

CLEVELAND COUNTY, OKLAHOMA  
BOARD OF COUNTY COMMISSIONERS

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STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

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CONTRACT entered on the 1<sup>st</sup> day of July 2026.

BETWEEN the **COUNTY**: The Board of County Commissioners of the  
County of Cleveland  
201 South Jones  
Norman, Oklahoma 73069

on behalf of: **Cleveland County Treasurer**  
Contact Person: Melanie Casillas  
Telephone Number: 405-366-0636

and the **VENDOR**: **Business Imaging Systems, Inc.**  
Address: **13900 N. Harvey Ave.**  
**Edmond OK 73013**

Contact Person: **JW Matlock**  
Telephone Number: 405-418-7436  
Fax Number: 405-848-1152

for the following maintenance or services:

**Platinum System Maintenance to cover:**  
**Software Assurance License      Priority Service Queue Placement**  
**Help Desk Support                      Onsite Support for Software Problem Resolution**  
**Basic Integration Code Assistance    VPN and Secure FTP Connection RS**  
**Client Inflicted Outage Assistance    Scanner Consumable Parts Included**  
**WEBEX Remote Support                Database and Storage Integrity Service**  
**Advanced Integration Code Support    BIS Utility Software License**

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

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Assistant District Attorney

Date

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

**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)

Platinum Software Maintenance = \$27,651.18 for:

- (2) ApplicationXtender Server - 5 CC User Pack \* \$2,191.42 each = \$4,382.84 \*
- (1) ApplicationXtender Server - 3 CC User \* \$2,829.37 each \*
- (1) AppXtender xPlore Full Text Server \* \$1,863.45
- (1) AppXtender xPlore Full Txt 5CC User Pack - 2 Users \* \$1,490.76
- (1) Grooper Maintenance \* \$17,084.76 each \*

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Platinum Hardware Maintenance = \$6,503.64 for:

- (4) Canon DR-G2090 Scanner #JH301045 / #JH301050 / #JH301144 / #JH301146  
\* \$1,329.93 each = \$5,319.72 \*
- (1) Canon CR-190 Check Scanner \* \$607.75 each \*
- (1) Dell PowerEdge T340 Server # 739VNF3 \* \$576.17 each \*

**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:

**Platinum Software Maintenance \$27,651.18**  
**Platinum Hardware Maintenance \$6,503.64**

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 Cleveland County Clerk. Upon approval of this contract a Blanket Purchase Order Number will be issued by Cleveland 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  
CLEVELAND COUNTY, OKLAHOMA

Chairman \_\_\_\_\_

Commissioner \_\_\_\_\_

Commissioner \_\_\_\_\_

Approved by County Dept.:

Department Head

Jimmy Richards

ATTEST:

\_\_\_\_\_  
Pam Howlett, County Clerk

VENDOR: Business Imaging Systems, Inc

By: W Matlock

Attest or Notary:

Crystal Klimkowski



Jimmy Richards  
County Treasurer

4-17-2026  
Date