 through June 30, 2023, contingent upon encumbrance of funds. Requested by J'me Overstreet, Juvenile Bureau Director.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).


COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: _____

REPLY BY DISTRICT ATTORNEY: Revised 4-27-22



DAVID PRATER
DISTRICT ATTORNEY

RECEIVED

APR 27 2022

By: _____

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1st 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

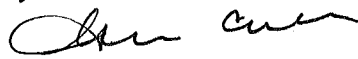
on behalf of: Juvenile Bureau -- (County Department)
Contact Person: Estabraq Al-Adhami, Maintenance Superintendent
Telephone Number: (405) 713-6497

and the **VENDOR:** NORTHWEST LAWN MAINTENANCE, INC
Address: P. O. Box 720423
Oklahoma City, OK 73172-0423
Contact Person: David Glover
Telephone Number: (405) 348-7649

For the following maintenance or services:

Landscape/Lawn Maintenance for the Oklahoma County Juvenile Justice Center located at
5905 Classen Court, OKC, OK 73118. See attached for specifics.

This Contract is a Renewal X, New _____ Contract.
This contract has been reviewed and approved as to form and legality by the District Attorney,
Oklahoma County.



Assistant District Attorney

4-27-22

Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 4 pages

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.:



J'ne Overstreet, Director
Oklahoma County Juvenile Bureau

Chairman

Member

Member

APPROVED as to form and legality this _____ day of _____

Assistant District Attorney

ATTEST:

David B. Hooten, County Clerk

VENDOR NW Lawn Maintenance, Inc.

By:  _____

Requisition Number _____

Blanket Purchase Order Number _____

Bill To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK
73118

Requisition 12300019-00 FY 2023

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

Page 1

Vendor
NORTHWEST LAWN MAINTENANCE INC
PO BOX 720423

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

OKLAHOMA CITY, OK 73172-0423

Tel#405-728-7646
Fax 405-349-7649

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/26/22	002002				Juvenile Justice Bureau
LN Description / Account					
				Qty	Unit Price
					Net Price
001 Blanket-DA Contract for Landscape Maintenance for FY 23. (Detention 65%)				5190.90 EACH	1.00000 5190.90

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

5190.90

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

Amount Remaining Budget

Bill To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK
73118

Requisition 12300020-00 FY 2023

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

Page 1

Vendor
NORTHWEST LAWN MAINTENANCE INC
PO BOX 720423

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

OKLAHOMA CITY, OK 73172-0423

Tel#405-728-7646
Fax 405-349-7649

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/26/22	002002				Juvenile Justice Bureau
LN Description / Account			Qty	Unit Price	Net Price
001 Blanket- DA Contract for Professional Services/Landscape Maintenance for FY 23. (Bureau 35%)			2795.10 EACH	1.00000	2795.10

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

2795.10

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

Amount Remaining Budget

AGENDA ITEM REQUEST SHEET

DEPARTMENT: Juvenile Bureau REQUESTED BY: J'me Overstreet

NAME OF FUNDS: General Fund

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? YES ☒ NO ☐

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT:

Discussion and possible action to approve the Standard Maintenance Contract Renewal between the Board of County Commissioners of Oklahoma County on behalf of the Oklahoma County Juvenile Bureau and NW Lawn Maintenance, Inc. to provide Landscape/Lawn Maintenance Service for the Oklahoma County Juvenile Bureau located at 5905 Classen Court, OKC, OK 73118. Requisitions 12200013 (Detention Budget-525/\$4914) and 1220014 (Bureau Budget-526/\$2646), at a total cost not to exceed \$7,560, have been issued to NW Lawn Maintenance, Inc. See Agreement for all included services. This Agreement shall be effective July 1, 2021 through June 30, 2022, contingent upon encumbrance of funds. Requested by J'me Overstreet, Juvenile Bureau Director and approved as to form and legality by Aaron Etherington, Assistant District Attorney.

APPROVED BY PURCHASING
(If Applicable)

PURCHASING AGENT

Please initial that document has been reviewed for privacy-protected or security information

DISTRICT ATTORNEY: _____ **YES** **N/A**

COUNTY CLERK: YES N/A

Indicate any privacy-protected information that exists

DATE OF REQUEST: _____ APPROVED BY: *Euan Mayhew* CHAIRMAN

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD MAINTENANCE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the 1st day of July, 2021

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: Juvenile Bureau - (County Department)
Contact Person: Estabraq Al-Adhami, Maintenance Superintendent
Telephone Number: (405) 713-6497

and the VENDOR: NORTHWEST LAWN MAINTENANCE, INC
Address: P. O. Box 7675
Edmond, OK 73083-7675
Contact Person: David Glover
Telephone Number: (405) 348-7649

For the following maintenance or services:

Landscape/Lawn Maintenance for the Oklahoma County Juvenile Justice Center located at
5905 Classen Court, OKC, OK 73118. See attached for specifics.

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

David E. Hely
Assistant District Attorney

3/23/21
Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

Standard contract consisting of 4 pages

ARTICLE 1
MAINTENANCE/SERVICES

The Vendor shall supply the following maintenance/services as required by the Contract and Bid Specifications: Northwest Lawn Maintenance agrees to provide labor and materials to complete the following landscape maintenance services as described below:

1) Weekly lawn maintenance consisting of mowing and bagging grass, removing clippings, edging, weed eating, and blowing hardscape areas. Trash removal in all hardscaped and turf areas to be performed prior to every mowing (does not include the turf strip adjacent to the OKC Beautiful Islands from NW 59th to NW 57th street).

30 services per year @ \$73.00 per service \$2,190.00

2) Fertilization of turf areas 4 times per year to maintain healthy growth and appearance. Fertilizer mix to be appropriate for season and turf type, under the guidelines set forth by the OSU soil extension.

4 services per year @ \$91.00 \$364.00

3) Weed control services will be performed according to weather conditions and temperatures, consisting of 3 mixed applications of pre-emergent and post-emergent weed control in January, May, and October.

3 annual services @ \$158.00 \$474.00

4) All trees to be pruned annually to correct growth habit and maintain appearance. Broken limbs and sucker growth will be removed as needed throughout the year. All debris will be removed from property upon completion.

1 service per year @ \$3,772.00 \$3,772.00

5) Bed and shrub service performed on a monthly basis through the growing season. This service to include weeding all beds, cultivating soil or mulch to present a fresh appearance, and removing all leaves and debris from beds. In addition, all shrubs and groundcovers will be pruned as needed throughout the growing season, to preserve form and growth habit. All trash will be picked up and removed from the property with every service.

8 services per year @ \$95.00 \$760.00

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.

Northwest Lawn Maintenance maintains a \$1,000,000.00 general/auto liability policy, as well as complete worker's compensation coverage on all of its employees.

ARTICLE 3
TERM OF CONTRACT AND RENEWAL

This contract shall commence on July 1, 2021 and shall terminate on June 30, 2022. 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 as follows:

Total Cost of Contract \$7,560.00

Payment to be made in 12 equal monthly payments of \$630.00, due upon receipt of billing statements indicating the work performed. If this contract is canceled before June 30, 2022, customer agrees to pay for all services actually rendered at the above rates.

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 5 day of April, 2021

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Brian Maughan
Chairman

J'lye Overstreet
J'lye Overstreet, Director
Oklahoma County Juvenile Bureau

ATTEST:

David B. Hooten
David B. Hooten, County Clerk



VENDOR: NW Lawn Maintenance, Inc.
By: [Signature]

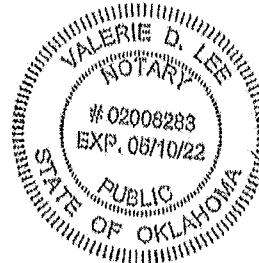
Attest or Notary:

Valerie D. Lee Exp: 5-10-22
#02008283

Requisition Number _____
Blanket Purchase Order Number _____

PO No. 22200607

PO No. 22200608



Northwest Lawn Maintenance, Inc.

P0 Box 720423 Oklahoma City, OK 73172-0423

Phone: (405) 348-7646

E-mail: NWLAWN@SWBELL.NET

Oklahoma County Juvenile Bureau
Attn: J'me Overstreet
Oklahoma City, OK 73118

3/4/2021

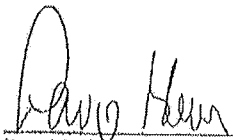
Landscape Maintenance Proposal

Northwest Lawn Maintenance agrees to provide labor and materials to complete the following landscape maintenance services as described below.

- 1) Weekly lawn maintenance consisting of mowing and bagging grass, removing clippings, edging, weed eating, and blowing hardscape areas. Trash removal in all hardscaped and turf areas to be performed prior to every mowing. Minus the turf strip adjacent to the OKC Beautiful Islands from NW 59th to NW 57th street
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1 service per year @ \$3,772.00 \$3,772.00
- 5) Bed and shrub service performed on a monthly basis through the growing season. This service to include weeding all beds, cultivating soil or mulch to present a fresh appearance, and removing all leaves and debris from beds. In addition, all shrubs and groundcovers will be pruned as needed throughout the growing season, to preserve form and growth habit. All trash will be picked up and removed from the property with every service.
8 services per year @ \$95.00 \$760.00

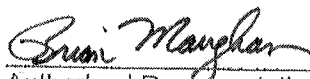
Total Cost of Contract \$7,560.00

Payment to be made in 12 equal monthly payments of \$630.00, due upon receipt of billing statements indicating the work performed. This contract to be considered valid for a period of one year, beginning July 1, 2021 and ending June 30, 2022. If this contract is canceled before June 30, 2022, Customer agrees to pay for all services actually rendered at the above rates. Northwest Lawn Maintenance maintains a \$1,000,000.00 general/auto liability policy, as well as complete worker's compensation coverage on all of its employees.



David Glover

Northwest Lawn Maintenance, Inc.



Authorized Representative

#213

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

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DATE OF REQUEST: 03 / 23 / 21

COUNTY DEPARTMENT MAKING REQUEST: JJC

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

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ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

J'me Overstreet
COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: _____

REPLY BY DISTRICT ATTORNEY: _____

Reviewed 3/23/21

RECEIVED

MAR 23 2021

Revised 2003 CIVIL DIVISION
DISTRICT ATTORNEY

DAVID PRATER
DISTRICT ATTORNEY

By: David Prater



OKLAHOMA COUNTY



Bill To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK
73118

Requisition 12200013-00 FY 2022

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

Page 1

Vendor
NORTHWEST LAWN MAINTENANCE INC
PO BOX 720423

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

OKLAHOMA CITY, OK 73172-0423

Tel#405-728-7646
Fax 405-349-7649

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/23/21	002002				Juvenile Justice Bureau
LN Description / Account		Qty	Unit Price	Net Price	
001 Blanket-DA Contract for FY 22 Lawn maintenance Services as needed. (Detention-525/65%)portion.		4914.00 EACH	1.00000	4914.00	

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

4914.00

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

Amount Remaining Budget



OKLAHOMA COUNTY



Bill To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK
73118

Requisition 12200014-00 FY 2022

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

Page 1

Vendor
NORTHWEST LAWN MAINTENANCE INC
PO BOX 720423

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

OKLAHOMA CITY, OK 73172-0423

Tel#405-728-7646
Fax 405-349-7649

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
03/23/21	002002				Juvenile Justice Bureau
LN Description / Account		Qty	Unit Price	Net Price	
001 Blanket-DA Contract for FY 22 Lawn Maintenance Services as needed. (Bureau-526/35%) portion.		2646.00 EACH	1.00000	2646.00	

Ship To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Deliver To
JUVENILE JUSTICE BUREAU
5905 N. CLASSEN COURT
SUITE 202
OKLAHOMA CITY, OK 73118

Requisition Link

Requisition Total

2646.00

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

Amount Remaining Budget