

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 1st day of April 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 Sheriff's Office**  
Contact Person: Andrea Dean  
Telephone Number: (405) 713-2012

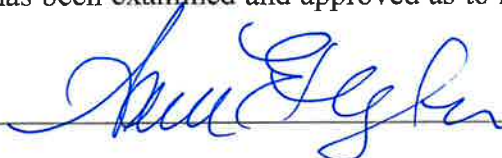
and the **VENDOR:** **Brooks Jeffrey Marketing, Inc**  
Address: 971 Coley Drive  
**Mountain Home, AR 72653**  
Contact Person: Renea Adams  
Telephone Number: (870) 425-8064  
Email Address: radams@bjmweb.com

for the following maintenance or services:

**WEBSITE HOSTING, CMS SUBSCRIPTION & SECURE CERTIFICATE**

This Contract is a Renewal \_\_\_\_\_, New X Contract.

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



Assistant District Attorney

4/14/22

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)

Including 24/7 Unlimited, toll-free training & support for Content Management System (CMS) and JMS/RMS support available during business hours (M-F; 8am – 5pm Central) roster maintenance message can be added after business hours; daily site backup (stored for 28 days), access to Web Stats report, and annual content update (home, footer, photos & contact info, text, logo). Website hosting period begins with work authorization approval. Hosting based on package selected / data transfer. Initial submission of website to Google and Bing is included, including 25GB server space, 250GB data transfer, CMS Subscription + Secure Certificate + Annual ADA Scan & Site Modifications. Website hosting plans include a basic Secure Certificate for encryption of data transmitted from the website. Overage fees billed if hosting package limits are exceeded. Additional data transfer/disk space: \$10 per GB per month, not to exceed \$240 per fiscal year. Text overages billed at \$100 per 10,000 texts over per month (if applicable), not to exceed \$2,400 per fiscal year. Additional or change in static IP setup or VPN access is available for \$250 each, not to exceed \$500 per fiscal year. If needed, services will be turned off to prevent charges from exceeding these limits. Website hosting plans include a basic Secure Certificate for encryption of data transmitted from the website.

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 April 1, /2022 and shall terminate on June 30, 2022. The contract is renewable for 3 additional fiscal years 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 \$996.45 total annually for the initial partial year, \$3995.00 for each additional year renewed on option.

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.: \_\_\_\_\_

Department Head

ATTEST:

Chairman

David B. Hooten, County Clerk

VENDOR: Brooks Jeffrey Marketing, Inc.

By:

Renee Adams 4/1/2022

Attest or Notary: Vendor Signature

Juli M. Ifland 4/1/2022

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

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

JULI M. IFLAND  
Notary Public - Arkansas  
Baxter County  
Commission # 12372085  
My Commission Expires Aug 20, 2029

Bill To OK COUNTY SHERIFF'S OFFICE 2101 NE 36th Street  OKLAHOMA CITY, OK 73111	Requisition 12206141-00 FY 2022  Acct No: 1161-20-512-000-000-54455 - Review: Buyer: 6065sorebsit Status: Allocated
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Vendor BROOKS-JEFFREY MARKETING INC 971 COLEY DR  MOUNTAIN HOME, AR 72653 USA	Ship To OK COUNTY SHERIFF'S OFFICE 2101 NE 36th Street  OKLAHOMA CITY, OK 73111
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Deliver To  
 OK COUNTY SHERIFF'S OFFICE  
 2101 NE 36th Street  
  
 OKLAHOMA CITY, OK 73111

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/29/22	004301	05/02/22			Sheriff

LN Description / Account	Qty	Unit Price	Net Price
001 OCSO Website Hosting Service	1.00 EACH	4136.45000	4136.45

1 1161-20-512-000-000-54455 -	4136.45
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Ship To  
 OK COUNTY SHERIFF'S OFFICE  
 2101 NE 36th Street  
 OKLAHOMA CITY, OK 73111

Deliver To  
 OK COUNTY SHERIFF'S OFFICE  
 2101 NE 36th Street  
 OKLAHOMA CITY, OK 73111

Requisition Total	4136.45
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\*\*\*\*\* General Ledger Summary Section \*\*\*\*\*

Account	Amount	Remaining Budget
1161-20-512-000-000-54455 -		
Sheriff - Drug Enforcement	4136.45	15963.70
Professional Services-Other		