

Cleveland County, OK

Cleveland County Office Building

201 South Jones
Norman, OK 73069
Suite 200

11:28:48 AM

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NORMAN, OK



Printed on 6/26/2026
Pamela Howlett,
County Clerk, Cleveland County

Pam Howlett

Board of County Commissioners

Regular Meeting Agenda - Final

Monday, June 29, 2026
1:00 PM

Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member

<https://www.clevelandcountyyok.com/>

Pam Howlett, County Clerk

Prayer and Pledge of Allegiance**Meeting Called to Order****Roll Call**

Notice of the meeting was properly posted on June 26, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action to approve the minutes of the Special Meeting held on June 19, 2026, and the minutes of Regular Meeting held on June 22nd, 2026.

[2026-06-19 Sp Mtg Minutes](#)

[2026-06-22 Minutes](#)

Public Comment: Comments from the public will be allowed on any item listed on the agenda. Public comments will be accepted on a first come, first serve basis and are limited to two (2) minutes per person, for a total of ten (10) minutes. Individuals who wish to participate in the public comment portion of the meeting should complete a "Request to Speak" form at the beginning of the meeting and specify the agenda item they want to discuss.

Consent Items

Items on the consent agenda are routine in nature and approved with a single vote. However, any item on the consent agenda is subject to individual consideration at the request of a member of the body.

County Commissioners

2. Discussion and possible action regarding provision of family reunification and stabilization services through supervised family engagement, reunification sessions, and family days by Hope Center Ministries. This agreement is funded by the County Community Safety Investment Fund through the Oklahoma Department of Mental Health and Substance Abuse Services.

[Hope Center Ministries.pdf](#)

3. Discussion and possible action regarding - renewal of T-Mobile contract for 8 phones and 1 hot spot for the Commissioner's Office at \$267.75 per month.

[Cleveland County Renewal Contract](#)

4. Discussion and possible action regarding renewal of FY2027 Master Contract for regional secure detention including one year options to renew for FY 2028 and FY 2029 with the Oklahoma Office of Juvenile Affairs.

[FY2027 Secure Detention Cleveland](#)

5. Discussion and possible action regarding the Contract approval with Fellers Snider Attorneys at Law.

[Fellers Snider Contract](#)

6. Discussion and possible action regarding the Independent Contractor agreement between Cleveland County Board of Commissioners on behalf of Family Drug Court and Casey Hudiburg. This agreement is for Administration duties as defined in agreement. The cost is \$16200.00/yr, in monthly payments of \$1350.00. The term is July 1, 2026 thru June 30, 2027.

[Family Drug Ct. Agreement for Agenda 6-29-26](#)

Sheriff

7. Discussion and possible action on the renewal of the annual Service Contract with Percs Index, Inc. for support of the Evidence Manager System. The Service Contract provides annual maintenance and support services, including the Version 5.0 software update, unlimited technical support, product updates, and access to the Customer Service Support area on the company's website. The annual cost of the Service Contract is \$700.00. Approval of the renewal will ensure continued system support, software updates, and technical assistance for the Evidence Manager System.

[Percs Service Contract Renewal](#)

8. Discussion and possible action of the MOU between Cleveland County Sheriff's Office and Cleveland County Oklahoma Human Services for a joint response when a child is taken into protective custody by law enforcement. This protocol shall remain in effect for the duration of the requirements of 10A O.S. Section 1-4-201 et seq. and shall be renewed annually to ensure that it continues to fulfill the requirements of said statute.

[MOU - Cleveland County Oklahoma Human Services](#)

9. Discussion and possible action regarding the renewal of the user agreement between State Incident Based Reporting System (SIBRS) for Oklahoma and the Cleveland County Sheriff's Office. This is a user agreement granting access to and use of SIBRS for direct data entry and/or submission of incident records from certified records management system, and to search records for law enforcement information sharing purposes.

[SIBRS - user agreement](#)

10. Discussion and possible action of May's monthly General Ledger reports from the Sheriff's Office.

[Monthly Reports for May 2026](#)

11. Discussion and possible action of the renewal standard agreement between Cleveland County Sheriff's Office and Absolute Data Shredding for July 1, 2026 through June 30, 2027. This agreement will cover shred service for the Detention Facility and the new HQ's location. The 2600 W. Franklin location will be serviced every two weeks, for \$40 per service with additional consoles at \$10, per service. The detention facility will be serviced once a week at \$50.00 per service with additional consoles at \$10.00 per console, per service upon request.

[Absolute Data Shredding Service Renewal - Signed Acting Sheriff](#)

12. Discussion and possible action regarding renewal of the Standard Agreement between the Cleveland County Sheriff's Office and Thomson Reuters for the monthly Clear Proflex service in the amount of \$860.65 per month, effective July 1, 2026, through June 30, 2027.

[Thomas Reuters Renewal FY27](#)

13. Discussion and possible action regarding the renewal of the Commercial Service Agreement with OEC Fiber for internet services at the "Slaughterville" OPS located at 10501 St Hwy 77, Lexington, Oklahoma 73051. The agreement will provide Fiber Business 100 fiber internet service for the facility at a monthly rate of \$125.00 plus a \$10.00 Basic Business Unlimited Fax Line, totaling \$135.00 monthly.

[OEC Fiber - Slaughterville - renewal](#)

14. Discussion and possible action regarding the renewal of the Commercial Service Agreement with OEC Fiber for internet services at the Couch Center, located at 1650 W. Tecumseh Road, Norman, Oklahoma 73069. The agreement will provide Fiber Business 100 fiber internet service for the facility at a monthly rate of \$125.00 for FY27.

[OEC Fiber Couch Center Renewal](#)

15. Discussion and possible action regarding the renewal of Fleetio Contract. Fleetio is the fleet management software used to track and manage all fleet-related operations, including vehicle inventory, maintenance, inspections, service history, and other fleet management functions. The proposed renewal term is July 1, 2026, through July 1, 2027, at an annual cost of \$12,825.00.

[Fleetio renewal](#)

16. Discussion and possible action regarding the renewal agreement between Cleveland County Sheriff and Network Communications International Corp (NCIC) for the inmate communication service. The term of the agreement will be from July 1, 2026 through June 30, 2027.

[NCIC Contract](#)

County Clerk

17. Discussion, review audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
18. Discussion, review audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
19. Discussion and possible action regarding the Declaration of Surplus and Resolution for Disposing of Equipment.

[County Clerk Surplus](#)

Court Clerk

20. Discussion and possible action regarding Quadient Leasing and Cleveland County Court Clerk. One Meter POC, One Weight Platform, One Mailing Base, One Mixed Sized Feeder and One Dynamic Scale.

[Quadient Leasing](#)

21. Discussion and possible action regarding Quadient Leasing and Cleveland County Court Clerk. Leasing equipment one Meter POC, One Integrated Scale, One Mailing Base, One Hand Feed Table Moistener.

[Quadient Leasing-2](#)

22. Discussion and possible action regarding Standard Rental Contract between Cleveland County Court Clerk and Cross Heritage Storage XII LP (Cambridge Mini Storage). For the rental of the following items 3- 10x20 storage units #'s 626, 724 & 730. 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. The County shall pay the Vendor for the rental of this equipment as follows: \$160 a month per unit. Payable annually in the amount of \$5,760.

[Cross Heritage Storage](#)

23. Discussion and possible action regarding standard service contract between Cleveland County Court Clerk and Absolute Data Shredding. Pickup Shredding service of 1-95 gallon carts every 4 weeks Courthouse Pickup Shredding service of 3-95 gallon carts every other week. One (1) 95 Gallon Cart@\$50.00 per cart per service at the Alan J. Couch Juvenile Center Service Frequency: Once every 4 weeks Three (3) 95 Gallon Cart@ \$35.00 per cart per service at the Cleveland County Courthouse Service Frequency: Once every other week. 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.

[Absolute Data Shredding](#)

Assessor

24. Discussion and possible action regarding approval to renew contract with CoStar, \$984.49/mo software subscription.

[COSTAR 2026-2027](#)

IT Department

25. Discussion and possible action regarding Ethernet and Hosting agreement for the Board of County Commissioner's on behalf of IT and OneNet. The cost will be \$12,000.00 annually and term is July 1, 2026 thru June 30, 2027.

[IT- Dell Quote](#)

26. Discussion and possible action regarding the License agreement between the Board of County Commissioner's on behalf of IT and TechRadium. This is for \$582.00 annually. The term is July 1, 2026 thru June 30, 2027.

[IT- Iris quote FY27](#)

27. Discussion and possible action regarding Server Agreements between the Cleveland County Board of Commissioners on behalf of IT and Dell Technologies. This will cover the Courthouse servers for an amount of \$13,553.73 using Statewide Contract 1020D. The term is July 2, 2026 thru July 1, 2027.

[IT- Dell Quote](#)

Health Department

28. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, extinguishers and monitoring from July 1, 2026, to June 30, 2027. The Health Department will pay \$400.00 for Fire Sprinkler test and inspection; \$720.00 for Fire Alarm System Inspection and testing; \$85.00 for Portable Fire Extinguisher Inspection and Tagging (all services are extra). All pricing is for one year for The Well. Total cost is \$1,205.00.

[26-1604 BOCC Agenda Request - FY27 - Firetrol The Well Inspections \(003\)](#)

29. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, and Kitchen Hood Systems, extinguishers and monitoring from July 1, 2026, to June 30, 2027. The Health Department will pay \$275.00 for Fire Sprinkler test and inspection; \$702.00 for Fire Alarm System Inspection and testing; \$128.00 for Portable Fire Extinguisher Inspection and Tagging (all services are extra); and \$340.00 for Kitchen Hood Suppression System Test and Inspection. All pricing is for one year for the Moore office. Total cost is \$1,445.00.

[26-1603OCC Agenda Request - FY27 - Firetrol Moore Inspections \(003\)](#)

30. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, and Kitchen Hood Systems, extinguishers and monitoring from July 1, 2026 to June 30, 2027. The health department will pay \$275.00 for Fire Sprinkler test and inspection; \$992.00 for Fire Alarm System Inspection and testing; \$128.00 for Portable Fire Extinguisher Inspection and Tagging (all services are extra); and \$368.00 for Kitchen Hood Suppression System Test and Inspection. All pricing is for one year for the Norman office. Total cost is \$1763.00.

[26-1597 BOCC Agenda Request - FY27 - Firetrol Norman Inspections](#)

31. Discussion and possible action to approve a Contract between Cleveland County Health Department and Florentine Compter to provide line dancing classes at The Well. The Health Department will pay \$40 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Florentine Compter](#)

32. Discussion and possible action to approve a Contract between Cleveland County Health Department and Barbara Pyle to provide yoga classes at The Well. The Health Department will pay \$35 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Barbara Pyle](#)

33. Discussion and possible action to approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for The Well. The charge is \$30.00 for (1) Shred Vantage Collection Container 10% for Fuel & Environmental Fee every 4 weeks. Special Purges - Quote Upon Request. Service will be every four weeks. This agreement is for one year beginning July 1, 2026 to June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - ADS - The Well](#)

34. Discussion and possible action to approve a Contract between Cleveland County Health Department and David Boeck to provide Sketching classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - David Boeck](#)

35. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Fire and Security Alarm System Monitoring from July 1, 2026 to June 30, 2027. The Health Department will pay \$900.00 (\$468 for Fire and \$432 for Security) for this service at the Norman office.

[6-29-26 BOCC Agenda Request - FY27 - Firetrol Norman Monitoring](#)

36. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Security and Fire Alarm System Monitoring from July 1, 2026 to June 30, 2027. The Health Department will pay \$762.00 (\$330 for Fire and \$432 for Security) for this service at the Moore office.

[6-29-26 BOCC Agenda Request - FY27 - Firetrol Moore Monitoring](#)

37. Discussion and possible action to approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Fire Alarm System Monitoring from July 1, 2026 to June 30, 2027. The health department will pay \$660.00 (\$330 for each building) for this service at the The Well at 200/210 James Garner Ave.

[CCHD-Firetrol Protection Systems Fire Alarm Monitoring James Garner](#)

38. Discussion and possible action to approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for the Norman and Moore offices. The charge for Norman and Moore is \$18.75 per secure consoles (8 total) and \$40.00 per secure poly cart (3 total), plus 10% for Fuel & Environmental Fee every 4 weeks. Special Purges - Quote Upon Request. Service will be every four weeks for Norman and Moore. This agreement is for one year beginning July 1, 2026, to June 30, 2027.

[CCHD-Absolute Data Shredding](#)

39. Discussion and possible action to approve a Contract between Cleveland County Health Department and Matthew Collier to provide Mindfulness Meditation, Art of Change and Emotions 101 Classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-MCollier](#)

40. Discussion and possible action to approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW 1032 for staffing Registered Nurse, Helen Shin. The Cleveland County Health Department agrees to pay \$65 per hour worked and \$96.00 per overtime hour worked, and .725/mile (or current gsa rate) for mileage. This agreement is for July 1, 2026, to June 30, 2027.

[CCHD-Shin](#)

41. Discussion and possible action to approve a Contract between Cleveland County Health Department and Alma Logan to provide Strength Training and Cardio classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-Logan](#)

42. Discussion and possible action to approve a Contract between Cleveland County Health Department and Shannon Cretsinger to provide Mommy and Me classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-Cretsinger](#)

43. Discussion and possible action to approve a Contract between Cleveland County Health Department and Maria Leticia G. Moreira to provide English classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-Moreira](#)

44. Discussion and possible action to approve a Contract between Cleveland County Health Department and Jamie Belknap to provide Line Dancing, Children's Oral Health, and Substitute Instruction at The Well. The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-Belknap](#)

45. Discussion and possible action to approve a Contract between Cleveland County Health Department and Anne Roberts to provide Yoga Classes and Substitute Instruction at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026, through June 30, 2027.

[CCHD-Roberts](#)

46. Discussion and possible action regarding Contract between Cleveland County Health Department and Shayda Omoumi to provide Zumba classes at The Well. The Health Department will pay \$35 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Shayda Omoumi](#)

47. Discussion and possible action to approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW 1032 for staffing Registered Nurse, Claire Richards. The Cleveland County Health Department agrees to pay \$65 per hour worked and \$96.00 per overtime hour worked, and .725/mile (or current gsa rate) for mileage. This agreement is for July 1, 2026, to June 30, 2027.

[Amergis HlthCare and CCHD-Richards](#)

48. Discussion and possible action regarding Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Representative (bilingual), Rebecca Posadas. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Amergis - Rebecca Posadas](#)

49. Discussion and possible action regarding Contract between Cleveland County Health Department and Tracy Gibson to provide Art classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[Tracy Gibson Contract](#)

50. Discussion and possible action regarding Contract between Cleveland County Health Department and David Shroyer to provide entertainment services at The Well. Funded through ARPA funding, project #2.013, object code 54825 for Youth Wellness. The Health Department will pay \$150 per performance at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[David Shroyer Contract](#)

51. Discussion and possible action regarding Contract between Cleveland County Health Department and Jeri Smalley to provide ballet classes and substitute teach yoga at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027

[Jeri Smalley Contract](#)

52. Discussion and possible action regarding Contract between Cleveland County Health Department and Robert Egle to provide yoga classes at The Well. The Health Department will pay \$40 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[Robert Egle Contract](#)

53. Discussion and possible action regarding Contract between Cleveland County Health Department and Debbie Poland to provide Line Dancing classes and Substitute Instruction at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[Debbie Poland](#)

- 54.** Discussion and possible action regarding Contract between Cleveland County Health Department and Ariel Anglin to provide Gymnastics and Tumbling classes at The Well. The Health Department will pay \$30.00 per hour at The Well. The Contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Ariel Anglin](#)

- 55.** Discussion and possible action regarding Contract between Cleveland County Health Department and Saffron Fletcher to provide Yoga Classes at The Well. The Health Department will pay \$35.00 per hour at The Well. The Contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Amergis - Saffron Fletcher](#)

- 56.** Discussion and possible action regarding Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Rep, Jennifer Holder. The Cleveland County Health Department agrees to pay \$40 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Amergis - Jennifer Holder](#)

- 57.** Discussion and possible action regarding Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SWJ 032 for staffing Patient Care Assistant (bilingual), Alba Ramirez. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

[File No. 26-1523 Alba Ramirez](#)

- 58.** Discussion and possible action regarding services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Rep, NyBrittany Brown. The Cleveland County Health Department agrees to pay \$40 per hour worked, \$60 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for June 29, 2026 to June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Amergis - NyBrittany Brown](#)

- 59.** Discussion and possible action regarding Contract between Cleveland County Health Department and Aisha Ali to provide Zumba classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[Aisha Ali Contract](#)

60. Discussion and possible action regarding Contract between Cleveland County Health Department and Maya Read to provide Ballet and Ballet Barre classes at The Well. The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Maya Read](#)

61. Discussion and possible action regarding Contract between Cleveland County Health Department and Laura "Elle" Shroyer to provide Young Innovators Market Classes at The Well. The Health Department will pay \$200.00 per Young Innovators Market class at The Well during 24 Friday Art Walks. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Laura 'Elle' Shroyer - Young Innovator Market](#)

62. Discussion and possible action regarding Contract between Cleveland County Health Department and Laura "Elle" Shroyer to provide Power of Produce facilitation services at The Well. The Health Department will pay \$20/hour for an anticipated 6 hours per week that the farm market is active. The contract is to be effective July 1, 2026 through December 31, 2026. ARPA project #2.013 object code 54825.

[6-29-26 BOCC Agenda Request - FY27 - Laura 'Elle' Shroyer - ARPA - Power of Produce](#)

63. Discussion and possible action regarding Contract between Cleveland County Health Department and Kelly Haggard to provide Senior Fitness and CardioTraining classes at The Well. The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Kelly Haggard](#)

64. Discussion and possible action regarding Cleveland County Health Department and Gwenn Agiapal to provide yoga and cooking classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Gwenn Agiapal](#)

65. Discussion and possible action regarding Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Patient Care Assistant (bilingual), Vanessa Berry. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

[Vanessa Berry](#)

66. Discussion and possible action regarding between Cleveland County Health Department and Ella Anglin to provide Gymnastics classes at The Well. The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

[6-29-26 BOCC Agenda Request - FY27 - Ella Anglin](#)

Treasurer

67. Discussion and possible action regarding contract renewal between Standley Systems and County Treasurer's Office for one (1) Savin/Ricoh C4504EX model copier at monthly rates of \$0.01 per B/W and \$0.06 per color page; two (2) HP LJ M602N model printers at a monthly rate of \$0.0243 per B/W between July 1, 2026 and June 30, 2027

[Standley Systems \(C4504EX and HP LJ M602N\) FY 26-27.pdf](#)

68. Discussion and possible action regarding approval of FY 26-27 contract renewal between Standley Systems and County Treasurer's Office for eight (8) Savin IM C4500 model printers at a monthly rate of \$0.008 per B/W page and \$0.045 per color page between July 1, 2026 and June 30, 2027

[Standley Systems \(C4500\) FY 26-27.pdf](#)

End of Consent Agenda

Items of Business

69. Discussion and possible action regarding approval of Property Liability insurance premium in the amount of \$1,924,710.89 from Steve Owens Insurance Group for FY 2027.

[Comm-Steve Owens Prop-Liability Ins. FY 27](#)

70. Discussion and possible action Regarding workers comp insurance for FY 27

- Option 1 - \$523,765 with no deductible
- Option 2 - \$505,051 \$1,000 deductible
- Option 3 - \$493,737 \$2,000 deductible
- Option 4 - \$483,737 \$3,000 deductible

[2026 Cleveland County - Final Proposal \(Adobe\)](#)

Bid Opening**71. Discussion and possible action regarding Bid #BE-2209 One-year (1) Service/Maintenance agreement for the Kitchen Appliances and Equipment at the Cleveland County Detention Center located at 2550 W. Franklin Rd., Norman, OK. The agreement will include inspections, maintenance and repairs (within 24 hours). Bid term is from July 1, 2026 through June 30, 2027.**

[Agenda Request Form - #BE-2209](#)

New Business: As per 2001 25 O.S. § 3 I I(A)(9) - "New Business" as used herein, shall mean any matter not known or which could not have been reasonably foreseen prior to the time of posting.

Board Member Statements and Announcements**Unfinished Business: Discussion, Consideration and/or Action regarding the following items that were previously Accepted and Postponed.****72. Discussion and possible action regarding Bid #BE-2208 One-Year (1) maintenance contract for Fire Life Safety Inspection and Service for twelve (12) different locations for Cleveland County. Bid term will run from July 1, 2026, through June 30, 2027.**

[#BE-2208](#)

73. Discussion and possible action regarding Bid COM-2203 Replacement of HVAC System and Electrical Panel at 122 E. Eufaula Norman, OK and replacement of electrical panel in the basement of the Cleveland County Courthouse.

[Bid #COM-2203](#)

74. Discussion and possible action regarding Bid #FB-2204 Complete Irrigation System designed and installed for the Cleveland County Fairgrounds. The system should be divided into four (4) zones based on how the property is laid out.

[BID 2204](#)

75. Discussion and possible action regarding Bid #HD-2205-One (1) year agreement for HVAC maintenance for the Moore and Norman Health Departments and The Well.
[2205](#)
76. Discussion and possible action regarding Bid #BE-2206 -One-Year (1) Maintenance Contract for Lawn Treatment & Weed Prevention Services for the Cleveland County Courthouse, North Lot, East Parking Lot, Detention Center, Sheriff's Office, South Annex, Alan J. Couch Center, and the building at 718 N. Porter. Bid term will be from July 1, 2026 through June 30, 2027.
[2206](#)
77. Discussion and possible action regarding Bid #BE-2207 One (1) year maintenance agreement for Pest Control at 10 different locations for Cleveland County. Bid term will run from July 1, 2026 to June 30, 2027 with option to renew for one (1) additional year.
[2207](#)
78. Discussion and possible action regarding Bid #COM-2202-Multiple year agreement for preventative maintenance of seven (7) Hydraulic Elevators and three (3) Traction Elevators for Cleveland County.
[Bid #COM-2202](#)

Executive Session

79. Executive Session for the purpose of the following: Pursuant to 25 O.S. § 307(B)(1), discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of Ted Woodhead.
80. Action regarding Executive Session for the purpose of the following: Pursuant to 25 O.S. § 307(B)(1), discussing employment, hiring, appointment, promotion, demotion, disciplining or resignation of Ted Woodhead.

Adjourn

Cleveland County, OK

Cleveland County Office

*201 South Jones
Norman, OK 73069
Suite 200*



Board of County Commissioners

Meeting Minutes

**Friday, June 19, 2026
8:00 AM**

*Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member*

<https://www.clevelandcount yok.com/>

Chairman Jacob McHughes led the group in prayer and the pledge of allegiance to the Flag.

Meeting Called to order

Those present: Jacob McHughes, Chairman; Rusty Grissom, Vice-Chairman; Rod Cleveland, Member

Notice of the meeting was properly posted on June 10, 2026.

For purposes of this agenda "Action" means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making recommendations to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Public Comment: No comments were made by the public during this meeting.
No Board Member statements or announcements were made during this meeting.

Executive Session

1. Discussion regarding - Executive Session for the purpose of the following:
Pursuant to 25 O.S. § 307(B)(1), discussing employment, hiring, appointment, promotion, demotion, discipline or resignation of the Cleveland County Sheriff.

A motion was made by Chairman McHughes, seconded by Rod Cleveland, to go into executive session at 8:02 a.m.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

At 12:12 P.M., Chairman Jacob McHughes moved, seconded by Rusty Grissom, to reconvene to open session.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland.

A motion was made by Member Cleveland, seconded by Chairman McHughes, to recess the meeting.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland.

At 1:45 P.M., Commissioner Cleveland moved, seconded by Chairman McHughes, to reconvene the meeting.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland.

A motion was made by Chairman McHughes, seconded by Rod Cleveland, to go into executive session at 1:45 P.M.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

At 2:31 P.M., Chairman McHughes moved, seconded by Vice Chairman Grisso, to return to open session.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

2. No action was taken at this time.

At. 2:32 P.M., Commissioner Cleveland moved, seconded by Chairman McHughes, to adjourn the meeting.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

CLEVELAND COUNTY, OKLAHOMA

Chairman Jacob McHughes

Pam Howlett, County Clerk and Secretary to the Board

Minutes prepared by: _____
Deputy County Clerk

Cleveland County, OK

Cleveland County Office Building

*201 South Jones
Norman, OK 73069
Suite 200*



Board of County Commissioners

Meeting Minutes

Monday, June 22, 2026
1:00 PM

*Jacob McHughes - Chairman
Rusty Grissom - Vice Chairman
Rod Cleveland - Member*

<https://www.clevelandcount yok.com/>

Christine Cleveland led the group in prayer and Pledge of Allegiance.

Roll Call

Present: Chairman Jacob McHughes, Vice Chairman Rusty Grissom, and Member Rod Cleveland

Notice of the meeting was properly posted on June 19, 2026.

For purposes of this agenda “Action” means any of the following: amending, approving, approving as amended, deferring, denying, giving instructions to staff, making a recommendation to another public body, receiving documents or presentations, referring to committee, reconsidering, re-opening, returning, striking or postponing the item.

Approval of Minutes

1. Discussion and possible action regarding approval of the minutes of the Special Meeting of the Board of County Commissioners held on June 11, 2026, minutes of the Regular Meeting of the Board of County Commissioners held on June 15, 2026 and Special Meeting of the Board of County Commissioners held on June 18, 2026.

[2026-06-11 Minutes BOCC](#)

[2026-06-15 Minutes BOCC Reg](#)

[2026-06-18 Minutes Sp BOCC](#)

A motion was made by Vice Chairman Rusty Grissom, seconded by Member Cleveland, to approve the minutes as listed.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

Public Comment: No comments from the public were made during this meeting.

Consent Items

A motion was made by Member Cleveland, seconded by Vice Chairman Grissom, approve the Consent Agenda with the exception of Item 5 which is moved to the end of the Consent Docket for individual attention. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

County Commissioners

2. Discussion and possible action regarding change order for migration to MS 365 for additional estimated hours needed to complete project.

[IT- CDW MS 365 additional hours agreement signed](#)

3. Discussion and possible action regarding the Resolution - Cleveland County Board of County Commissioners directs the County Treasurer to reimburse the County Election Board's Personnel Services, Part-Time Help, or Maintenance and Operations General Fund Account pursuant to Title 62, Section 335 of the Oklahoma Statutes.
[Resolution for FY26-27](#)
4. Discussion and possible action regarding - Tramman Group contract renewal for HR Services from July 1, 2026 through June 30, 2027 for an amount not to exceed \$18,550.00 per month for an annual total of \$222,600.00.
[Tramman HR FY27 contract](#)
[Tramman Group- Cleveland County HR Services 2026-2027 .pdf](#)
5. Clerk's Note: Moved to the end of the Consent Docket for individual attention.
[RR.pdf](#)
6. Discussion and possible action regarding OEC Fiber contract renewals for account #7014754900 located at 13190 Cemetery Rd. Noble for FY 27.
[7014754900 Cleveland County - July 1, 2026 - June 30, 2027](#)
7. Discussion and possible action regarding renewal of OEC Fiber Contracts for account # 7000668200 located at 125 NE 12th St for FY 2027.
[7000668200 Board of Cleveland County Commissioners 7.1.26 - 6.30.27](#)
8. Discussion and possible action regarding Renewal of OEC Fiber contracts for account #7015070900 located at 14701 S. Westminster Rd. (phone only) for FY27.
[7015070900 - Cleveland County Commissioners 7.1.26 - 6.30.27](#)
9. Discussion and possible action regarding renewal of contract with Standley Systems for service work on Savin IM C4500 SN: 3121RA10276 for FY27.
[Cleveland County Commissioner 16632-01 2026](#)
10. Discussion and possible action regarding renewal of contract with Standley Services for service work on Savin IM C4500 SN: 3128MB00383 for FY 27
[Cleveland County Commissioner 13437-01 2026](#)

11. Discussion and possible action regarding contract with Thunderbird Clubhouse for expanded education, employment, and housing opportunities through clubhouse services. This contract is funded through the County Community Safety Investment Fund with the Oklahoma Department of Mental Health and Substance Abuse Services.
[Thunderbird Clubhouse 2026.pdf](#)
12. Discussion and possible action regarding the contract with The Virtue Center for provision of outpatient substance use disorder treatment for Cleveland County Treatment Court participants and indigent, non-Medicaid-eligible Cleveland County residents. This contract is funded through the County Community Safety Investment Fund with the Oklahoma Department of Mental Health and Substance Abuse Services.
[TVC 781-Cleveland County Service Agreement.pdf](#)
13. Discussion and possible action regarding Third Party Administration Services, Johnston & Associates/OCCUSURE, Flat TPA Fee for Cleveland County would be a \$20,600 per year payable in 12 monthly installments of \$1,716.67. The 1 year contract, after the initial contract term will be auto renewed annually with a 3% increase. \$100 per hour for RN Case Management, 23% of savings for Medical Bill Review, \$250 per specialty for Medical Canvassing, \$30 per year, per open claim for ISO/Medicare/ED I reporting. All claims handling, RMIS System Access, Account management Banking fees, Claim reviews, Stewardship Meetings and regular reporting.
[Johnston & Associates Inc](#)
14. Discussion and possible action regarding-Black Oak Roof LLC , roof replacement at 122 E. Eufaula. This is a correction to the May 26, 2026 item, Original Proj #7.001- Code 55065 and should be Proj. # 3.009- Code 54827.
[Commissioners-Black Oak Roofing-2](#)
15. Discussion and possible action regarding Renewal agreement for Early Settlement Mediation - Central Program for FY 2027.
[early settlement mediation fy27_0001](#)
16. Discussion and possible action regarding - Voss bid for lighting controls phase 2 revised scope of work for \$23,195.00 on ARPA Project #3.009, object code 54827.
[Voss 6.22.26](#)

District 1

17. Discussion and possible action regarding request from Mid Del Schools-Schwartz school for assistance demolition of two portable buildings.

[Scharwtz School letter of request](#)

District 3

18. Discussion and possible action regarding - renewal contract for Paula Dougherty for monthly media relations utilizing Facebook, Instagram, Twitter, Google and You Tube for \$500.00 per month.

[Paula Dougherty](#)

Sheriff

19. Discussion and possible action regarding the Declaration of Surplus and Resolution for Disposing of Equipment,

[Declaration of Surplus & Resolution for Disposing of Equipment \(Eagle Storage Cabinet\)](#)

20. Discussion and possible action regarding Declaration of Surplus and Resolution for Disposing of Equipment

[Declaration of Surplus & Resolution for Disposing of Equipment \(Lang Countertop Griddle, Gas\)](#)

County Clerk

21. Discussion, review audit, approve, or disallow claims for payment of Travel, Maintenance & Operations, and Capital Outlay. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
22. Discussion, review audit, approve, or disallow blanket purchase order submitted. A report will be available for distribution at the meeting or may be obtained from the County Clerk.
23. Discussion and possible action regarding claims for Payment of Personnel Services for payroll period ending June 15, 2026.

[June Payroll](#)

Court Clerk

24. Discussion and possible action regarding to receive Cleveland County Court Clerk Monthly Report for May.

[Monthly Report Court Clerk May](#)

Treasurer

25. Discussion and possible action regarding Cash Fund Request for Appropriations from May 16, 2026 to June 15, 2026.

Cash Fund Request for Appropriations FY 2025/2026

01) Assessor Revolving	120133-55000	\$234.75
02) Co Brdg & Rd Imp Dist #1	202910-50000	\$293,207.53
03) Co Brdg & Rd Imp Dist #2	202920-50000	\$27,621.84
04) Co Brdg & Rd Imp Dist #3	202930-50000	\$33,308.67
05) County Clerk Lien Fee Payroll	119170-51000	\$20,535.76
06) County Clerk Rec Mgmt/Presrv Fee	115170-54000	\$50,596.18
07) Community Revitalization Grant	140930-54000	\$300,000.00
08) DA Revolving Fund	207165-54000	\$750.53
09) Fairgrounds	128700-55000	\$32,503.76
10) Farm Market Fund	133285-54000	\$6,189.00
11) Farm Market Fund Payroll	133285-51000	\$2,063.00
12) Health	105265-54000	\$11,936.93
13) Health Capital Outlay	105265-55000	\$375.00
14) Highway District #1	110910-51000	\$80,000.00
15) Highway District #1	110910-54000	\$78,523.55
16) Highway District #2	110920-51000	\$83,837.04
17) Highway District #2	110920-54000	\$83,837.03
18) Highway District #3	110930-51000	\$90,000.00
19) Highway District #3	110930-54000	\$137,099.40
20) Jail Commissary	204553-54000	\$43,479.98
21) Sales Tax	619150-54000	\$620,497.58
22) Sheriff Service Fees	116500-54000	\$25,740.70
23) Sheriff Service Fees	116554-51000	\$6,940.46
24) Sheriff Service Fees	116552-54000	\$31,191.11
25) Sheriff Service Fees	116500-51000	\$16,664.21
26) Sheriff Service Fees	116450-51000	\$28,500.00
27) Sheriff Service Fees	116552-51000	\$158,505.00
28) Treasurer Certification Fee	114150-53000	\$8,930.00

[File No. 26-1495](#)

26. Discussion and possible action regarding FY 26-27 contract renewal between PublicSoft and Cleveland County Treasurer for service, consulting, training, conversation, and other miscellaneous services for two (2) equal payments of \$108,136.50 each with first installation due on or after July 1, 2026 and the second on or after January 1, 2027. This contract is between July 1, 2026 to June 30, 2027.

[PublicSoft FY 26-27.pdf](#)

27. Discussion and possible action regarding Cleveland County Acceptance of No Bid - Treasurer's Deed.

[Acceptance of No Bid - Treasurer's Deed](#)

28. Discussion and possible action regarding Cleveland County Common Area Nuisance Declaration Request.

[Common Area Nuisance Declaration Request](#)

29. Discussion and possible action regarding FY 26-27 equipment lease agreement (60 months) between Standley Systems and County Treasurer's Office for 11 Ricoh IM C4510 model copiers at a monthly cost of \$1,172.26 with \$0.008 per B/W and \$0.045 per color pages between July 1, 2026 and June 30, 2027.

[Standley Systems Equip Leasing FY 26-27](#)

30. Discussion and possible action regarding FY 2025-2026 Lapsed Appropriations.

[FY 2025-2026 Lapsed Appropriations.pdf](#)

31. Discussion and possible action regarding Request for Approval of Allocation of Alcoholic Beverage Tax collected in May 2026 for June 2026 Distribution.

1) Etowah	\$65.05
2) Lexington	\$822.39
3) Moore	\$25,691.61
4) Noble	\$2,857.90
5) Norman	\$52,381.54
6) Slaughterville	\$1,703.28
TOTAL:	\$83,521.77

[Alcohol Beverage Tax May-June 2026](#)

32. Discussion and possible action regarding FY 26-27 contract renewal between Oklahoma Self Storage and the County Treasurer for a 5 X 10 storage unit rental for \$35.00 rent per month between July 1, 2026 to June 30, 2027.

[Oklahoma Self Storage FY 26-27.pdf](#)

33. Discussion and possible action regarding FY 26-27 renewal contract between Meeder Public Funds and the County Treasurer's Office for investment advisory agreement for assets under management with a minimum of \$15,000 per year between July 1, 2026 and June 30, 2027.

[Meeder Public Funds FY 26-27](#)

End of Consent Agenda

Chairman McHughes moved, seconded by Vice Chairman Grissom, to strike Item 5 from the agenda.

The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

Bid Opening

34. Discussion and possible action regarding Bid #COM-2202-Multiple year agreement for preventative maintenance of seven (7) Hydraulic Elevators and three (3) Traction Elevators for Cleveland County.

[Agenda Request Form - #COM-2202](#)

Keri Lyles publicly opened and named each bidder regarding Bid#COM-2202. A motion was made by Chairman McHughes, seconded by Member Cleveland, to accept the bids received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bids received were from American Elevator Company, Inc.; and TK Elevator Corporation - Option 1 and Option 2.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

35. Discussion and possible action regarding Bid COM-2203 Replacement of HVAC System and Electrical Panel at 122 E. Eufaula Norman, OK and replacement of electrical panel in the basement of the Cleveland County Courthouse.

[Agenda Request Form - #COM-2203](#)

Keri Lyles publicly opened and named each bidder regarding Bid #COM-2203. A motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bids received were from Baker Borthers Electric, Inc; Metroplex Electric Heat & Air; and Streets, LLC.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

36. Discussion and possible action regarding Bid #FB-2204 Complete Irrigation System designed and installed for the Cleveland County Fairgrounds. The system should be divided into four (4) zones based on how the property is laid out.

[New Irrigation System](#)

Keri Lyles publicly opened and named each bidder regarding Bid #FB-2204.. A motion was made by Chairman McHughes, seconded by Member Cleveland, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bids received were from Everything Green Irrigation; GreenShade; Grooms Irrigation & Landscape; Bellas Landscape & Irrigation; and Hernandez Total Management, Inc.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

37. Discussion and possible action regarding Bid #HD-2205-One (1) year agreement for HVAC maintenance for the Moore and Norman Health Departments and The Well.

[Agenda Request Form - #HD-2205](#)

Keri Lyles publicly opened and named each bidder regarding Bid #HD-2205. A motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bids received were from Emerald Heat & Air; and United Mechanical Service.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

38. Discussion and possible action regarding Bid #BE-2206 -One-Year (1) Maintenance Contract for Lawn Treatment & Weed Prevention Services for the Cleveland County Courthouse, North Lot, East Parking Lot, Detention Center, Sheriffs Office, South Annex, Alan J. Couch Center, and the building at 718 N. Porter. Bid term will be from July 1, 2026 through June 30, 2027.

[Agenda Request Form - #BE-2206](#)

Keri Lyles publicly opened and named each bidder regarding Bid #BE-2206. A motion was made by Chairman McHughes, seconded by Member Cleveland, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bids received were from Central Staffing Solutions; New Season Landscaping; and Shuterra, LLC.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

39. Discussion and possible action regarding Bid #BE-2207 One (1) year maintenance agreement for Pest Control at 10 different locations for Cleveland County. Bid term will run from July 1, 2026 to June 30, 2027 with option to renew for one (1) additional year.

[Agenda Request Form - #BE-2207](#)

Keri Lyles publicly opened and named each bidder regarding Bid #BE-2207. A motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bid received was from Erwins Affordable Pest Control, Inc.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

40. Discussion and possible action regarding Bid #BE-2208 One-Year (1) maintenance contract for Fire Life Safety Inspection and Service for twelve (12) different locations for Cleveland County. Bid term will run from July 1, 2026 through June 30, 2027.

[Fire Safety and Inspection Service BID-2208](#)

Keri Lyles publicly opened and named each bidder regarding Bid #BE-2208. A motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to accept the only bid received and postpone the decision on the bids. He instructed the Purchasing Department to tabulate and qualify the bid, with a report to be presented back to the Board of County Commissioners. The bid received was from Firetrol Protection Systems.

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

41. Discussion and possible action regarding Bid #BE-2209 One-year (1) Service/Maintenance agreement for the Kitchen Appliances and Equipment at the Cleveland County Detention Center located at 2550 W. Franklin Rd., Norman, OK. The agreement will include inspections, maintenance and repairs (within 24 hours). Bid term is from July 1, 2026 through June 30, 2027.

[Agenda Request Form - #BE-2209](#)

Clerk's Note: This item is postponed until the next meeting for Bid Opening, June 29, 2026.

No new business was presented for discussion or action at this time.

Unfinished Business:

42. Discussion and possible action regarding Bid #SHE-2199 One (1) year, non-encumbered contract for Inmate and Detention Supplies for the Cleveland County Sheriff. Bid term will be from July 1, 2026 to June 30, 2027.

[26-1094](#)

A motion was made by Chairman McHughes, seconded by Member Cleveland, to award the bid to multiple vendors and where low bid was not awarded there is an explanation . The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

43. Discussion and possible action regarding Bid #EB-2201 One-Year (1) Non-Encumbered Contract for the printing of Election Ballots for the Cleveland County Election Board. The bid term will be from July 1, 2026 through June 30, 2027 with the option to renew one (1) additional year.

[Agenda Request - #EB-2201](#)

A motion was made by Chairman McHughes, seconded by Member Cleveland, to award to Midwest Printing. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

44. Discussion and possible action regarding Bid #EB-2200 One-(1) year Non-Encumbered Contract for Voting Equipment delivery Service for Ballot Boxes, Voting Booths and any other additional equipment for the Election Board The bid term will be from July 1, 2026 through June 30, 2027 with option to renew for one (1) additional year.

[File No. 26-1171](#)

A motion was made by Chairman McHughes, seconded by Member Cleveland, to award to Two Men and a Truck. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

No statements or announcements were made by the Board at this time.

Executive Session

45. Discussion regarding - Executive Session for the purpose of the following: Pursuant to 25 O.S. § 307(B)(1), discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Cleveland County Sheriff.

At 1:10 P.M., A motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to go into executive session. The motion carried by the following vote:

- Aye:** 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland
46. At 1:29 P.M., a motion was made by Chairman McHughes, seconded by Member Cleveland, to reconvene into open session. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

A motion was made by Chairman McHughes, seconded by Member Cleveland, to appoint Senator Darrel Weaver as interim Sheriff beginning Monday, July 6, 2026.

The motion carried by the following vote:

Aye: 3 – Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

Adjourn

At 1:31 P.M., a motion was made by Chairman McHughes, seconded by Vice Chairman Grissom, to adjourn the meeting. The motion carried by the following vote:

Aye: 3 - Chairman McHughes, Vice Chairman Grissom, and Member Cleveland

**Board of County Commissioners
CLEVELAND COUNTY, OKLAHOMA**

Chairman

ATTEST:

Pam Howlett, County Clerk

Minutes Prepared by: _____
Deputy County Clerk

CLEVELAND COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

SERVICE AGREEMENT FOR COUNTY COMMUNITY SAFETY INVESTMENT

CONTRACT made as of the _____ day of _____, 2026

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

Contact Person: Bailey Breen
Telephone Number: 405-366-0200

and the **VENDOR:** Hope Center Ministries, Inc.
Address: Attn: Mark Hall
5112 Gaillardia Corporate Pl.,
Oklahoma City, OK 73142

Contact Person: Mark Hall
Telephone Number: 919-210-4421
Email: m.hall@hopecm.com

for the following maintenance or services:

Family Reunification and Stabilization Services through supervised family
engagement, reunification sessions, and family days

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

Assistant District Attorney

Date

THE COUNTY AND THE CONTRACTOR AGREE AS SET FORTH BELOW.

ARTICLE 1
SERVICES

1. Provide family reunification and stabilization services through supervised family engagement, reunification sessions, and family days at Hope Center Ministries Norman campus.
2. Other Performance Requirements
 - a. Contractor agrees to possess and demonstrate compliance with all licenses, certifications, and permits that are required to lawfully perform the duties under this contract, including but not limited to contract requirements by the Oklahoma Department of Mental Health and Substance Abuse Services. Loss of required contract, permit, or license by the Contractor shall automatically terminate this contract.
 - b. The Contractor shall not reassign this contract, or any part thereof, or engage in any subcontract to provide the services herein without prior written approval of the County. If approved, the Contractor shall be liable for any act of the subcontractor, including any act that constitutes a breach of this contract. An approved subcontractor shall be subject to the terms of this contract or grantor agency.
 - c. In the performance of all services rendered under this contract, the Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the parties.
 - d. Contractor assures that neither the Contractor nor anyone subject to the contractor's direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the County any money or other thing of value, either directly or indirectly, in procuring this contract herein.
 - e. Contractor shall not solicit participants through gratuitous offerings, incentives, gifts, or other offerings for any service provided by the Contractor; nor shall the Contractor allow any other provider to solicit participants of the Contractor through gratuitous offerings, incentives, gifts, or other offerings. The Contractor shall not use any coercion, duress, force, or similar action, real or threatened, against any participant for the purpose of soliciting participants or for the purpose of hindering or obstructing any investigation conducted by the Department of Mental Health and Substance Abuse Services, any other governmental agency, or advocacy group.

ARTICLE 2
INSURANCE/LIABILITY

The Contractor 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 Contractor 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 the date last signed by the parties and terminate on June 30, 2027. Contractor shall not commence work, commit funds, incur costs, or in any way act to obligate the County until the contract is effective. 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 either party may terminate this contract at any time before the end of the fiscal year for any reason after giving the other party sixty (60) day written notice of termination. It is further agreed the County may terminate this Contract immediately if the Contractor fails to provide services in accordance with this contract or in any way breaches any of the provisions of the Contract. Prior to termination for failure to provide services set forth in this contract, County shall provide Contractor written notice of the deficiency. Contractor will then have ten (10) business days in which to cure the deficiency prior to termination of this contract.

ARTICLE 4 CONTRACT AMOUNT

In accordance with the terms of this contract, the County will pay the Contractor an amount not to exceed thirty thousand dollars (\$30,000.00) per fiscal year unless amended in writing an approved by Contractor and the County, payable to the Contractor as set forth below.

County shall only pay upon receipt of an invoice for services, which shall be submitted to the County not more than thirty (30) days from the day services were last rendered during the invoice month. Invoices shall be submitted to Cleveland County, c/o Bailey Breen, Cleveland County Deputy Director of Operations & Grant Management at bbreen@ClevelandCountyOK.com. County agrees to make payment to Contractor within forty-five (45) days of receipt of a proper invoice.

ARTICLE 5 NOTICES

All notices, approvals or requests allowed or required by the terms of any Contract Document shall be in writing, reference the Contract with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. Notices shall be sent to the County at the physical address set forth below. Notice information may be updated in writing to the other party as necessary. Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall not be delivered

solely via e-mail.

If sent to the County:

Cleveland County Board of County Commissioners
201 S. Jones
Norman, OK 73069

With a copy, which shall not constitute notice, to:

District Attorney's Office, Civil Division
201 S. Jones, Suite 300
Norman, OK 73069

If sent to the Contractor:

Mark Hall
5112 Gaillardia Corporate Pl.
Oklahoma City, OK 73142
m.hall@hopecm.com

ARTICLE 6
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 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. §1500 et. seq., 19 O.S. §1, 19 O.S. §339, 43A O.S. §2-312.1 et. seq., and 74 O.S. §85.44D.1. This contract is awarded under solicitation #4520011467 with the Oklahoma Department of Mental Health and Substance Abuse Services. The Cleveland County District Court was the named provider in the award pursuant to solicitation #4520011467; therefore, Cleveland County District Court is the only provider able to provide the services set forth in this contract.

APPROVED this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA

Chairman _____

Commissioner _____

Commissioner _____

ATTEST:

Pam Howlett, County Clerk

VENDOR:

Hope Center Ministries

By:

Teresa D. Mathews
Teresa D. Mathews, CFO

Attest or Notary:

Kathryn Shepard

Customer Information		Sales Representative Information	
Customer Name:	County of Cleveland	Name & Title:	Tracy Nolen
Financial Contact Name:	Rod Cleveland	Phone:	405.826.9026
Address:	201 S Jones	Email Address:	tracy.nolen2@t-mobile.com
City:	Norman		
State:	OK	Remit To Address:	T-MOBILE USA INC
Zip:	73069	Vendor PO Address:	PO BOX 742596 Cincinnati, OH 45274-2596
Financial Contact Phone:	405-366-0200	Tax ID#	91-1983600
Email Address:	gwest@clevelandcountyoak.com		
Acct # (if applicable):	206230556		

Reference		
QUOTE DATE: 07/01/26	Promo Discount Offer Expiration Date: 08/01/26	Contract Vehicle: State of OK 1022 OMES

Equipment Options: Note: promotions only apply per device with the purchase of an associated service plans for 2yr term for voice lines

Qty.	Model	MSRP	Discount	Net Equipment Cost	Equipment Subtotal
8	No new devices needed				
1	No new devices needed				
Equipment Total					

Monthly Recurring Rate Plan Charges						
Qty.	Rate Plan	MRC	MRC Discount	Additional Credit	Net Price Monthly	Subtotal
8	Government Unlimited Advanced Plan	\$35.00	15%		\$29.75	\$238.00
1	Government Unlimited Hotspot Plan	\$35.00	15%		\$29.75	\$29.75
Estimated Total for 1 Month Service Charges**						\$267.75
Estimated 1st Year of Service						\$3,213.00
Estimated Total for 2 years service						\$6,426.00

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Start your wireless transformation today.

**All quoted amounts are exclusive of applicable taxes and fees and applicable for a twenty-four month agreement. General taxes and fees will be added to your final invoice based on your location and service selections.
This proposal is a budgetary estimate of the plans, equipment, and services that have been communicated to the T-Mobile sales team to provide you with the proposed cost of your mobile communication requirements.



OKLAHOMA
OFFICE OF JUVENILE AFFAIRS

**FY2027 MASTER CONTRACT
REGIONAL SECURE DETENTION
INCLUDING
TWO ONE-YEAR OPTIONS TO RENEW
FOR FY2028 AND FY2029**

BOARD OF CLEVELAND COUNTY COMMISSIONERS

SHARON MILLINGTON, EXECUTIVE DIRECTOR

JEREMY EVANS, CHIEF OF PROGRAMS

RODNEY MCKNIGHT, EASTERN REGIONAL DIRECTOR

Master CRL2027/29-300

Schedule A: Allocation of Payments

Attachment A: Drug Testing Policy OAC: 377:3-11-1 through 12

Attachment B: OAC 377:3-13, Part 3. *Requirements for Secure Detention Facilities*

Attachment C: Assignment Affidavit 2027-2029

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**STATE OF OKLAHOMA
OKLAHOMA JUVENILE AFFAIRS
SECURE DETENTION**

This agreement, consisting of 25 pages (the “Contract”), is hereby made between the Office of Juvenile Affairs (“OJA”) and

Board of Cleveland County Commissioners

(the “Contractor”) and constitutes the entire agreement between OJA and Contractor and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS the board of county commissioners of every county shall provide for the temporary detention of children who are or may be subject to secure detention as required by 10A O.S. §2-3-103 herein after also referred to as the Service Recipient; and

WHEREAS "secure detention" means the temporary care of juveniles who require secure custody in physically restricting facilities: a.) while under the continuing jurisdiction of the court pending court disposition, or b.) pending placement by the Office of Juvenile Affairs after adjudication (10A O.S. §2-1-103); and

WHEREAS the board of county commissioners of every county shall provide for full temporary detention services and facilities according to the latest revision of the State Plan for Establishment of Juvenile Detention Services adopted by the Board of Juvenile Affairs (“State Plan”) and the standards for juvenile detention services and facilities adopted by the Board of Juvenile Affairs, OAC 377:3-13, Part 3. *Requirements for Secure Detention Facilities*. Counties without a detention center shall contract with one or more counties to obtain access to detention services. Counties with detention centers must make available beds for use by counties without a detention center; and

WHEREAS, the boards of county commissioners of every county are authorized pursuant to Oklahoma Statutes (10A O.S. §2-3-103) to contract with a public agency, private agency, federally recognized tribe, or single or multi-county trust authority for the operation of a juvenile detention facility; and

WHEREAS, in the event the county enters into a management contract pursuant to 10A O.S. §2-3-103.C.4 with a privately operated detention facility (“Subcontractor”), the Subcontractor who provides juvenile detention services and operates the juvenile detention facility must demonstrate to the satisfaction of the board of county commissioners that:

1. the Subcontractor has the qualifications, experience, and personnel necessary to implement the terms of the Contract,
2. the financial condition of the Subcontractor is such that the term of the Contract can be fulfilled,
3. the Subcontractor has the ability to obtain insurance or provide self-insurance to indemnify the county against possible lawsuits and to compensate the county for any property damage or expenses incurred during the private operation of the juvenile detention facility, and

4. the Subcontractor has the ability to comply with applicable court orders and standards for juvenile detention services and facilities adopted by the Board of Juvenile Affairs, OAC 377:3-13, Part 3. *Requirements for Secure Detention Facilities*.

WHEREAS, pursuant to 10A O.S. §2-3-103., expenses incurred in carrying out the provisions of 10A O.S. §2-3-101 and §2-3-103 shall be paid from the general fund of the county or from other public funds lawfully appropriated for such purposes, or from private funds that are available for such purposes; and

WHEREAS, pursuant to 10A O.S. §2-7-401.B, OJA shall establish a system of rates for the reimbursement of secure detention costs to counties, the methodology of which may include, but not be limited to, consideration of detention costs, the size of the facility, services provided and geographic location; and

WHEREAS, any compensation to which Contractor is entitled for allowable services provided prior to the beginning of the contract period or the date a purchase order is issued, whichever is later, shall be paid pursuant to methods provided by Office of Management and Enterprise Services (OMES) procedures.

NOW THEREFORE, the parties agree as follows:

I. CONTRACT PERIOD

A. Base Year

The term of the Contract is from the latter of July 1, 2026, or the date of execution through June 30, 2027. The Contract may be renewed for two additional one-year periods at the same or modified terms and conditions as follows:

- 1st Option Period: FY2028– July 1, 2027, through June 30, 2028
- 2nd Option Period: FY2029 – July 1, 2028, through June 30, 2029

B. Options to Renew

Renewals shall be accomplished by the issuance of a change order by the Office of Juvenile Affairs. Either party must give 30 days' notice if it does not intend to renew the Contract. Renewal of the Contract does not waive any form of cancellation that is available through the Contract.

Work done before the effective date of the Contract is at the Contractor's risk. Option periods are not considered within the Contract's effective date unless the Contract is renewed by OJA for the option period.

II. COMPENSATION

A. Reimbursement Rate and Conditions for Payment

For the purpose of the Contract, "Budget Adjustment" is defined as action taken by OJA or others to allocate the following or similar occurrences that negatively impact OJA's available budget:

- appropriations reductions;
- budget reductions;

- revenue shortfalls; or
- unfunded or underfunded legislative mandates that require reallocation of OJA resources.

OJA shall provide a fixed rate less any Budget Adjustment to Contractor for the operation, maintenance, and repair of a detention facility located at

1650 W. Tecumseh Road, Norman, Oklahoma

at the per day per bed rate specified in Schedule A subject to conditions listed herein.

If the facility takes beds off-line, for any reason, the monthly claim will be reduced by the daily rate for each day the bed is off-line. For each youth that is denied admittance to the facility, the monthly claim will be reduced by the daily rate for one bed. Facility's failure to acknowledge acceptance of a youth within one (1) hour of the initial request shall be deemed an admittance denial. In the event the facility denies admittance to a youth and that youth is admitted in an alternative facility, the denied bed will be considered off-line until the original youth is discharged from the alternate facility or the denied bed is filled by another youth, whichever is sooner.

Request for Reconsideration

Request for reconsideration of the loss of funds due to the off-line bed may be requested through the OJA Detention Program Manager, or designee, via email at DetentionDenials@oja.ok.gov. Request for reconsideration, including all supporting documentation, must be submitted within twenty-four (24) hours of the bed appearing off-line on JOLTS. OJA Detention Program Manager, or designee, will issue a response to the request for reconsideration in writing. Any reconsideration by the OJA Detention Program Manager, or designee, shall be considered final with no right to appeal legally or administratively. If a request for reconsideration has not been granted within five (5) business days following the day of request, the reconsideration shall be deemed denied.

If there are no youth in a facility, the Contract will still be in force until cancellation or expiration, but all beds will be considered to be off-line and not eligible for payment.

1. Payment

Payment for services by OJA will be made only upon verification that Contractor has provided its 15% share as required by 10A O.S. §2-7-401 with regard to the number of beds provided for in the Contract and upon receipt of a documented claim from the Contractor in the format and in accordance with the procedures prescribed by OJA. Contractor agrees to maintain current banking information at the Office of Management and Enterprise Services (OMES) to provide for payment by electronic funds transfer.

Effective November 1, 2020, the rate used for reimbursement shall be one hundred percent (100%) of the approved rate for the Office of Juvenile Affairs for a child in the custody of the Office of Juvenile Affairs after adjudication and disposition who is held in a juvenile detention facility when the child is pending a placement consistent with the treatment needs of that child as identified by the Office of Juvenile Affairs through

the adoption of the disposition plan and a specified placement has been identified. The 100% rate will only apply for the time period that a specific placement has been determined, and the youth is legally and technically eligible for the placement but transfer to the placement cannot be achieved.

2. Subcontracting

- A. Should the Contractor elect to enter into a management subcontract pursuant to 10A O.S. §2-3-103, and Contractor wishes to assign payment to the subcontractor, Contractor shall submit to OJA an assignment affidavit, granting OJA authority to pay the subcontractor directly for the duration of this Contract and any subsequent renewals. The subcontractor must also be properly registered as a supplier with OMES and must comply with all OMES requirements for payment. Contractor shall notify OJA of any changes in subcontractor to ensure payment is assigned to the appropriate entity. See Attachment C, for assignment affidavit. An updated assignment affidavit is required for any change in subcontractor.

OJA will pay the subcontractor upon receipt of a properly documented claim in the format and in accordance with the procedures prescribed by OJA. Contractor shall require the subcontractor to submit to Contractor a copy of any claim submitted to OJA. Detention Providers shall provide a list of subcontractors for detention services at the beginning of the fiscal year, including effective dates of the contract, to the OJA Detention Program Manager via email. Notice of any new or cancelled contracts shall be sent to the OJA Detention Program Manager within fifteen (15) days of the effective or cancellation date.

- B. Detention Subcontracts with other Counties for Bed Utilization

The board of county commissioners of every county is required to provide access to secure juvenile detention. OJA and the Board of Juvenile Affairs are responsible for creating and monitoring the State Plan for the Establishment of Juvenile Detention Services (State Plan). OJA monitors the usage of detention beds across the state to ensure all counties have access to detention beds. To meet these requirements, subcontracts executed for detention services with other counties in Oklahoma must be provided to OJA.

3. Schedule A – Schedule of Payments

For the cost of operations and services during the term of the Contract, OJA will reimburse up to the amount indicated on Schedule A, which shall be revised if necessary for any option years that are exercised. If required, a revised Schedule A will be included with the change order issued to renew Contract.

4. Financial Information

In order to meet the statutory requirements of setting detention rates, from time-to-time OJA will need to gather information necessary to develop fair and equitable detention rates. In addition to the requirements of III. R. “Records”, Contractor agrees to provide on request detailed expenditure reports and allow for examinations of original documentation of expenditures allocated to the detention facility. When preparing expenditure reports, contractor shall take care to only allocate cost directly applicable

to the operation of the detention facility.

If OJA determines that a more extensive review is needed, OJA is authorized to conduct, through a contractual arrangement with an independent auditor at OJA's expense, a financial and programmatic audit of the detention center operations.

III.III.STANDARD TERMS AND CONDITIONS

A. Assignment and Subcontracting

1. Assignment

Contractor understands and agrees that the services required under this Contract shall not be assigned or transferred without written authorization from OJA's Executive Director or designee.

2. Subcontracting

Contractor understands and agrees that the services required under this contract shall not be subcontracted, in whole or in part, without written authorization from OJA's Executive Director or designee. If authorized, Contractor shall supply OJA with a copy of any subcontract issued. The terms of this Contract shall be included in each authorized subcontract and shall provide OJA with the authority to directly monitor the subcontractor's compliance with the terms of the subcontract.

The existence of a subcontract shall not relieve Contractor of any of Contractor's responsibilities in the performance of this Contract.

3. Subcontract Modification

Any changes to a subcontract of Contractor shall be treated as a new subcontract and the requirements of this Section III(A) shall apply.

B. Audit

1. Federal Funds

In accordance with 2 CFR § 200.501(a), a non-Federal entity that expends \$1,000,000.00 or more in Federal awards during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of § 200.501(a).

In accordance with 2 CFR § 200.501(b), a non-Federal entity that expends \$1,000,000.00 or more in Federal awards during the non-Federal entity's fiscal year must have a single audit conducted for that year in accordance with § 200.514 except when it elects to have a program-specific audit conducted in accordance with paragraph (c) or (d) of § 200.501.

In accordance with 2 CFR § 200.514(a), the audit must be conducted in accordance with the Generally Accepted Government Auditing Standards ("GAGAS"). The audit must cover the entire operations of the auditee, or, at the option of the auditee, such audit must include a series of audits that cover departments, agencies, and other organizational units that expended or otherwise administered Federal awards during such audit period, provided that each such audit must encompass the financial statements and schedule of expenditures of Federal awards for each such department, agency, and other organizational unit, which must be considered to be a non-Federal

entity. The financial statements and schedule of expenditures of Federal awards must be for the same audit period.

2. State Funds

Corporations, both for-profit and non-profit, and governmental entities that receive \$100,000 or more in a year in state funds from OJA shall have a certified independent audit of its operations conducted in accordance with Government Audit Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles ("GAAP"), and the report shall include a Supplementary Schedule of Awards listing all state and federal funds by contract and a Supplementary Schedule of Revenue and Expenditures by function and funding source.

3. Auditor Approval and Audit Distribution

Any audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Audit Standards. OJA retains the authority to examine the work papers of the auditor.

Contractor shall submit an electronic copy of the annual audit report to OJA via email to: audits@oja.ok.gov, with a copy of the management letter to all audit findings, if applicable, within one hundred and sixty (160) days of the end of the Contract Term or renewal period, respectively. Contractor shall submit a copy of the corrective action plan to all audit findings within sixty (60) days of the audit being issued. In the event Contractor is unable to provide the audit report within the time specified, Contractor shall submit a written request to OJA, at the email address listed in this paragraph, for an extension citing the reason for the delay. If Contractor fails to timely provide annual audit report and management letter to all audit findings, if applicable, OJA reserves the right to recuparate monies for claims paid to Contractor and suspend payment to Contractor for costs owed pursuant to this Contract.

C. Certifications

Contractor certifies the following:

1. Debarment or Suspension

Contractor and any subcontractor agree to the following conditions and certify to the best of their knowledge and belief that they and their principals or participants:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local entity;
- b. have not within a three (3)-year period preceding this Contract been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local); and,

d. have not, within a three (3)-year period preceding this Contract, had one (1) or more public (Federal, State, or local) contracts terminated for cause or default.

2. Prohibition of State Employees Participating in the Development of the Contract

Pursuant to 74 O.S. § 85.42, the parties to this contract certify that no person involved in any manner in the development of this contract while employed by the State of Oklahoma will be employed to fulfill any of the services provided for under the said contract.

3. Israel Boycott Certification

Pursuant to 74 O.S. § 582, Contractor hereby certifies that it does not currently boycott any goods or services from the Nation-State of Israel that constitute(s) an integral part of business conducted or sought to be conducted with the State of Oklahoma.

4. Energy Boycott Certification

Pursuant to 74 O.S. § 12005, Contractor hereby certifies that it neither (1) currently boycotts any energy companies nor (2) will boycott any energy companies during the term of this contract.

5. Non-Collusion Certification

Pursuant to 74 O.S. § 85.22, the undersigned Contractor certifies that neither Contractor nor anyone subject to its direction or control has paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Agreement. Contractor shall disclose any known business or familial relationships then in effect or which existed within one (1) year prior to the date of the disclosure between any officer of the Contractor and any officer or employee of OJA.

6. Non-Duplication (Uniqueness) Clause

Pursuant to 74 O.S. § 85.41(F), to the extent this Agreement covers professional services in which the final product is a written proposal, report, or study, the undersigned Contractor certifies it has not previously provided the contracted State agency or another State agency with a final product that is substantial duplication of the final product to be rendered under this Agreement.

7. E-Verify Clause

Pursuant to 25 O.S. § 1313, Contractor certifies that it and all approved subcontractors, whether known or unknown at the time this Contract is executed, awarded, or becomes effective, are in compliance with 25 O.S. § 1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. § 1312 and includes but is not limited to the free Employee Verification Program (“E-Verify”) available at: www.uscis.gov/e-verify.

8. Firearms Non-Discrimination

Pursuant to 21 O.S. § 1289.31, Contractor certifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association. Contractor further certifies that it will not discriminate against a firearm entity or firearm trade association during the term of the contract.

D. Civil Rights

Contractor shall comply, and will require any subcontractors to comply, with all nondiscrimination requirements imposed by law. There shall be no discrimination against any person or group of persons on account of race, color, religion, creed, national origin, gender, age, military status, disability, or any other lawfully protected status in the performance of this Contract.

Contractor agrees that in the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing against Contractor or a subcontractor, Contractor shall forward a copy of the finding to OJA, who will forward to the appropriate authorities. Further, Contractor agrees to fully cooperate with any investigation, request for information, legal proceeding, or other such matters related to such complaint(s). Contractor also agrees to immediately notify OJA's Advocate General in writing of any and all civil rights complaint(s) by persons receiving services under this Contract. Notifications to OJA's Advocate General shall be sent by email to: advocategeneral@oja.ok.gov.

E. Communications

1. Notices

Except as otherwise provided in this Contract, all notices and requests required or permitted by this Contract shall be in writing and shall be deemed to have been duly given (i) if delivered by hand and receipted for by the party to whom said notice or other communication shall have been directed, or (ii) if mailed by certified mail with postage prepaid, on the third (3rd) business day after the date on which it is mailed to the party at the address listed in Exhibit A.

The parties agree it is the responsibility of each party to maintain correct contact information. Parties may change their contact information by providing notice of such change pursuant to this section.

2. Next Business Day

In the event either party is required by this Contract to perform any action or delivery on a Saturday, Sunday, or any holiday observed by the Federal Reserve, such party may perform the action or delivery on the following business day.

3. Electronic Transactions

All transactions related to the Contract may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act. See 12A O.S. § 15-101 et seq.

F. Compliance with Laws, Statutes, and Regulations

Contractor and any approved subcontractors shall comply with all applicable state and federal laws, including any regulations and rules promulgated by any governmental authorities and which are applicable to this Contract. Observance of and compliance with these requirements shall be the sole responsibility of Contractor, without reliance on or direction by OJA. Contractor will comply with all applicable laws, including but not limited to the Health Insurance Portability and Accountability act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act

(“HITECH”), Family Educational Rights and Privacy Act (“FERPA”), and any applicable regulations regarding the confidentiality of substance abuse treatment records in accordance with 42 CFR Part 2.

1. Choice of Law

Any claims, disputes, or litigation relating to the Contract shall be governed by the laws of the State of Oklahoma without reference to principles of conflict of laws.

2. Choice of Venue

Venue for any action, claim, dispute, or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

3. Limitation of Liability

No provision of the Agreement, attachments to this Agreement, or documents incorporated into this Agreement by reference providing for a limitation of liability of OJA shall be enforceable against OJA except to the extent permitted by Oklahoma law. Notwithstanding any provisions to the contrary in the Agreement or attachments to this Agreement, Oklahoma law will govern the interpretation and enforceability of any limitation of liability, indemnity, or exculpation provision in the Agreement or attachments to this Agreement.

4. Oklahoma Open Records Act

As a public body, OJA is subject to the Oklahoma Open Records Act (“ORA”). See 51 O.S. § 24A.1 et seq. While certain privacy interests of individuals are protected in specific exceptions to the ORA or in the statutes which authorize, create, or require the records, except where specific state or federal statutes create a confidential privilege, persons who submit information to public bodies have no right to keep this information from public access nor a reasonable expectation that this information will be kept from public access. The ORA requires that a public body shall at all times bear the burden of establishing such records are protected by such confidential privilege.

5. Family Educational Rights and Privacy Act

Contractor agrees to comply with applicable provisions of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g, as well as other relevant laws and regulations applicable to the confidentiality of student education information and records. Contractor acknowledges that, during the course of performing its contractual duties, it may have access to confidential education records, as defined by FERPA, and Contractor agrees that it will not disclose any such education information or records except to perform its duties under this Agreement or as required by law.

6. Entire Agreement

This Contract, together with all attachments, exhibits, and schedules, constitutes the entire agreement between the parties. No statement, promise, condition, understanding, inducement, or representation, oral or written, expressed or implied, which is not contained herein shall be binding or valid. Contractor’s representations and certifications, including any completed electronically, are incorporated by reference into this Contract.

7. Confidentiality

Contractor shall comply with all applicable federal and state laws and regulations to ensure that any confidential information, including personally identifiable information of youth and families served by Contractor, is safeguarded from any unauthorized, improper disclosure. Contractor agrees this confidentiality provision will survive the expiration or termination of this Contract.

8. Lobbying

Contractor certifies that neither state nor federal funds have been or will be used to influence the award of this Contract.

9. E-Verification Policy and Procedure

To comply with federal regulations of the Immigration Reform and Control Act ("IRCA"), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. E-Verification is a web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

G. Contract Modification

Any modification or amendments to this Contract must be in writing, agreed to by both parties, and approved by OJA.

H. Contract Structure

1. Headings

The headings contained in this Contract are for reference and convenience purposes only and shall not affect in any way the meaning or interpretation of this Contract, nor shall they be deemed a part of this Contract.

2. No Construction

This Contract is the product of negotiations between the parties and their respective counsel, has been jointly drafted, and shall not be construed for or against either party. This Contract shall be interpreted in accordance with the fair meaning of its language.

3. Waiver

The waiver of the breach of any term or provision of this Contract shall not operate as or be construed to be a waiver of any other or subsequent breach of this Contract.

I. Drug-Free Workplace

Contractor agrees that Contractor and Contractor's employees and agents shall not engage in or allow the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing under this Contract. Contractor agrees to require all subcontractors under this Contract to abide by this provision.

Unless prohibited by law, Contractor shall maintain a policy for testing employees for the use of alcohol and illegal drugs.

J. Duplicate Billing Prohibition

Contractor shall not bill OJA for services required under this Contract for which Contractor has already received or will receive compensation for the same services from OJA or another source. Contractor may seek additional funding from another source to enhance the services for which OJA is providing compensation.

K. Extension Option

In addition to any option period that may be available, if, in the opinion of OJA's Executive Director, it is in the best interest of the State to extend this Contract, Contractor shall be notified of the Executive Director's intent at least thirty (30) days prior to the expiration date of this Contract. Contractor shall have fifteen (15) calendar days to respond to the Executive Director's intent to extend the term and period of performance of this Contract. If Contractor agrees to the extension, all terms and conditions including pricing of this Contract shall apply unless more favorable terms for the State have been negotiated.

L. Indemnity

1. Non-Governmental Entities

Contractor shall indemnify and hold the Board of Juvenile Affairs and its members, OJA, and OJA's officers, directors, and employees harmless from any and all assessments, judgments, and claims, including for bodily injuries, property damages, and other liabilities, arising from Contractor's, or any authorized subcontractor's, actions, inactions, or other conduct related to or arising from this Contract, including but not limited to, costs, including attorneys' fees, and legal and other reasonable expenses.

2. Governmental Entities

Unless prohibited by Article 10 of the Oklahoma Constitution and the Governmental Tort Claim Act, 51 O.S. §§ 151-200, Contractor agrees, to the extent allowed by law, to indemnify and hold the Board of Juvenile Affairs and its members, OJA, and its officers, directors, and employees ("Indemnified Parties") harmless from any and all bodily injuries, property damages, civil rights violations, deficiencies or liabilities resulting from any action, inaction or conduct on the part of Contractor or authorized subcontractor, or non-fulfillment of any term or condition of this Contract.

3. Notice and Cooperation

In connection with indemnification obligations under the Contract, Contractor agrees to furnish prompt written notice to OJA of any third-party claim. Contractor shall use counsel reasonably experienced in the subject matter at issue and approved by OJA, and will not settle a claim without the written consent of the party being defended, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim against Indemnified Parties that are not a State agency, where relief against the Indemnified Parties is limited to monetary damages that are paid by the defending party under indemnification provisions of this contract.

4. Coordination of Defense

In connection with the indemnification obligations under this Contract, when the State or OJA is a named defendant in any filed or threatened lawsuit, the defense of the State or OJA shall be coordinated by the Attorney General of Oklahoma, or the Attorney General may authorize Contractor to control the defense and any related settlement negotiations; provided, however, Contractor shall not agree to any settlement of claims against OJA without obtaining advance written concurrence from the Attorney General. If the Attorney General does not authorize sole control of the defense and settlement negotiations to Contractor, Contractor shall have authorization to equally participate in any proceeding related to the indemnity obligation under the Contract and shall remain responsible to indemnify the applicable Indemnified Parties.

M. Maintenance of Insurance, Payment of Taxes, and Workers' Compensation

1. Insurance Coverage Requirement

As a condition of this contract, Contractor shall procure at its own expense and provide proof of insurance coverage with the applicable liability limits set forth below and any approved subcontractor of Contractor shall procure and provide proof of the same coverage. The required insurance shall be underwritten by an insurance carrier with an A.M. Best rating of A- or better. Supplier may not commence performance hereunder until such proof has been provided.

2. Minimum Insurance Coverage Requirements

Additionally, Contractor shall ensure each insurance policy includes a notice of cancellation and includes the State of Oklahoma and OJA as certificate holder and shall promptly provide proof to the OJA of any renewals, additions, or changes to such insurance coverage. Contractor's obligation to maintain insurance coverage under this contract is a continuing obligation until Contractor has no further obligation under this contract. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability. The minimum acceptable insurance limits of liability are as follows:

- a. Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;
- b. Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$2,000,000 per occurrence;
- c. Automobile Liability Insurance with limits of liability of not less than \$2,000,000 combined single limit each accident
- d. Directors and Officers Insurance which shall include Employment Practices Liability as well as Contractor's Computer Errors and Omissions Coverage, if information technology services are provided under the contract, with limits not less than \$1,000,000 per occurrence;

e. Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Contractor's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence; and,

f. Sexual Abuse and Molestation Insurance with limits \$1,000,000 per occurrence.

3. Responsibility for Liability and Taxes

Contractor shall be entirely responsible for the liability and payment of taxes payable by or assessed to Contractor or Contractor's employees, agents and subcontractors, of whatever kind, in connection with this Contract. Contractor further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. Neither OJA nor the State shall be liable to Contractor, Contractor's employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State or OJA employee.

4. Notification of Claims

Contractor agrees to indemnify OJA, the State, and its employees, agents, representatives, contractors, and assignees for any and all liability, actions, claims, demands, or suits, and all related costs and expenses (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under this Contract.

5. Limitation on Covered Entities

Clauses in which the State or OJA agrees to purchase liability insurance covering the subject matter of the Contract are void absent specific legislation, and clauses attempting to add a private entity as an additional insured on a policy purchased with public funds are prohibited.

N. Monitoring and Financial Compliance Review

OJA, through any authorized representative, has the authority, at reasonable times, to inspect, investigate, or otherwise evaluate the services performed under this Contract and financial transactions related thereto. Any inspection, investigation, or evaluation may be conducted on the premises where the services are being performed. If any inspection, investigation, or evaluation is conducted by OJA, Contractor shall provide all reasonable assistance necessary. All inspections, investigations, or evaluations performed by OJA will occur in such manner as not to unduly interfere with Contractor's performance of the services. Contractor agrees that OJA shall have access to and the authority to examine and copy all records related to services provided related to this Contract at any time during the period such records are required to be maintained or retained by Contractor. Contractor shall establish and maintain confidential files or otherwise make such files available at the service delivery site for all program personnel and service recipients.

O. No Employment Relationship

In the performance of all services rendered under this Contract, Contractor shall act solely as an independent contractor and nothing herein shall at any time be construed so as to create a relationship of employer and employee, partnership, principal and agent, or joint venture as between the parties.

P. No Grant of Authority

Nothing in this Contract shall be construed as conferring upon Contractor the authority to assume or incur any liability or any obligation of any kind, express or implied, in the name of or on behalf of the service recipient, and Contractor agrees not to assume or incur any such liability or obligation without the prior express written consent of the OJA.

Q. Prior Unmet Contractual Obligations

If there are previous contracts for this service, under this Contract, OJA has the authority to suspend payment to Contractor in the event Contractor has not met its contractual obligations for submission of reports, schedules, audits, or other documentation required by a prior year's contract. Such suspension of payments to Contractor shall continue until such required documents are received by OJA.

R. Records

As used in this clause, "records" includes books, documents, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record, accounting procedures and practices, and any other data, regardless of type and regardless of whether such items are in written form, in the form of electronic data or in any other form. In accepting a contract with the State, Contractor agrees any pertinent State or Federal agency or governing entity of OJA has the authority to examine and audit, at no additional cost to OJA, all records relevant to performance of this Contract. Contractor is required to retain all records relative to this Contract for the duration of this Contract term and for a period of seven (7) years following completion and/or termination of this Contract. If an audit, litigation, or other action involving such records commences before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

S. Responsibility for Actions of Employees

The parties intend that each shall be responsible for their own acts or omissions, whether intentional or negligent. OJA shall be responsible for the acts and omissions of its officers and employees while acting within the scope of their employment according to the Oklahoma Governmental Tort Claims Act, 51 O.S. § 151 et seq. Contractor shall be responsible for any damages or personal injury caused by the negligent acts or omissions to act by its officers, employees, or agents acting within the scope of their authority or employment.

T. Restriction on Advertising, Communications, Publications, Publicity and References

The parties agree that neither Contractor nor any of its employees or any other person assisting with the services to be performed under this Contract, shall publish any

material, including on-line publications, or speak to or otherwise communicate with any representative of a television station, radio station, newspaper, magazine, media website, or any other media outlet concerning the work outlined or contemplated by this contract without first obtaining approval of OJA's Executive Director.

Contractor shall not state or imply in any manner, including in commercial advertising, that its services are endorsed by OJA. OJA may not be used as a reference for Contractor without the OJA Executive Director's prior approval.

U. Severability

If any provision under this Contract, or its application to any person or circumstance, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

V. Termination

1. For Convenience

Either party may terminate this Contract by giving the other party thirty (30) days' written notice of the termination. If OJA is terminating, the Notice of Termination shall be written on agency letterhead. If Contractor is terminating, in addition to the notice requirements in Section III(C), a courtesy copy of the termination notice may be emailed to: procurement@oja.ok.gov, with the subject line as 'Notice of Termination.'

2. For Cause

If either party fails to comply with the terms and conditions herein, either party may, upon written notice of such noncompliance via Certified Mail, terminate this Contract. Such termination shall be in addition to any other rights and remedies provided by law. If this Contract is terminated, OJA shall be liable only for payment under the payment provisions of this Contract for goods and services rendered before the effective date of termination.

3. Termination/ Contract Reduction Due to Lack of Funding

OJA may terminate this Contract in the event that OJA is not granted funding to pay for the services herein described, or in the event that funding is lost due to either a reduction in the budget, reallocation of budgeted funds, or failure to receive funds from an intended third-party funding source.

OJA shall notify Contractor of any such termination by certified mail. The effective date of termination shall be specified in the notice. In the event of such insufficiency, OJA will provide Contractor with at least thirty (30) days' written notice of termination.

In the event OJA experiences a budget reduction, revenue failure, or reallocates funding at its discretion, OJA may reduce this Contract. Notice of such reduction shall be sent in writing to Contractor.

4. Termination Due to Abuse

The Contract may be immediately terminated in the event OJA substantiates or receives substantiation of allegations that Contractor willfully or negligently allowed citizens to be abused.

In addition, Contractor shall be subject to immediate cancellation of Contract for the following:

- a. Interfering with an abuse, neglect, or maltreatment investigation;
- b. Allowing its employees to interfere with an investigation or retaliating against any employee for reporting or cooperating in such investigation; or,
- c. Denying the assigned investigator immediate and direct access to Contractor employees, facilities, clients, places, or records of any type related to services provided under the Contract.

W. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or any other oversight results in the determination that Contractor has expended OJA funds for unallowable costs on this Contract or any previous contract, Contractor shall reimburse OJA in full for all such costs on demand. OJA may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to Contractor under this Contract or other contracts.

X. Venue and Governing Law

This Contract is to be construed under the laws of the State of Oklahoma and Contractor agrees that the venue for any litigation arising out of this Contract shall be in the District Court of Oklahoma County, Oklahoma.

IV. SPECIAL TERMS AND CONDITIONS

A. Access to Services

Contractor shall not restrict access to services under the Contract based on the Service Recipient's inability or refusal to pay for such services.

B. Client Confidentiality

Contractor agrees to comply with OJA's requirement regarding absolute protection, use of, and release of personal client information consistent with 10A O.S. §2-6-101, *et seq.* and OJA rules. Further, Contractor agrees to hold confidential all personal information about clients served under the Contract, including lists of names, addresses, photographs, evaluations, and all other records about clients.

C. Liability

Pursuant to 10A O.S. §2-3-103.C.7, the operation of a juvenile detention facility by a county shall constitute a quasi-judicial function and a function of the State of Oklahoma for purposes of the Eleventh Amendment to the United States Constitution. In addition, no subcontract for the operation of a juvenile detention facility shall be awarded until the subcontractor demonstrates to the satisfaction of Contractor that the subcontractor has obtained liability insurance with the limits specified by the Governmental Tort Claims Act (Title 51, §151 *et seq.*) against lawsuits arising from the operation of the juvenile detention

facility by the Contractor.

D. Prior OJA Employment

Contractor hereby certifies that at the start of the contract period no members of its board or officers are former OJA employees who were employed by OJA during the prior twelve (12) months.

E. Reporting Child Abuse

If Contractor knows or has reason to believe or reason to suspect any juvenile has been subject to abuse or neglect by any person, the Contractor must immediately report the matter to the Department of Human Services Hot Line at 1-800-522-3511 and to the OJA Advocate General at advocates@oja.ok.gov. Failure to report is a violation of Oklahoma law and is subject to prosecution. Failure to report suspected or actual abuse or neglect or failure to cooperate in investigations of abuse or neglect may result in immediate cancellation of the Contract at the sole discretion of OJA. In addition, Contractor shall comply with the requirements of Title 10A O. S. § 1-2-101 et seq.

In addition, pursuant to Title 10A O.S. § 2-8-302, any employee, contractor, volunteer, or third party working in or around a state-run juvenile facility, private contractor, or group home under the supervision of the Office of Juvenile Affairs or any county facility which detains juveniles, who becomes aware of, witnesses, or suspects any form of sexual misconduct, coercive relationships, or exploitation between staff, volunteers, or contractors and juveniles, shall be required to immediately report the incident to both the facility supervisor and the Office of Juvenile System Oversight for independent investigation at <https://occy.eteam.ou.edu/#/online-complaint> or (405) 606-4936. Furthermore, contractor shall comply with the requirements of Title 10A O.S. § 2-8-301 et seq.

F. Termination Due to Abuse

This Contract may be canceled immediately in the event OJA substantiates allegations that Contractor willfully or through gross negligence allowed youth in residence to be abused. This contract shall be subject to immediate cancellation for the following:

- Interfering with an abuse, neglect or mistreatment investigation.
- Allowing its employees to interfere with or retaliate against any employee reporting or cooperating in such investigation; or
- Denying the assigned investigator immediate and direct access to Contractor's employees, facilities, clients, places, and records of any type regarding detention services provided by Contractor.
- In the event a Notice of Cancellation is issued, Contractor shall have the right to request a review of such decision as provided by the rules and regulations as promulgated by the Oklahoma Office of Management and Enterprise Services, Central Purchasing Division.

G. Critical Incidents

"Critical incident" means an occurrence or set of events inconsistent with the routine

operation of the facility, or the routine care of the resident. Critical incidents include but are not limited to the following:

1. Any incident involving an injury/illness or alleged injury/illness that requires emergency medical treatment,
2. AWOL or attempted AWOL,
3. Any incident that may be considered neglect or abuse of a resident by caregivers,
4. Any incident that may be of interest to the media,
5. Any natural disaster,
6. Any actual or suspected arson; activation or possession of explosives or other destructive materials,
7. Acts of violence,
8. Adverse drug events and incidents involving medication mishandling,
9. Self-destructive behavior,
10. Death and injuries to residents, personnel, volunteers and visitors,
11. Unauthorized disclosure of information, and
12. Other unexpected events potentially subject to litigation.

Critical incidents shall be reported to OJA's designated Program Manager, Juvenile Services Division immediately. Contact Information: (405) 385-2693. Contractor shall keep the OJA Program Manager updated until the incident is resolved. A written report is to be submitted to the OJA program Manager within twenty-four (24) hours of the incident having occurred.

H. Prison Rape Elimination Act (PREA)

If applicable, contractor agrees to comply with all requirements of the Prison Rape Elimination Act (PREA), 42 U.S.C. § 15601 et seq., and associated regulations, 28 C.F.R. Part 115.

I. Notice of any Proposed Changes in Ownership or Operation

OJA shall be notified no later than thirty (30) days in advance of any anticipated, proposed, or actual changes in services, ownership or operation of detention facility. Changes due to emergencies where the thirty (30) day notice requirement cannot be met require immediate notification.

J. Training

Contractor shall develop and implement a training program in accordance with the standards and requirements of OAC 377:3-13-43, *et seq.*, for all facility staff. Contractor will submit a copy of the training program to OJA upon request.

Contractor agrees to coordinate with OJA to make detention workers and applicable staff available for training provided by OJA, either directly by OJA staff or through a third-party

arrangement. OJA will be responsible for the cost of training provided by OJA.

All parties, to include but not limited to: County Commissioners, Judiciary, District Attorney, and the Detention Center Administrator shall attend OJA Detention Use training annually. OJA staff will coordinate with these parties to offer dates, times and locations for such training.

Prior to engaging in any restraints, all direct-care staff shall receive appropriate training in techniques and procedures related to Use of Force Policy and on Reporting Abuse and Neglect. Within the first year of employment, all direct-care staff shall complete an approved/certified class on behavior management, e.g., HWC, MAB, the Mandt System training, CPI, etc.; the course shall be nationally recognized and shall be an evidence-based program. All direct-care staff shall complete all subsequent mandated training.

K. Use of Tobacco

Contractor shall prohibit possession or use of tobacco products and vaping devices and products within the facility or grounds of the facility. Tobacco use shall also be prohibited outside the facility in areas that are within sight of the residents.

L. Contract Suspension

In lieu of Contract termination, OJA may elect to suspend contract to allow time for approved corrective measures to be enacted and evaluated. OJA may suspend all or a portion of funding until such time as the issue creating the suspension has been resolved. After a thirty (30) day period of suspension, either party may provide notice to immediately terminate the contract.

M. Notice of Termination

In addition to terms listed in Section III. “General Terms and Conditions” Section V. “Termination”, if Contractor provides notice of termination and OJA is able to move all residents in the center before the thirty (30) days, the contract and payment will cease on the last day that residents are in the center.

N. Outside Communications

Contractor shall not state or imply that the programming services offered within the secure detention center are endorsed by OJA without prior authorization.

V. PROGRAM REQUIREMENTS

A. Full-Service Detention Facility and Services

The Contractor shall provide a full-service detention facility and full-service detention services as required in OAC 377:3-13, Part 3. *Requirements for Secure Detention Facilities*.

B. Regional Secure Beds (Specific to Oklahoma County)

The provision of “Regional beds” shall only occur if a contract exists between Oklahoma County and the sending county or counties, subject to space availability. The “Regional Rate” shall be set at the sole discretion of Oklahoma County. Said rate will ensure no

expenditure of Oklahoma County Ad Valorem funds, or other sources of revenue, will be used in whole, or in part, to subsidize the provision of programs and services, including secure detention, for another county or counties.

C. Standards for Certification

The detention services at the juvenile detention facility must meet the standards and requirements for certification established by the Board of Juvenile Affairs embodied at OAC 377:3-13-1, *et seq.*

D. Performance Review

During the term of the Contract OJA shall review the performance of Contractor and any entity with which Contractor enters into a subcontract to provide a juvenile detention facility or services under the Contract, pursuant to the standards and requirements for certification established by the Board of Juvenile Affairs embodied at OAC 377:3-13-6, *et seq.*

E. Grievance System

Contractor shall operate a system for resolution of grievances by recipients of the programming services provided under the Contract in accordance with OAC 377:3-13-126, *et seq.*

F. Right to Inspection

OJA at all times shall have access to OJA custody youth detained in the facility.

G. Juvenile Online Tracking System

The Juvenile On-line Tracking System (JOLTS), designed by OJA, is a statewide management information system for all children, youth and their families served by critical programs and services administered by or contracted by OJA. Among other purposes, OJA utilizes information obtained through JOLTS to fulfill its statutory duty to provide annual reports pertaining to programs and services.

As an integral component of Oklahoma's juvenile justice system, Contractor shall be on-line with JOLTS and shall enter case specific data on JOLTS referencing every client served during this contract period. OJA will be responsible for providing Contractor with necessary equipment to be on-line with JOLTS and OJA will be responsible for maintenance of OJA equipment, training and support for JOLTS. Through the staff of the Information Technology Department, OJA will provide classroom JOLTS training twice during the contract year; on-line JOLTS training; and JOLTS help desk support eight (8) hours a day, Monday through Friday. Contractor shall ensure that the equipment supplied by OJA shall only be used by authorized personnel in performing appropriate duties necessary in fulfillment of the Contract.

Contractor's entry of client specific data on JOLTS shall reference the following categories of information:

- a) Establishing juvenile file if juvenile does not exist within JOLTS.
- b) Adding referral information and updating demographic information.
- c) Adding and updating detention screening information.
- d) Adding and updating detention admission information.
- e) Adding and updating detention release information.
- f) Updating the facility census (243 screen) on a daily basis and upon change in census via admission or discharge.

Contractor data entry on JOLTS will be monitored from time to time by OJA with regard to determining timeliness, accuracy and completeness.

- a) **Timeliness:** Contractor shall perform data entry on JOLTS within three (3) working days from time of admission or release from detention services with reference to the information categories described above.
- b) **Accuracy:** JOLTS data entered by Contractor shall concur with Contractor case files with regard to demographic information, referral dates and service dates and hours and minutes of services.
- c) **Completeness:** JOLTS data entered by Contractor shall constitute a complete log of all clients served by all programs and services described by this Contract and shall concur with Contractor case files with regard to all clients served by all programs and services during this Contract.

Any difficulty with data entry on JOLTS or with accessing on-line JOLTS capability shall be immediately reported by Contractor to the Information Technology Department of OJA by sending an email describing the problem including contact information to servicedesk@omes.ok.gov. If unable to email, problems may be reported by phone at the following numbers: (405) 521-2444 or (866) 521-2444.

H. Medical Treatment, Emergency Medical Treatment and Emergency Transportation

Contractor shall ensure that emergency medical treatment or transportation to emergency medical treatment is provided, for all youth ordered detained at the facility. Contractor shall be responsible for providing supervised care of the youth while at the medical facility until the youth is judicially discharged from the detention center by a court order. Contractor shall be reimbursed for travel expenses in accordance with 10A O.S. §2-3-103. OJA will collaborate with Detention Providers on needed solutions for youth that require long-term hospitalization.

Upon request, OJA staff will assist Contractor in coordinating and securing non-emergency health and medical care services for detained youth under the supervision of OJA. OJA will assist Contractor with obtaining any entitlement reimbursements applicable to detained youth that are under the supervision of OJA.

I. Transportation

Should Contractor provide transportation of juveniles to and from secure detention for purposes of admission, inter-facility transfer, discharge, medical or dental attention, court appearance, or placement designated by OJA, Contractor shall be reimbursed for travel expenses in accordance with 10A O.S. §2-3-103.B.

J. Acceptance of Juveniles

Contractor shall accept all admits referred to them by law enforcement and/or verbal or written court order in accordance with 10A O.S. § 2-3-101. Contractor does not have the ability or the right to object to such a referral and/or deny admittance of any juvenile so referred. Denial of access to contracted beds shall be handled as outlined in Section II. A. Reimbursement Rate and Conditions.

K. Quick Beds

Contractor shall update Quick Beds twice daily in the JOLTS system. If the statuses in Quick Beds are not accurate, OJA may assess damages upon the Contractor, including non-payment of the daily rate of any bed for which the status is not accurately maintained in Quick Beds.

If beds are inoperable or in need of maintenance, OJA's Program Manager must be contacted, and a work order plan put in place within forty-eight (48) hours of the bed becoming inoperable or in need of maintenance.

L. Transfer without Court Order

The transfer of juveniles from one secure detention facility to another shall only occur through a court order following notification by OJA.

M. Restricted Registry Requirements

The Contractor shall provide notice to all of its employees that a substantiated finding of abuse or neglect, as defined in 10A O.S. §1-1-105 of the Oklahoma Statutes, by an individual when the abuse or neglect occurred to a child while in the care of a facility licensed, certified, operated or contracted by or with the Department or the Office of Juvenile Affairs may result in the individual being placed on the Restricted Registry per 10 O.S. §405.3

N. Termination of Services

If services are terminated by Contractor without providing proper notice as required by Contract, the contractor shall reimburse OJA for the cost associated with relocation of youth and other related costs to closing out the contract.

O. Continuity of Services

If a County is unable or unwilling to sign a secure detention contract within thirty (30) days of receiving the contract or within thirty (30) days of the start of the contract period for the period immediately subsequent to this agreement, then a month-to-month contract consisting of the provisions of this Contract, with the exception of payment, will automatically be in effect until replaced by a valid contract or until services are no longer provided. Payment will be based on the current daily rate approved by the Board of Juvenile

Affairs, applied to detention beds utilized by youth who are lawfully detained. No other payment will be made in the absence of a signed current contract. This clause does not preclude County from perusing other legal remedies that may be available.

P. Unlawful use of Detention Beds

If it is determined, by OJA, that detention beds were utilized for unlawful detention services, OJA may recoup or withhold payment for the daily rate of the bed. If a third party provides detention services for the county, and payment is assigned to the third party, OJA will pay the daily rate to the third-party provider and then charge the county for the unlawful use of the bed. If the county operates the detention center, payment will be reduced on the next claim after discovery of the unlawful use of the secure detention bed.

Q. Telecommunication Capabilities

Contractor shall maintain ability to utilize video conferencing for court appearances and visitation.

Court Ability

In order to be eligible for a Secure Detention Contract, the Detention Center, in conjunction with the originating county, must have or demonstrate they are actively pursuing the ability to allow tele-court as an option.

Visitation

Detention Center must have the ability to allow family visitation via video chat or other forms of video and voice communication. This is to be an option, not the only means of visitation. Direct contact visitation cannot be restricted except to respond to a critical health and safety threat.

R. Youth Crisis Mobile Response Unit Toll Free Number

All juvenile detention centers shall utilize the Youth Crisis Mobile Response Unit's toll-free number (1-833-885-CARE (2273) to assist with those youth who are actively displaying mental health needs.

S. Mental Health Screening – MAYSI-2

Within twenty-four (24) hours of admission into a juvenile detention center, the youth shall be administered the MAYSI-2. This is a mental health screening tool composed of fifty-two (52) questions designed to assist early identification of youth who may have mental health needs. For youth who score moderate or high, a referral to the Youth Crisis Mobile Response Unit will be made and local JSU staff/liaisons notified for further assistance and location of available beds.

T. OJA Approved Detention Screening

Within forty-eight (48) hours of admission, and prior to a detention hearing in front of a Judge, a standardized and OJA approved detention screening shall be completed on youth. This will give all parties the level of risk the youth poses to the community and if further

detention is necessary or appropriate. Low risk youth should not remain in detention.

U. Utilization of Local Youth Service Agencies for Services

Counseling Services

A counseling rate has been established and approved by the Board of Juvenile Affairs for local youth service agencies to provide treatment to youth in need of services while in detention, including crisis intervention. Contractor shall coordinate with the youth service agencies in their area to provide such services.

V. Education

Education must be provided to youth in accordance with the State Department of Education minimum standards and not less than four point twelve (4.12) hours per school day or as required by the State Board of Education. The local school district or an OJA approved alternative is responsible for providing educational programming. Detention centers are only required to provide summer school if the local school district provides this to the community as a whole. Juvenile detention centers are encouraged to develop pilot programs that enhance education opportunities. OJA will seriously consider funding such programs as long as funding is available. If pilots are deemed successful permanent rates may be established and opened up for other juvenile detention centers to access.

W. Emergency Preparedness

All juvenile detention centers maintain an Emergency Preparedness Protocol so that they can respond quickly and efficiently if a natural disaster occurs in their community.

X. Collaboration

Juvenile detention centers shall collaborate and share informational and meaningful training opportunities among social service agencies and juvenile detention operators.

Y. Allegation and referral of abuse, Neglect and/or Maltreatment

It is the responsibility of the juvenile detention center to notify, as soon as possible, the assigned OJA program manager upon an allegation and referral being made to the Office of Client Advocacy (OCA) in regard to abuse, neglect and/or maltreatment. Confirmation of the above allegations, after all appeals have been exhausted, will prohibit named employee for employment with the juvenile detention center.

VI. SIGNATURES

For the faithful performance of the terms of the Contract the parties hereto, in their official capacities stated, affix their signatures.

OFFICE OF JUVENILE AFFAIRS

BOARD OF COUNTY COMMISSIONERS

JEREMY EVANS, DIRECTOR OF PROGRAMS

CHAIRMAN

Print Name

Date:

COMMISSIONER

Print Name

Date:

COMMISSIONER

Print Name

Date:

Location	Rate	Licensed Beds	Contracted Beds		Amount
Cleveland	165.89	28	26		
FY27				31 Jul	133,707.34
July 1, 2026-June 30, 2027				31 Aug	133,707.34
CRL2027-300				30 Sep	129,394.20
				31 Oct	133,707.34
Note: Base Rate - doesn't include charges for 100% rate pay for youth waiting OJA placement.				30 Nov	129,394.20
				31 Dec	133,707.34
Contact				31 Jan	133,707.34
County Clerk				28 Feb	120,767.92
gwest@ClevelandCountyOK.com				31 Mar	133,707.34
jmarti@ClevelandCountyOK.com				30 Apr	129,394.20
				31 May	133,707.34
				30 Jun	129,394.20
Line 1 - Base Rate	165.89		26	365	1,574,296.10
Line 2 - Per HB 1282	29.27			500	14,635.00
					1,588,931.10

Office of Juvenile Affairs | Administrative Services | Risk Management | Drug Policy

377:3-11-1. Purpose of Policy

Use of alcohol or illegal drugs may jeopardize the safety of Office of Juvenile Affairs (OJA) employees, the juveniles for whom the Office of Juvenile Affairs is responsible, and the citizens of Oklahoma. Accordingly, it shall be the policy of the Office of Juvenile Affairs to maintain an alcohol and drug-free work environment for the employees and to test job applicants and employees for the use of alcohol and illegal drugs.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03.

377:3-11-2. Definitions

The following words and terms, when used in this Subchapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Alcohol" means ethyl alcohol or ethanol;

"Employee" means any person who works full-time, part-time, or on a temporary basis for OJA, including management staff;

"Job Applicant" means any person who has applied to be an employee of OJA;

"Illegal Drugs" means any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act, Section 2-101 et seq. of Title 63 of the Oklahoma Statutes;

"OJA" means the Office of Juvenile Affairs;

"OSDH" means the Oklahoma State Department of Health;

"Transferred or reassigned employee" means an employee who transfers to a different position or job, or who is reassigned to a different position or job.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03; Amended at 30 Ok Reg 137, eff 11-8-12 (emergency); Amended at 30 Ok Reg 700, eff 6-1-13.

377:3-11-3. Rules for Drug Free Workplace

(a) Illegal drugs. OJA employees are prohibited from using, possessing, manufacturing, transferring, selling, or attempting to transfer or sell illegal drugs.

(b) Alcohol. OJA employees are prohibited from using or being impaired by alcohol in any OJA workplace or in the course of any work-related duty.

(c) Prescription drugs. Use of a drug shall not constitute a violation of this policy if the drug has been prescribed by a licensed physician, osteopath, or dentist and is taken as prescribed for that employee or applicant.

(d) Violations. Any employee who violates this policy will be subject to discipline, up to and including discharge.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03.

377:3-11-4. Standards

(a) An employee is considered to be in violation of this policy if that employee is convicted or has had sentencing deferred for any violation of the Uniform Controlled Dangerous Substances Act in Title 63 O.S. § 2-101 et seq., or any similar law in another jurisdiction. Any employee who is convicted or has had sentencing deferred for trafficking, manufacturing, distributing, or possessing with intent to manufacture or distribute a controlled, dangerous substance shall be terminated.

(b) Any employee who is convicted, or has had sentencing deferred, for driving under the influence of alcohol or drugs or driving while impaired will be considered in violation of this policy.

(c) Each employee is required to provide written notification within five days after he or she is convicted or has had sentencing deferred for any crime involving illegal drugs or alcohol. Failure to provide written notification may be considered a violation of this policy.

(d) OJA shall notify each of its federal granting agencies within ten days after receiving notice from an employee or otherwise receiving actual notice of a conviction of any drug statute for a violation occurring in the workplace.

(e) Each employee must promptly report to his or her immediate supervisor of any medication which will impair the employee's ability to work safely. Failure to report may be considered a violation of this policy.

(f) Employees will not be discharged for voluntarily seeking assistance for a drug or alcohol abuse problem prior to (1) notification or selection for any incident leading independently to a determination of reasonable suspicion of a violation of this policy. However, continued problems with performance, attendance, or behavior may result in discharge.

(g) Each employee is required to read and sign a certificate of acknowledgment regarding this policy. Such signed certificate will be filed in the employee's personnel file.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98.

377:3-11-5. Substance Screening

Drug and alcohol testing may be required for employees and job applicants under the following circumstances:

(1) Job applicant or transferred or reassigned employee testing. Every job applicant or transferred or reassigned employee who is conditionally offered employment in the following job families shall be tested if:

(A) the position is in one of the following job families:

- (i) Juvenile Justice Specialist;
- (ii) Youth Guidance Specialist;

- (iii) Juvenile Security Officer;
- (iv) Recreational Therapist;
- (v) Institutional Safety & Security Coordinator;
- (vi) Registered Nurse;
- (vii) Licensed Practical Nurse;
- (viii) Nursing Manager;
- (ix) Food Service Personnel; and
- (x) Psychological Clinician.

(B) such person is employed in an administrative or instructional capacity in any charter school site.

(2) For-cause testing. Any employee, at the request of the Executive Director or, if he is unavailable, the Chief of Staff, may be requested or required to undergo drug or alcohol testing at any time it is reasonably believed that an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- **(A)** Observable phenomena such as:
 - (i) The physical symptoms or manifestations of being under the influence of a drug or alcohol while at work or on duty; or
 - (ii) The direct observation of drug or alcohol use while at work or on duty;
- **(B)** A report of drug or alcohol use while at work or on duty;
- **(C)** Information that an employee has tampered with drug or alcohol testing at any time;
- **(D)** Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs while on duty or while on any OJA premises or premises with which OJA has contracted services, or operating any OJA vehicle, machinery, or equipment;
- **(E)** Drugs or alcohol on or about the employee's person or in the employee's vicinity;
- **(F)** Negative performance patterns; or
- **(G)** Excessive or unexplained absenteeism or tardiness.

(3) Post-accident testing. Any employee may be tested when the employee or another person has sustained an injury while at work or that property has been damaged while at work, including damage to equipment. No employee who tests positive for the presence of substances, as set forth in and in violation of 63 O.S. § 465.20, alcohol, illegal drugs or illegally used chemicals, or who refuses to take a drug or alcohol test required by OJA, shall be eligible for Workers' Compensation Benefits.

(4) Post-rehabilitation testing. Any employee who has had a positive test or has participated in a drug or alcohol dependency treatment program may be tested for a period of up to two (2) years, commencing with the employee's return to work.

(5) Random testing. The Executive Director may order random drug testing for OJA permanent, temporary or probationary employees referenced in paragraph one of this rule.

(6) Return from leave/fitness-for-duty testing.

- **(A)** The Executive Director may request or require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination, or in connection with an employee's return to duty from leave of absence.
- **(B)** The Executive Director may schedule periodic drug or alcohol testing for employees occupying a position in 377:3-11-5(1).

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03.

377:3-11-6. Substances to be Tested

Testing for substances or their metabolites shall include, but not be limited to, the following:

(1) alcohol;

(2) marijuana;

(3) opiates/synthetic narcotics such as:

- (A) codeine (a.k.a. Tylenol #3 and #4, etc., cough syrups, Robitussin AC);
- (B) hydrocodone (a.k.a. Vicodin or Lortab);
- (C) hydromorphone (a.k.a. Dilaudid);
- (D) meperidine (a.k.a. Demerol);
- (E) methadone (a.k.a. Dolophine);
- (F) oxycodone (a.k.a. Percodan or Percocet);
- (G) propoxyphene (a.k.a. Darvon);
- (H) heroin;
- (I) morphine;

(4) cocaine;

(5) phencyclidine;

(6) amphetamines:

- (A) amphetamines (a.k.a. Dexadrine, Benzedrine);
- (B) methamphetamines (a.k.a. Desoxyn);
- (C) methylenedioxyamphetamines;
- (D) methylenedioxymethamphetamines;
- (E) phentermine (a.k.a. Adipex, Fastin, Ioamin);

(7) barbiturates:

- (A) amobarbital (a.k.a. Amytal);
- (B) butalbital (a.k.a. Florinal, Fioricet);
- (C) pentobarbital (a.k.a. Nembutal);
- (D) secobarbital (a.k.a. Seconal; NOTE: Amobarbital and secobarbital combination to form Tuinal);

(8) benzodiazepines:

- (A) diazepam (a.k.a. Valium);
- (B) chlordiazepam (a.k.a. Librium);
- (C) alprazolam (a.k.a. Xanax);
- (D) clorazepate (a.k.a. Tranxene); and

(9) methaqualone (a.k.a. Quaalude, Parest, Sopor).

(10) Any other substance approved for testing by the Commissioner of Health of the Oklahoma State Department of Health (OSDH).

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12.

377:3-11-7. Testing Methods

(a) Tests will be conducted by an outside testing facility according to Drug and Alcohol Testing Rules of Oklahoma State Department of Health (OSDH).

(b) Drug testing. Drug testing shall be performed on urine samples or by other methods approved by OSDH.

(c) Alcohol testing. Initial testing shall be performed on blood, breath, or saliva or by other methods approved by OSDH. Confirmation testing shall be performed on breath or blood or by other methods approved by OSDH. Rehabilitation/post-rehabilitation alcohol tests may be performed on urine or by other methods approved by OSDH.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97.

377:3-11-8. Collection Procedures

Collection of samples for drug and alcohol testing shall be in accordance with the Drug and Alcohol Testing Rules of the OSDH. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12.

377:3-11-9. Consequences of Refusal

(a) Employees. Any employee who refuses testing under this policy shall be subject to discipline up to and including discharge from employment. Inability to give an adequate urine sample shall be deemed a refusal, but the employee may overcome this conclusion by providing conclusive medical evidence of a pre-existing condition, which prevents the production of an adequate sample. Adulteration of a specimen of a drug or alcohol test shall be considered as a refusal to test.

(b) Job applicants. Any job applicant who has received a conditional offer of employment from OJA and who refused to undergo drug and alcohol testing will not be hired by OJA. Unreasonable delay in submitting to testing shall be deemed a refusal.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03; Amended at 25 Ok Reg 1364, eff 7-1-08; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12.

377:3-11-10. Consequences of Positive Test Results

(a) Any employee who has a positive test result will be subject to discipline up to and including discharge from employment. Such an employee will also be referred to the Administrator of Employee Assistance Program. After evaluation, the employee may be required to complete drug and alcohol education and/or treatment. Unsuccessful completion or refusal to participate will result in termination of employment.

(b) Any job applicant who has received a conditional offer of employment and who has a positive test result will not be hired by OJA.

(c) An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a positive drug or alcohol test shall be considered to have been discharged for misconduct for purposes of unemployment compensation benefits as provided for in Section 2-406 and 406.1 of Title 40.

(d) Any job applicant who has received a conditional offer of employment and any employee subject to OJA's drug testing policy shall be subject to the consequences set forth in this Rule even if the drugs found in the applicant's or employee's system were purchased and consumed in any state in which the controlled substance is legalized, as long as the drug in question remains illegal in Oklahoma.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12.

377:3-11-11. Job Applicant and Employee Opportunities

(a) Explanation of test results.

- **(1)** Any job applicant who has received a conditional offer of employment or a transferred or reassigned employee who has a positive test result shall have an opportunity to confidentially explain the result orally and in writing to the Director of Safety and Risk Management.
- **(2)** Any employee who has a positive test result shall have an opportunity to confidentially explain the result orally and in writing to the Director of Safety and Risk Management.
- **(3)** An employee may challenge a positive test result within 24 hours of notice of a positive test result. The cost of such confirmation test shall be the responsibility of the employee unless the

confirmation test reverses the findings of the challenged positive test.

(b) Information. Records of all drug and alcohol test results and related information shall be the property of OJA and, upon the request of the job applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. OJA will not release such records to any person other than the job applicant, employee, or the employee's review officer, except for any of the following purposes:

- **(1)** As admissible evidence by an employer or the individual tested in a case or proceeding before a court of record or administrative agency if either the employer or the individual tested are named parties in the case or proceeding;
- **(2)** In order to comply with a valid judicial or administrative order; or
- **(3)** To an employer's employees, agents and representatives who need access to such records in the administration of the Standards For Workplace Drug and Alcohol Testing Act.
- **(4)** If OJA contracts with another employer, OJA may share drug or alcohol testing results of any tested person who works pursuant to such contractual agreement.

(c) Appeal. Any employee disciplined pursuant to this policy shall have grievance and appeal rights as provided by the OJA Rules and by the Oklahoma Merit Protection Commission in accordance with the Oklahoma Personnel Act, Title 74, Section 840.1 et seq.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 15 Ok Reg 2659, eff 7-1-98; Amended at 20 Ok Reg 1293, eff 7-1-03; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12; Amended at 30 Ok Reg 137, eff 11-8-12 (emergency); Amended at 30 Ok Reg 700, eff 6-1-13.

377:3-11-12. Severability

If any portion of this policy is declared or adjudged unconstitutional, such declaration or adjudication shall not affect the remaining portions of the policy.

Source: Added at 13 Ok Reg 757, eff 11-3-95 through 7-14-96 (emergency); Added at 14 Ok Reg 1860, eff 6-2-97; Amended at 29 Ok Reg 319, eff 1-11-12 (emergency); Amended at 29 Ok Reg 648, eff 6-1-12.

Summary

Oklahoma Administrative Code (OAC) Title 377, Chapter 3, Subchapter 13, Part 3 (sections 377:3-13-35 through 377:3-13-49) sets forth the comprehensive requirements that secure juvenile detention facilities must meet to obtain and maintain certification from the Oklahoma Office of Juvenile Affairs (OJA). These requirements span legal authority and organization, policy and procedure, admission and release, records, juvenile rights, staffing, security and control, programs and services, physical plant, food service and sanitation, safety and emergency planning, and colocated facilities. The full text of each section is reproduced and summarized below.

§ 377:3-13-35 — Legal Basis OK ADC 377:3-13-35

Statutory authorization for OJA to certify secure juvenile detention facilities is found in 10A O.S. § 2-3-103(C). All juvenile detention facilities — including those not incorporated in the State Plan as provided in 10A O.S. § 2-7-608(C) — must be certified by the Office of Juvenile Affairs. The Board of Juvenile Affairs holds rulemaking authority under 10A O.S. §§ 2-7-101(H)(3) and 2-7-101(I)(1).

§ 377:3-13-36 — Requirements OK ADC 377:3-13-36

A certificate to operate a secure juvenile detention facility that provides full-time group care for juveniles is granted on the basis that the facility meets the Requirements for Secure Juvenile Detention Facilities as set forth in OAC 377:3-13-6 and 377:3-13-37 through 377:3-13-49.

§ 377:3-13-37 — Organization, Administration and Finances OK ADC 377:3-13-37

(a) Organization. A statement of the purposes or function of the secure juvenile detention facility must be clearly defined and filed with OJA. The statement includes the services available for the juveniles who are admitted. A secure detention facility may be organized in any manner provided in 10A O.S. § 2-3-103(C)(3).

(b) Administration and responsibility of the governing body. The governing body of a secure juvenile detention facility shall:

1. Have responsibility for the program and services of the facility;
2. Review and approve all policies and policy changes;
3. Maintain a record of policy approvals in meeting minutes and in an organized form developed by the facility;

4. Obtain all required licenses for operation and continued compliance with Requirements for Secure Juvenile Detention Facilities;
5. Meet twice a year to assure proper operation of the facility;
6. Document meetings of the governing body and keep the documentation on file; and
7. Have responsibility for the physical facility and its use by the juveniles and staff.

(c) Finances. The agency shall maintain complete financial records of income and disbursements.

1. All financial records pertaining to the agency are audited annually by a certified public accountant or public accountant who has a valid current permit to practice in the State of Oklahoma and who is not a staff member of the agency, or in accordance with the governmental funding source.
2. A copy of the auditor's statement substantiating the solvency of the agency and a statement concerning receipts and disbursements is submitted to the Office of Juvenile Affairs annually.

§ 377:3-13-38 — Policy and Procedure Manual OK ADC 377:3-13-38

(a) Policy and procedures. The facility shall have a policy and procedure manual which specifically describes its purpose, program, and the services offered. It includes, but is not limited to:

1. Screening criteria;
2. Admission procedures;
3. Visiting arrangements;
4. Disciplinary procedures;
5. Security and control;
6. Discharge procedures;
7. Personnel practices;
8. Juvenile rights;
9. Resident grievance procedures;
10. Abuse reporting procedures which comply with OAC 377:3-1-25 and 377:3-1-26;
11. Clothing provisions;

12. Personal hygiene provisions;
13. Medical and health care programs;
14. Educational programs;
15. Recreational programs;
16. Food and nutrition requirements;
17. General emergency procedures;
18. Fire safety;
19. Transportation procedures; and
20. Suicide prevention guidelines.

The manual is to be reviewed at least annually and updated if necessary. Prior to implementation, all updates or additions to the policy and procedure manual must be submitted electronically to the Licensing and Programs Assessment division for review.

§ 377:3-13-39 — Admission Procedure and Criteria OK ADC 377:3-13-39

(a) Juveniles shall be admitted to the secure detention facility only as provided by 10A O.S. §§ 2-3-101 et seq. and § 2-7-504.

(b) The facility's written policy and procedure for admitting juveniles includes, but is not limited to, provisions which require the facility to:

1. Verify legal authority to detain;
2. Verify a written medical release has been obtained before allowing a juvenile to enter the center, in the event any juvenile appears to be under the influence, or has a visible medical concern;
3. Search the individual and the juvenile's possessions;
4. Inventory the juvenile's clothing and personal possessions;
5. Distribute personal hygiene items;
6. Make provisions for shower and hair care;
7. Issue clean, laundered clothing;
8. Ensure that the juvenile's family, custodian or guardian is notified;

9. Assist the juvenile in notifying his or her family, guardian, or custodian of the juvenile's admission;
10. Supervise the juvenile while the juvenile makes two admission phone calls, if desired;
11. Conduct an admission interview of the juvenile to answer questions and obtain information;
12. Complete a medical history questionnaire;
13. Provide an orientation which includes:
 - (A) Juvenile rights;
 - (B) Program description;
 - (C) Program rules;
 - (D) Grievance process; and
 - (E) Discipline policy;
14. Record basic personal data;
15. Review procedures for mail and visiting; and
16. Assign the juvenile to a sleeping unit.

§ 377:3-13-40 — Records OK ADC 377:3-13-40

(a) Facility staff shall complete a confidential record for each juvenile admitted to the facility and include, at the minimum, the following:

1. Court case number, if any;
2. Date and time of admission and release;
3. Name and nicknames;
4. Last known address;
5. Custodian;
6. Name of attorney, if any;
7. Name, title, and signature of delivering officer;
8. Specific charge(s);

9. Sex;
10. Date of birth;
11. Place of birth;
12. Race or nationality;
13. Education and school attended;
14. Religious preference;
15. Medical history questionnaire;
16. Medical consent forms, court orders authorizing medical treatment, or documentation of request for medical consent;
17. Name, relationship, address, and phone number of parent, guardian, or person with whom the juvenile resides at the time of admission;
18. Driver's license number, social security number and medical assistance number, if any;
19. Statement signed by the juvenile that he/she has been advised of juvenile rights, program rules, grievance process, and discipline policy;
20. Date of petition, if available;
21. Additional notations including identifying marks, any open wounds or sores requiring treatment, evidence of disease or body vermin, or tattoos;
22. Inventory of personal property;
23. Emergency contact person; and
24. Signature of person recording data.

(b) Facility staff shall maintain a confidential record on each juvenile and ensure that the record is safeguarded from unauthorized and improper disclosure.

(c) Ongoing case records. The case record includes, at a minimum, the following when and where applicable:

1. Documented legal authority to accept juvenile;
2. Referral source;
3. Record of court appearances;

4. Signed release of information forms when records are requested or distributed;
5. Notations of temporary absences from the facility;
6. Visitors' names and dates of visits;
7. A record of telephone calls;
8. A report of any accidents or injury occurring to a resident while detained;
9. Probation officer or caseworker assignment;
10. Progress reports on program involvement;
11. Court dates and disposition, if any;
12. Grievance and disciplinary record, if any;
13. Referrals to other agencies; and
14. Final discharge or transfer report.

§ 377:3-13-41 — Release Policy and Procedure OK ADC 377:3-13-41

Written policy and procedure for releasing residents include, but are not limited to, provisions for facility staff to:

1. Verify the juvenile's identity;
2. Obtain documentation of authority for release, i.e., by court order or operation of law;
3. Verify the identity of the person to whom the juvenile is being released;
4. Complete release arrangements, including the person or agency to whom the juvenile is to be released;
5. Obtain the signature of the person to whom the juvenile is released;
6. Return personal effects to the juvenile;
7. Complete any pending action, such as grievances or claims for damages or lost possessions; and
8. Obtain instructions on forwarding mail.

§ 377:3-13-42 — Juvenile Rights OK ADC 377:3-13-42

Written policy and procedure provides that facility staff shall ensure the rights of a detained juvenile are preserved. Staff shall not diminish or deny a detained juvenile his or her rights for disciplinary reasons. The rights of a juvenile in detention are subject only to the limitations necessary to maintain order and security in the facility.

The following rights must be guaranteed:

1. A juvenile shall have freedom from discrimination because of race, national origin, color, creed, sex or physical handicap.
2. Male and female juveniles shall have equal access to all programs and services offered in a detention facility housing both sexes.
3. The facility shall have a written grievance procedure, in accordance with OJA policy and approved by the Advocate General. Facility staff shall explain and make the grievance procedure available to the juvenile.
4. The facility shall have on-site nondenominational religious services and religious counseling. A juvenile shall have the right to voluntarily participate in on-site religious services and religious counseling.
5. A juvenile shall have access to on-site recreational opportunities, including daily outdoor exercise, weather permitting. The facility shall provide adequate and appropriate recreational equipment.
6. A juvenile shall have access to the courts and confidential contact with attorneys and their authorized representatives. Contact includes, but is not limited to: (A) telephone conversations; (B) uncensored correspondence; and (C) visits.
7. Facility staff shall not discipline a juvenile by using: (A) corporal or unusual punishment; (B) humiliation; (C) mental abuse; or (D) punitive interference with the daily functions of living such as eating or sleeping.
8. A juvenile shall be allowed to receive visitors according to the facility's written policy and procedures.
9. A juvenile shall have reasonable access to the general public.
10. A juvenile's access to the media is subject to the limitations necessary to protect the juvenile's rights and ensure the security of the facility. Media requests for interviews and juvenile consents must be in writing.
11. A juvenile shall be allowed to determine the length and style of his or her hair, except in individual cases where restrictions are necessary for reasons of health and safety.

12. A juvenile shall keep facial hair, if desired, except in individual cases where such restrictions are necessary for reasons of health and safety.
13. A juvenile shall have supervision and control exercised by staff or training volunteers while at the facility.
14. A juvenile shall receive educational instruction to which the juvenile is entitled under provisions of state education laws and regulations.
15. Juveniles shall be provided with a copy of the facility rules and their rights while detained.

§ 377:3-13-43 — Staff Requirements OK ADC 377:3-13-43

(a) General provisions. Every facility shall have written personnel policy which includes the maintenance of personnel records. The facility director shall make available to employees personnel policy and written job descriptions. Sufficient staff shall be available to provide continuous day and night supervision of the residents and protection of the facility as well as to allow staff relief from duty.

(1) Health requirements. Each person employed must be physically fit and able to perform all job functions necessary to ensure the health, safety and well-being of the juveniles in their care. Testing for tuberculosis is not required on a routine basis; tuberculin skin testing shall be required when there is a local identified tuberculin exposure identified by the Oklahoma State Department of Health.

(2) Background checks. OJA shall require a records search for each applicant for employment, which shall include:

- (A) A national criminal history records search based upon submission of fingerprints to OSBI (including Rap Back notification) and the FBI;
- (B) A search of the Oklahoma State Courts Network (OSCN) including Oklahoma District Court Records (ODCR);
- (C) A search of the DHS Child Care Restricted Registry (Joshua's List);
- (D) A search of the DOC Sex Offender Registry;
- (E) A search of the DOC Violent Offender Registry (Mary Rippy Violent Crime Offenders Registry);
- (F) A search of all applicable out-of-state child abuse and neglect registries if the applicant has not lived continuously in Oklahoma for the past five years; and

- (G) A criminal history records search conducted by an authorized source, when an applicant has lived outside the United States within the last five years.

(3) Employment prohibitions. The facility shall not employ or retain any person for whom there is documented evidence that the employee would endanger the health, safety, and/or well-being of juveniles. A facility shall not employ or retain an individual who has been:

- (A)(i) Convicted of or entered a plea of guilty or nolo contendere to any felony involving: (I) violence against a person; (II) child abuse or neglect; (III) possession, trafficking, manufacturing, sale or distribution of illegal drugs, or conspiracy to traffic, manufacture, sale, or distribute illegal drugs; (IV) sexual misconduct; (V) gross irresponsibility or disregard for the safety of others; (VI) any crime against a child; or
- (A)(ii) In the case of child abuse and neglect, identified as a perpetrator in a juvenile court proceeding and/or has made an admission of guilt to a person authorized by state or federal laws or regulations to investigate child abuse and neglect.
- (B) As to the offenses identified in subsection A(i)(III) and (V), the facility may, at its own discretion, make exceptions if five years have passed from completion of the applicant's criminal sentence and the facility can document that the health, safety, and well-being of juveniles would not be endangered.

(4) Allegations against staff. If there is an allegation that a staff member has committed a prohibited act, the facility shall determine and document whether the staff member shall be removed from contact with juveniles until the allegation is resolved. If any person is formally charged with any of the prohibited offenses, notification must be made to the OJA Licensing and Programs Assessment division, and the employee must be removed from contact with juveniles until the charges are resolved.

(5) Personnel records. The facility shall keep on file a written personnel record for every staff person employed, including:

- (A)(i) An application, resume or staff information sheet documenting qualifications, valid driver's license or other state ID, birth certificate, applicable educational diploma;
- (A)(ii) Health records as required by the facility;
- (A)(iii) Three written references and/or documentation of telephone interviews;
- (A)(iv) Any reports and notes relating to the individual's employment and annual job performance evaluations;

- (A)(v) Dates of employment; and
- (A)(vi) Date and reason for leaving employment.
- (C) Personnel records are maintained for at least three years following a staff member's separation.

(6) Training. All staff shall be trained on facility policy and procedure and a training record shall be established for each staff member. A record of all annual training shall be maintained.

- (D) The Requirements for Secure Juvenile Detention Facilities is reviewed as a part of the orientation process and is available to staff at all times.
- (E) Within 90 days of employment, all direct-care staff shall have successfully completed a specific course of instruction in first aid as established by the Red Cross, ASHI, AHA, or equivalent, presented by a certified instructor. This course shall be updated within the employee's third year of employment and each succeeding three-year increment.
- (F) Within 90 days of employment, all direct-care staff shall be certified in CPR as established by the Red Cross, ASHI, AHA, or its equivalent. Employees will maintain their certification as required by the certifying entity.
- (G) Full-time direct-care staff and administrators shall obtain at least 24 hours of training per employment year.
- (H) Part-time direct-care staff shall have training hours prorated based on the average number of hours of work per month.
- (I) On-call staff shall have a minimum of 6 hours of training per year.
- (J) Support staff shall obtain a minimum of 12 hours of training per employment year.

(7) Facility administrator qualifications. The facility administrator is responsible for implementing the policies adopted by the governing body, the ongoing operation of the facility, and compliance with the Requirements for Secure Juvenile Detention Facilities.

- (A) Qualifications include, at a minimum: (i) bachelor's degree from an accredited college/university in an appropriate discipline and five years relevant work experience; or (ii) an associate's degree from an accredited junior college, college, or university in an appropriate discipline and seven years relevant work experience; or (iii) ten years relevant work experience.

- (B) Relevant work experience shall include: (i) two years of experience working with juveniles; and (ii) five years in staff supervision and administration.
- All facility administrators must maintain their primary office at the detention facility.

(8) Direct-care staff qualifications. All direct-care staff shall be at least 21 years of age and possess a high school diploma or its equivalent, or obtain a high school diploma or equivalent within the first year of employment. A direct-care staff person can be hired when the person: (A) has his or her character and fitness attested to by three satisfactory written references and a criminal history background check is conducted; (B) is qualified and capable of satisfactorily performing assigned job responsibilities; and (C) does not pose a known risk to juveniles.

(9) Support staff qualifications. Support staff shall be able to read and write; demonstrate knowledge and skills necessary to the job assignments; and meet the requirements for direct-care staff if responsible for direct care of juveniles for any part of the day.

§ 377:3-13-44 — Security and Control OK ADC 377:3-13-44

(a) The facility shall have policy and procedure for security and control.

(b) In-house rules. A list of in-house rules, outlining acts prohibited in the facility and the range of disciplinary procedures, is given to all juveniles. The list is posted in a conspicuous and accessible area.

1. Staff members shall explain in-house rules to each juvenile admitted to the facility.
2. When a literacy or language problem prevents a juvenile from understanding the list of rules, a staff member or translator shall assist the juvenile in understanding the rules.

(c) Population counts. The facility shall have a system to physically count detained juveniles.

- (A) The facility director shall designate one staff member per shift to conduct at least one uninterrupted population count during the shift.
- (B) The staff member conducting the count shall be a trained employee in each living unit who shall see the juveniles being counted.
- (C) Juveniles shall not be permitted to move about the facility during the count.
- (D) Documentation of resident counts is available at the facility at all times.

(d) Mail. Written policy and procedure provide that a juvenile may send or receive mail without limitation, censorship, or prior reading by staff. Staff may open a juvenile's mail in the presence of the juvenile to inspect for contraband; however, staff shall not read the opened mail.

(e) Searches and contraband. The facility shall have written policy and procedure governing searches and control of contraband. Policy and procedure include, but are not limited to: (i) control of contraband; (ii) searches for contraband; (iii) body searches; (iv) property searches; (v) searches of the facility; and (vi) visitor searches. Residents and visitors shall be notified that they are subject to search.

- (C) No resident shall be searched beyond what is necessary to maintain proper security.
- (D) Searches are conducted by a staff member of the same sex as the resident or visitor.
- (E) Body cavity searches: A body cavity search may be conducted only when there is a strong reason to believe that the juvenile is concealing contraband in a body cavity. (i) The facility administrator must give authorization to medical personnel for any body cavity search. (ii) Medical personnel are the only persons authorized to perform body cavity searches. (iii) The body cavity search must be conducted in a private area of the facility, without windows, which ensures the privacy and dignity of the juvenile. (iv) A supervisory witness of the same sex as the juvenile shall be present during the body cavity search. (v) The detention facility shall contact the OJA Advocate General within 24 hours of conducting a body cavity search.

(f) Staffing ratios. There is a minimum ratio of 1:8 direct-care staff to residents during waking hours and 1:16 during residents' sleeping hours, except during limited and discrete exigent circumstances, which shall be fully documented as required by the Oklahoma Administrative Code.

- (B) When a female is placed in detention, there must be a female staff member on duty; when a male is placed in detention, there must be a male staff member on duty.
- (C) A minimum of two staff are on duty at all times in the facility.
- (D) Juveniles in detention shall be supervised at all times. The facility shall have enough staff available for staff to remain close to and in visual contact with the juveniles.

- (ii) During residents' sleeping hours, room checks will be completed not to exceed 30 minutes between checks.
- (iii) All room checks should be documented daily in an observation log and maintained by the facility.

(g) Perimeter security. The facility shall have a plan for surveillance of all areas of the perimeter of the facility. Outside lighting must be sufficient to provide visibility under all conditions with no blind spots. All doors that are security perimeter entrances, exterior doors, and doors which the facility administrator determines should be locked are kept locked. These doors are unlocked only for admission or exit of juveniles, employees, or visitors or in case of an emergency.

(h) Use of force. Written policy and procedure limit the use of physical force:

- (A)(i) For self-protection; (ii) to separate juveniles from fighting; (iii) to restrain juveniles in danger of inflicting harm to themselves or others; and (iv) to restrain juveniles who have escaped or who are in the process of escaping.
- (B) The least amount of force is used.
- (C) Physical force may not be used as punishment or retaliation.

(i) Restraints. Restraints are used only: (i) for self-protection; (ii) to separate juveniles from fighting; (iii) to restrain juveniles in danger of inflicting harm to themselves or others; (iv) to restrain juveniles who have escaped or who are in the process of escaping; and (v) to prevent destruction of property if reasonably related to (i) through (iv). Restraints are used only with the approval of the facility administrator or designee. Restraints may not be used as a form of punishment.

(j) Prohibited items and practices. Facility staff shall not use chemical agents for security. Staff may not use tear gas, mace, pepper spray, and related chemical agents to control juveniles. Weapons are not permitted except when authorized by state law. The use of hog-tying is prohibited.

(k) Room restriction. Room restriction is one means of informally resolving minor juvenile misbehavior. It serves a cooling off purpose and has a short time period (up to 60 minutes) that is specified at the time of the assignment.

(l) Room confinement. Room confinement means locking a juvenile in his/her room when the juvenile has been charged with a major rule violation requiring confinement for his/her safety or the safety of others or to ensure the security of the facility.

- (B) Room confinement of juveniles shall be re-authorized every 3 hours, except during normal sleeping hours, by a supervisor/administrator who was not involved in the original incident.
- (B) Any juvenile shall be visibly observed by a staff member every 15 minutes, and this must be documented.

§ 377:3-13-45 — Program and Services OK ADC 377:3-13-45

(a) Activities and services are available to each juvenile outside their room at least 12 hours a day. The facility shall provide or make available the following minimum services and programs to detained juveniles:

(1) Education. The facility shall provide educational opportunities in compliance with federal and state laws, State Department of Education requirements, applicable local school district requirements, and OJA contract requirements. Facilities shall provide or make provisions for an educational program, which includes space for education, necessary equipment and supplies, and supervision.

(2) Visitation. Written policy and procedure specify the number of visitors a juvenile may receive and the length of visitation. Visits may be limited only by the facility's schedule, space, and personnel constraints or where there are substantial reasons to justify such limitations. Juveniles have the right to refuse visitation. Legal counsel for a detained juvenile may visit at any reasonable time a request is made.

(3) Social services. The facility's social services program shall make a range of resources available to meet the needs of juveniles.

- (A) Juveniles shall be afforded access to emergency mental health counseling and crisis intervention services according to their needs.
- (B) Counseling services include group or individual counseling and are provided at least weekly.

(4) Recreation. Written policy and procedure provide a recreation schedule that includes at least one hour per day of large muscle activity and one hour of structured recreational activities. A variety of recreational materials are made available to detained juveniles and kept in good condition at all times.

(5) Food service. Written policy and procedure provide that the dietary needs of juveniles are met.

- (A) Special diets as prescribed by appropriate medical or dental personnel or as required by religious preference are provided.

- (C) Menus are approved before use and reviewed annually by a licensed dietician, nutritionist, or physician to ensure compliance with nationally recommended food allowances. Facilities participating in the National School Lunch Program are not required to have their breakfast and lunch menus approved by a licensed dietician, nutritionist, or physician.

(6) Medical and health care. The facility shall have written policy and procedure for delivery of health care services. When health care services are provided by someone other than a physician, the final medical judgment rests with the designated physician. The regulation requires comprehensive health policies covering medical screening, medication management, staff training on health emergencies, and protocols for various medical situations.

(7) Medication management. Medication is administered by persons properly trained in medical administration and under supervision of the physician and facility administrator.

- (A) Prescription medication is only administered as directed by a physician.
- (B) When any medication is administered, a precise record is kept of the juvenile's name, reason for dosage, route, date and time given, and signature of the person who administered it.

§ 377:3-13-46 — Physical Plant OK ADC 377:3-13-46

(a) Building plans and approval. Prior to new construction or remodeling existing structures to be used for secure juvenile detention facilities, building plans must first be presented to and approved by:

1. The Office of Juvenile Affairs to assure compliance with ACA Standards for Detention and Section 504 of the Rehabilitation Act of 1973 as amended;
2. The State Fire Marshal's Office to assure compliance with the National Fire Protection Association Life Safety Code as adopted by the State Fire Marshal's Commission. The State Fire Marshal will determine the rated capacity for the facility; and
3. The Commissioner of Health, State Health Department, Environmental Health Services to assure compliance with the adopted rules and regulations of the State Board of Health.

The population using housing or living units may not exceed the designed or rated capacity of the facility.

(b) Space requirements.

1. Single sleeping rooms consist of at least 70 square feet of floor space.
2. There shall be no double-celling of juveniles unless: (A) the room has been specifically constructed to house two juveniles; (B) the Office of Juvenile Affairs approved the construction plans prior to construction; and (C) the room meets the space requirements set forth in the ACA Standards for Juvenile Detention Facilities.
3. Male and female residents shall not occupy the same sleeping room.
4. Not less than 35 square feet of floor space per juvenile is provided in the day room on each living unit.
5. The facility shall provide at least 15 square feet of floor space per person for individuals occupying the dining room or dining area.
6. The total indoor activity area outside the sleeping area provides space of at least 100 square feet per resident.
7. Where the facility provides food service, the kitchen has at least 200 square feet of floor space.
8. School classrooms are designed in conformity with local or state educational requirements.

(c) Bathroom and sanitary facilities. All housing and activity areas provide, at a minimum, one toilet, one wash basin, and one shower for every six residents.2. Every lavatory basin, bathtub or shower is supplied with hot and cold water under pressure at all times.3. All showers and bathtubs must have temperature control equipment.5. Toilet paper, soap and individual sanitary towels are provided within easy access of the residents.

§ 377:3-13-47 — Food Service, Sanitation and Hygiene OK ADC 377:3-13-47

(a) General health requirements.

1. Minimum health requirements for secure juvenile detention facilities are determined by the Health Department and enforced by OJA.
2. The facility shall be maintained in compliance with State Health Department Food Service Code. An annual inspection of the facility is conducted to determine compliance with health codes. Documentation is kept on file at the facility.
3. The facility shall have a written plan for housekeeping that is posted and followed at all times.

4. The facility's written policy and procedure specify that its food services comply with the Board of Health Food Service rules and regulations.

(b) Water and plumbing.

1. There may not be cross-connection between the potable water supply and any non-potable or questionable water supply or any source of pollution through which the potable water supply might be contaminated.
2. The facility's potable water source and supply, whether owned and operated by the public water department or the facility, must be approved by an independent, outside source to be in compliance with jurisdictional laws and regulations.

(c) Waste disposal. Solid waste disposal must comply with the appropriate local ordinance where in effect and otherwise with the Oklahoma Public Health Code and adopted rules and regulations. Sewage disposal must comply with the Oklahoma Health Code and adopted rules and regulations.

(d) Environmental controls.

1. The facility shall have sufficient air and lighting to ensure the health of the detained juveniles.
2. An acceptable temperature zone for maintaining year-round comfort is 66–80 degrees Fahrenheit in the summer (optimally 71 degrees), and 61–73 degrees Fahrenheit in the winter (optimally 70 degrees).

(e) Meals.

- Written policy, procedure, and practice require that at least three meals, two of which are hot, be provided at scheduled times during each 24-hour time period on regular business weekdays, with no more than 14 hours between the evening meal and breakfast meal.
 - Only on weekends and state recognized holidays may a hot brunch and a hot evening meal, both of which meet basic nutritional goals, be provided at scheduled times during each 24-hour time period.
1. The facility provides or arranges for the meals and at least one snack per 24-hour day from food that is selected, stored, prepared, and served in a sanitary and palatable manner. Each meal contains a sufficient amount of food for every juvenile and additional servings are permitted.

2. Facilities recognize the social and emotional needs of juveniles during mealtime. Juveniles and the staff who eat with them are served the same food, except for tea and coffee, unless differences in age or special dietary needs are factors.

(f) Hygiene. Juveniles shall have the opportunity for daily showers.

§ 377:3-13-48 — Safety and Emergency Requirements OK ADC 377:3-13-48

(a) Fire protection.

1. Minimum state fire safety requirements for secure juvenile detention facilities are enforced by the State Fire Marshal's office.
2. Secure juvenile detention facilities must comply with the Building Officials Administrators Code (BOCA) as enforced by the State Fire Marshal's office.
3. The facility's written policy and procedure provide for a qualified fire and safety officer to regularly inspect the facility for compliance with safety and fire prevention requirements. An administrative staff member or designee shall conduct a fire and safety inspection of the facility at least weekly.
4. Fire prevention practices include: (A) a provision for an adequate fire protection service; and (B) annual inspection and testing of equipment by a fire service company approved by the local fire official.
5. Fire hoses or extinguishers are available at appropriate locations throughout the facility.
6. (B) Only mattresses manufactured from materials that are not highly flammable are used.
7. A fire alarm and automatic detection system is required as approved by the state and/or local fire marshal.

(b) General emergency procedures.

- Written policy and procedure specify the means for the prompt release of juveniles from locked areas in case of emergency and provide for a secondary release system if electrically equipped.
1. All facility personnel shall be trained in the implementation of written emergency plans.
 2. The facility director or designee shall develop written plans which specify procedures to be followed in emergency situations (e.g., fire, disturbances, taking of

hostages). These plans are made available to all applicable personnel and are reviewed and updated at least annually.

3. The facility shall have access to an alternate power source to maintain essential services in an emergency. Essential services include but are not limited to: (i) access to drinking water; (ii) security lighting; (iii) appropriate food storage; and (iv) ability to maintain safe building temperatures.

(c) Exits. The facility shall have exits that are properly positioned and clearly, distinctly, and permanently marked in order to ensure the timely evacuation of juveniles and staff in the event of fire or other emergency.

1. Two identifiable exits are located in each juvenile housing area and other high-density areas to permit the prompt evacuation of juveniles and staff under emergency conditions.
2. The facility shall have exits that are continuously visible at all times, kept clear, and maintained in usable condition.

(d) Emergency evacuation planning. The facility shall create, and review annually, an emergency evacuation plan. The plan, or any annual amendments to the plan, shall be submitted for approval to the OJA Licensing and Programs Assessment division. The plan must contain at a minimum:

1. A secondary site will be identified by the facility, in the event the facility needs to evacuate in case of emergency or natural disaster.
2. Should the emergency necessitate an absence from the facility in excess of 24 hours, the secondary site must be emergency certified by the OJA Licensing and Programs Assessment division and meet all Safety, Security and Control, and Physical Plant Requirements for Secure Detention.
3. Should a detention facility be damaged, OJA Licensing and Programs Assessment division may require an inspection be conducted prior to allowing the continued certification of the facility.

(e) Facility maintenance.

- All habitable and non-habitable areas are maintained in a condition free of litter.
- Work areas are maintained in a clean and safe condition. Equipment is installed in such a way as to meet safety requirements.

- The interior of the building, including appliances, machinery, and equipment, is maintained in proper working order at all times. Interior walls, carpeting, and furniture is repaired, replaced, and kept in acceptable condition.
- All interior surfaces, including walls, ceilings and floors, must have flame-spread ratings as outlined by the BOCA Building Code. Documentation of appropriate flame-spread ratings must be obtained from the manufacturers of the material.
- Draperies, curtains, and similar furnishings and decorations must be flame resistant. Proof of flame resistance is documented from the material manufacturer that the material passed the criteria of NFPA 701, small and large scale tests.
- All exterior wood surfaces, other than decay-resistant woods, must be protected from the elements and decay by a lead-free paint or other product to provide a protective covering or treatment. Toxic paint and materials may not be used where readily accessible to juveniles.

§ 377:3-13-49 — Collocated Detention Facilities OK ADC 377:3-13-49

(a) A juvenile detention facility collocated with an adult jail or lockup must meet the same standards and certification requirements as a freestanding juvenile detention center and be certified appropriately. A collocated facility is a juvenile facility located in the same building as an adult jail or lockup, or is part of a related complex of buildings located on the same grounds as an adult jail or lockup.

(b) Each of the following three criteria must be met in order to ensure that a juvenile detention facility is separate from the adult jail with which it is collocated:

1. Physical and sensory separation. Juveniles and adults must be separated in that there can be no sustained sight or sound contact between juveniles and incarcerated adults in the facility. This type of separation can be achieved architecturally or through time-phasing of common use non-residential areas.
2. Program area separation. All juvenile and adult program areas must be separate. There must be an independent and comprehensive operational plan for the juvenile detention facility which provides for a full range of separate program services. No program activities may be shared by juveniles and incarcerated adults. Time-phasing of common use nonresidential areas is permissible to conduct program activities.
3. Staff separation. There must be separate staff for the juvenile and adult populations, including management, security, and direct care staff. Staff providing specialized services (medical care, food service, maintenance, etc.) who are not

normally in contact with detainees, or whose infrequent contacts occur under conditions of separation of juveniles and adults, can serve both populations. The day-to-day management, security, and direct care functions of the juvenile detention facility must be vested in a totally separate staff.

AFFIDAVIT OF ASSIGNMENT

Cleveland County, (hereinafter referred to as "Contractor") hereby assigns to _____, (hereinafter referred to as "Subcontractor") the authority to submit claims directly to Oklahoma Juvenile Affairs (hereinafter referred to as "OJA") and receive payments directly from OJA for services provided pursuant to:

Contract Number: CRL2027/29-300

Assignment of this Contract does not relieve Contractor of responsibility for compliance with contract provisions and monitoring of Subcontractor.

The Contractor has entered into a Contract with the Subcontractor to develop and provide those services required by the Contact with OJA.

Subcontractor Information:

FEI #:

Name:

Mailing Address:

Contractor Signature _____ Date: _____

State of Oklahoma

County of _____

Subscribed and sworn before me this ____ day of _____, _____.

My Commission expires: _____

Notary Public Certification Number: _____

NOTARY PUBLIC

AWARDED AND/OR REJECTED ON THIS 29th DAY OF JUNE, 2026

Jacob McHughes, Chairman

ATTEST:

Rusty Grissom, Vice-Chairman

Pam Howlett, County Clerk

Rod Cleveland, Member

Assistant District Attorney

Contract approval with Fellers Snider Attorneys at Law



FELLERS SNIDER
ATTORNEYS AT LAW

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Warren F. Bickford
Harry H. Selph, II
Greg A. Castro
Mark K. Stonecipher
Bryan N.B. King

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Kelsey L. Jennings
C. Eric Shephard
Stephen J. Moriarty
William H. Whitehill, Jr.
R. Blaine Nice

A. Wayne Billings
Michael A. Fagan
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Ryan J. Duffy
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Eric R. King

Dane H. Miller
John K. Williams
Philip A. Schovanec
Brian R. Matula
Joseph P. Krodel
Carlee M. Apel
Anita K. Anthony

John W. Coyle III
Gregory P. Chansolme
Garrett W. Proctor
Gary D. Quinnett

June 24, 2026

GREG A. CASTRO
Shareholder
gcastro@fellerssnider.com

VIA EMAIL: rcleveland@ClevelandCountyOK.com

Cleveland County Board of Commissioners
c/o Rodney Cleveland
201 S. Jones Avenue, Suite 260
Norman, OK 73069

Re: *Cleveland County Sheriff's Office; Internal Revenue Service*

Dear Commissioners,

We appreciate you asking Fellers Snider ("Attorney") to assist the Cleveland County Board of Commissioners ("Client") regarding representation relating to issues that may arise pertaining to funding of the Cleveland County Sheriff's Office and the issue related to the Internal Revenue Service.

Me, Bill Whitehill, Blaine Nice, Charles Callaway, Eric Shephard, and possibly others will be performing work on this matter. I will be primarily responsible for managing the matter. However, our office operates on a "team" concept, and where it is more economical for the client, other attorneys may also work on this file under our supervision. The firm's professional fees initially are determined by hourly rates, which vary according to the attorney working on the particular matter. Our current hourly rates for attorneys range from \$280.00 per hour to \$595.00 per hour and our paralegal's rates are \$250.00 per hour. My hourly rate is \$505.00, Bill Whitehill's is \$475.00, Charles Callaway's is \$475.00, Blaine Nice's is \$405.00, and Eric Shephard's is \$350.00.

Annually, these rates may change, reflecting trends in the cost of providing legal services, or the advancing status of the attorney or legal assistant within the firm. Upon your request, we will apprise you of any change the firm makes in our hourly rate structure.

We will bill you on a monthly basis for legal fees and expenses. We will provide you with a detailed monthly statement reflecting on the services provided and the expenses advanced. If we defer sending a statement for a period of time or until a specified event has occurred, such deferral will not impair our right to be paid for all legal services rendered and expenses advanced upon submission of our statement.

Cleveland County Board of Commissioners
June 24, 2026
Page 2

Client understands that attorney fees for services are based on many factors other than hourly billing rates, including, but not limited to: (1) intensive labor required; (2) novelty, complexity, and difficulty of case; (3) special experience and skill necessary to perform the tasks; (4) responsibility assumed; (5) results obtained; (6) extraordinary time limitations imposed by the circumstances; and (7) that some time entries are at a minimum amount for a specific activity (*i.e.*, a telephone call has a .2 minimum entry).

All of us at the firm are conscientious of the impersonal nature of computerized billing. If you have any questions concerning our statements, please telephone our billing department or the undersigned so that those questions can be resolved immediately. However, you agree your statements are accepted for payment if you do not communicate any questions, additional requests for information or concerns within **10 days** of receipt. In addition to an itemization of professional fees, our statements will include billings for out-of-pocket expenses and costs incurred on your behalf. These out-of-pocket expenses and costs include arbitration and court filing fees, expert fees, travel expenses, deposition transcript fees, Westlaw and similar research fees, long distance charges, photocopying charges, and similar expenses.

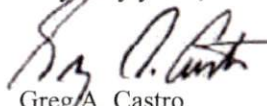
Any changes to this engagement shall be binding upon the firm only if confirmed by both of us in writing.

It is also our policy to dispose of files three years after the matter has terminated. If you would like the firm to retain your files for more than three years, please indicate here the period of time you would like the firm to retain your files: _____.

While we believe it is very unlikely to occur, in the event this firm is forced to initiate any action or proceeding to recover amounts unpaid for legal services rendered by the firm, the costs and expenses of such action or proceeding (including attorney fees, expert fees and other costs incurred by the firm) shall be borne by you. Our aggregate liability to you whether in contract, tort or otherwise, shall not exceed the amount paid by you with respect to the services performed by the firm in this case. This agreement shall be interpreted according to the laws of the State of Oklahoma, and you hereby agree that as to any dispute between the parties hereto, jurisdiction and venue shall be Oklahoma County, Oklahoma.

Once again, we appreciate you choosing Fellers Snider to represent you.

Very truly yours,


Greg A. Castro
For the Firm

INDEPENDENT CONTRACTOR AGREEMENT

This contract is made and entered into this ____ day of June, 2026, by and between the Cleveland County Board of County Commissioners (hereinafter Board) and **Casey Hudiburg** (hereinafter Administrator).

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, it is mutually agreed between the parties hereto that beginning July 1, 2026:

1. Administrator agrees to attend staffings and court reviews, DHS meetings, make regular court appearances of behalf of Family Drug Court (FDC), and to perform her other administrative services for Family Drug Court (FDC). Administrator agrees to any other duties as determined by the board from time to time.
2. Board agrees to pay Administrator the sum of Sixteen Thousand-Two Hundred Dollars (\$16,200.00) per year, with monthly payments in the amount of One Thousand-Three Hundred and Fifty (\$1350.00). The Administrator will invoice the Board monthly for the monthly amount set forth above.
3. Audit Clause: The Administrator agrees that all books, records, documents, accounting procedures, practices or any other item of the service provided relevant to this contract are subject to examination by the county, and the State Auditor and Inspector.
4. Both parties agree that this contract will be in full force and effect until June 30, 2027. Both parties also agree that either party upon ninety (90) days written notice may terminate this contract at any time.
5. The parties understand that Administrator is an independent contractor with respect to the services provided and not an employee of the Board or any third party with which the Administrator has been directed to work. The Board is not

responsible for and will not provide benefits or any obligation at law relating to employment, including health insurance benefits, workers compensation insurance, paid vacation, or any other employee benefit, for the benefit of Administrator, Administrator's employees or agents.

IN WITNESS WHEREOF, the parties hereto set their hands the day and year first above written.
CLEVELAND COUNTY BOARD OF COUNTY COMMISSIONERS

Jacob McHughes - Chairman

Approved as to Form and Legality:

Rusty Grissom – Vice Chairman

Assistant DA, Cleveland County

Rod Cleveland – Member

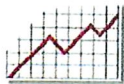
ATTEST:

Pam Howlett, County Clerk

ADMINISTRATOR



Casey Hudiburg
Crook Hudibug Law, PLLC
casey@crookhudiburglaw.com
400 N. Walker Ave, Suite 120
OKC, OK 73120
(405)666-5668



The PERCS Index Inc.

14567 74th Avenue
Surrey, BC V3S 2G6
Canada

Invoice



Date	Invoice #
2026-05-31	32248

Invoice To
Cleveland County Sheriff Office Trace Stimson 111 N. Peters Ave 6th Floor Norman, OK 73069 <i>2600 W. Franklin Road Norman, OK 73069</i>

Ship To
Cleveland County Sheriff Office Trace Stimson 111 N. Peters Ave 6th Floor Norman, OK 73069

P.O. No.	Terms	Due Date
email	Net 30	2026-06-30

Description	Qty	Rate	Amount
Service Contract - Annual support contract for Evidence Manager, including version 5.0 upgrade which is now available. Includes unlimited technical support, product updates and access to the Customer Support area of the website. Current contract expires on May 22, 2026. New contract covers May 23, 2026 through May 22, 2027.	1	700.00	700.00
Thank you for your continued support.		Total	USD 700.00
Phone #	E-mail	Payments/Credits	USD 0.00
866-461-4669	amar@percs.com	Balance Due	USD 700.00

GST/HST No.

874069172

file #26-1538

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____

**PROTOCOL FOR A JOINT RESPONSE WHEN A CHILD
IS TAKEN INTO PROTECTIVE CUSTODY BY LAW ENFORCEMENT**

The Cleveland County Oklahoma Human Services and Cleveland County Sheriff's Office (Law Enforcement Agency) agree to follow the joint response protocol set forth below to utilize when a child is taken into protective custody by the Law Enforcement Agency in Cleveland County. This protocol shall remain in effect for the duration of the requirements of 10A O.S. Section 1-4-201 et seq. and shall be renewed annually to ensure that it continues to fulfill the requirements of said statute.

Section I. Protocol for safety evaluation at scene when protective custody assumed by law enforcement. The Cleveland County Oklahoma Human Services (DHS) will ensure child welfare (CW) specialists are available to respond 24 hours a day to assist law enforcement when children have been placed in protective custody. Cleveland County, Child Welfare Services (CWS) will have one phone that will be passed amongst the on-call workers, thereby eliminating the need for an on-call list as there would be just one number. The phone number will be provided to all law enforcement agencies. An updated on-call list will be provided when requested. The Oklahoma Abuse and Neglect Hotline is no longer used by law enforcement to call for a joint response. During business hours, law enforcement is to call their local CWS office for a joint response. To request a joint response outside of business hours, law enforcement is to use the on-call number. The CWS staff is responsible for ensuring that local law enforcement has the contact information for the CW supervisor in the event the on-call CW specialist does not respond to their call. CWS will make every effort to respond to the scene in a reasonable time period. The CW specialist conducts a safety evaluation at the scene in accordance with DHS policy and procedures to determine if the child faces an imminent safety threat. When an imminent safety threat exists, steps are taken to obtain an emergency order. When an imminent safety threat does not exist, steps are taken to release the child to the parents, legal guardian or custodian.

NOTE: The CW specialist or CW supervisor is responsible for calling the referral into the Abuse Neglect Hotline within two hours of the call for joint response with limited information. On the rare occasion that the CW specialist/supervisor does not have a full name and/or location when the original call is made to the Abuse Neglect Hotline, further details must be called in to the Abuse Neglect Hotline no later than the following day with all pertinent information.

Section II. Reception Center, any agreed upon place where CWS performs a safety evaluation when unable to respond to scene within reasonable time. When CWS is unable to respond to the scene where a child has been placed in protective custody, the child is taken by law enforcement to the law enforcement agencies office, the local CWS office, or other location whichever is agreed upon by the team.

Section III. Protocol for transporting the child when the child cannot be left at the home and responsibility for transporting. If the child is in protective custody of law enforcement, is placed on an out-of-home safety plan, or placed by a judge in DHS emergency custody, law enforcement and CWS coordinate transportation of the child to a location where CWS believes the child can be protected. When the child is in emergency DHS custody, and it is safe to do so, CWS transports.

Section IV. Procedure, including documentation, for release of the child to the custody and control of the parent, legal guardian or custodian of the child when CWS determines

the child does not face an imminent safety threat.

When the safety evaluation conducted by CWS indicates the child does not face an imminent safety threat, CWS restores the child to the custody and control of the parent, legal guardian, or custodian per 10A O.S. § 1-4-201. The CW specialist documents this decision on the Assessment of Child Safety. CWS completes the Assessment of Child Safety and forwards to the District Attorney's office per policy.

Section V. Designation of CWS staff to serve as contact persons for law enforcement.

Since the Oklahoma Abuse Neglect Hotline will no longer be used for joint response, law enforcement must be kept updated with on-call CW specialist and the CW supervisor.

Child Welfare Services CPS On-call-Phone:

405-626-6062

Child Welfare Supervisors: (Cleveland County CPS)

SHANNON BOECKMAN- (405) 320-8895

BETHANIE KUZMA-MCMURTRY- (580) 695-8039

JAKE HUBER- (405) 443-8471

SARAH CALLAN- (405) 706-2241

CHRISTY UPCHURCH- (405) 219-9348

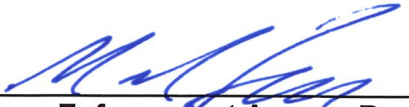
RASHEENA GAINES- (405) 401-4386

MONICA SAAVEDRA- (405) 213-9798

JOLANDA PATTERSON- (405) 207-4020

WHITNEY GREGORY- (405) 306-7359

Section VII. Local DHS and Law Enforcement Signatures



Law Enforcement Agency Representative

6-24-26
Date

Patricia Valera

CW District Director

6/23/26
Date

Child Welfare Director - Oklahoma Human Services

Date

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

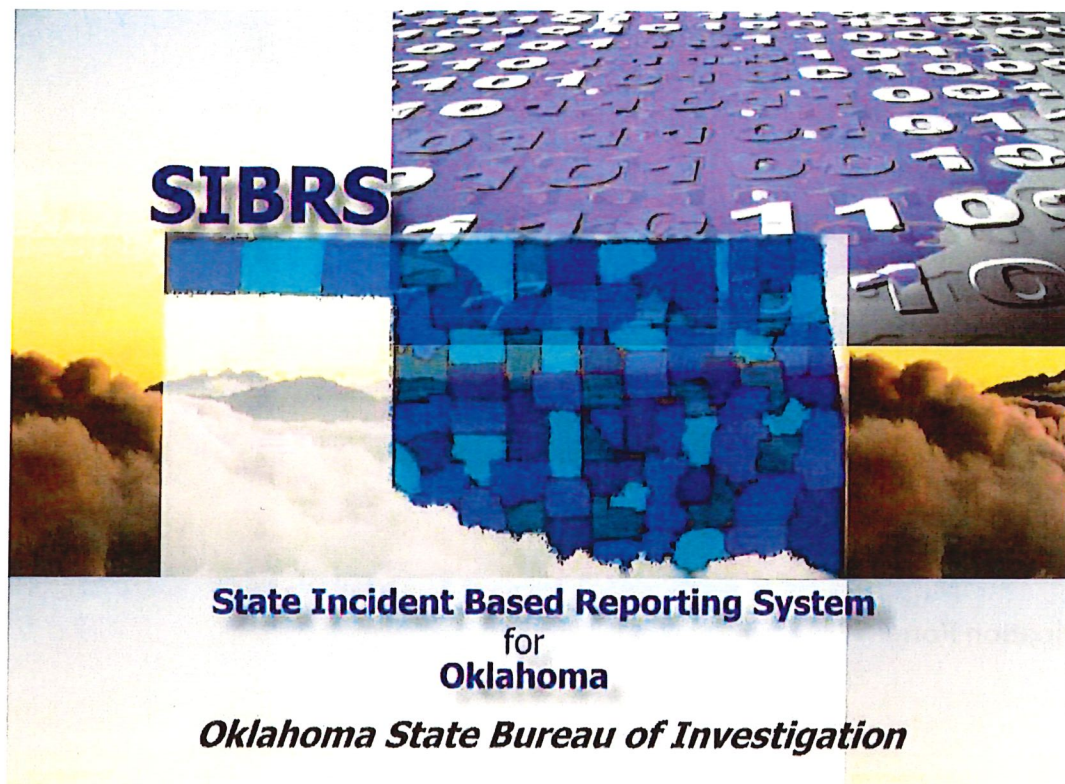
By: _____
Member

Attest: _____

By: _____
Deputy

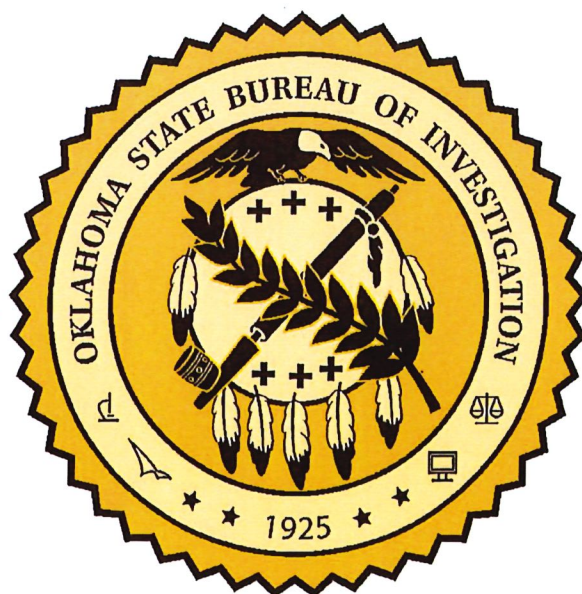
If applicable

ADA _____



SIBRS USER AGREEMENT

September 2020



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OKLAHOMA STATE BUREAU OF INVESTIGATION
State Incident Based Reporting System (SIBRS)
User Agreement

This document constitutes an AGREEMENT between the Oklahoma State Bureau of Investigation (OSBI) and the following entity for participation in the State Incident Based Reporting System (SIBRS) as a hosted or non-hosted agency:

Agency: Cleveland County Sheriff's Office

ORI: 0140000

Address: 2600 W Franklin Rd

Norman, OK 73069

The entity identified above (hereinafter referred to as the USER) is an Oklahoma state, municipal, county, or other law enforcement agency. This AGREEMENT grants the USER access to and use of SIBRS for direct data entry and/or submission of incident records from certified records management systems, and to search records for law enforcement information sharing purposes. This AGREEMENT also outlines the rights, responsibilities, and requirements of the OSBI and the USER regarding SIBRS.

1.0 Definitions

IBR Reporting: Oklahoma's incident based reporting (IBR) system designed to collect data on every single crime occurrence and on each incident and arrest within the occurrence. This includes the FBI's NIBRS requirements, plus additional information specific to Oklahoma. SIBRS is designed to collect categories made up of specific crimes called Group A and Group B offenses. Additionally, non-criminal offenses can be reported.

Group A Offenses – Primary Categories: Arson, Assault, Bribery, Burglary/Breaking and Entering, Counterfeiting/Forgery, Destruction/Damage/Vandalism of Property, Drug/Narcotic Offenses, Embezzlement, Extortion/Blackmail, Fraud, Gambling, Homicide, Kidnapping/Abduction, Larceny/Theft, Motor Vehicle Theft, Pornography/Obscene Material, Prostitution, Robbery, Sex Offenses, Forcible; Sex Offenses, Non-forcible; Stolen Property, Weapon Law Violations, Human Trafficking, Animal Cruelty.

Group B Offenses: Bad Checks, Curfew/Loitering/Vagrancy Violations, Disorderly Conduct, Driving Under the Influence, Drunkenness, Family Offenses/Nonviolent, Liquor Law Violations, Peeping Tom, Runaway, Trespass of Real Property, All Other Offenses.

SIBRS Hub: A state and local crime reporting integration framework that uses web-based technologies to allow all agencies within a state or other region to share resources, realize value from IBR at the local level, support non-intrusive integration with disparate systems, and information sharing.

OSBI SIBRS Site: A super-site that contains Incident Based Reporting for the participating Oklahoma Law Enforcement Agencies and can include the following services: submitting SIBRS data, searching, systems notifications, and links to other related sites.

Agency SIBRS Home Page: A web site reserved for a specific law enforcement agency to report incident data in the formats required.

User: Any law enforcement agency authorized to access SIBRS.

SIBRS Agency Administrator: An employee appointed by the reporting agency to perform system administrator tasks as defined by OSBI.

SIBRS Data Elements: Full information for each incident entered into the database on the victim, offender, reporting party, witness, parent (where the victim is a minor), reporting officer, and narrative.

Hosted Agency: An agency approved by the OSBI to use SIBRS as its primary records management system and enters incident based data directly into the SIBRS repository.

Non-hosted Agency: A law enforcement agency that uses the OSBI SIBRS Site to submit incident based data from its records management system to OSBI via an XML interface.

RMS: A computerized police records management system.

XML: Extensible Markup Language, a computer code designed to tag data sets for information sharing.

ICD: An Interface Control Document that defines the functional characteristics required to exist to ensure compatibility between the OSBI and a SIBRS non-hosted participating agency.

Governing Documents: Any documents published by the OSBI that govern the use of SIBRS software or access to SIBRS data.

Internet Access: The ability to access the worldwide web through an Internet Service Provider.

Web Browser: The System may be accessed with various browsers, however, Firefox or Internet Explorer is recommended.

SIBRS Agency: A participating agency that is authorized by the state to report IBR data.

2.0 Purpose of AGREEMENT

The OSBI agrees to establish a SIBRS Home Page, to accept and host incident based data for any law enforcement agency that is required to report crime statistics under 74 O. S., Section 150.10 that meets the internet access and web browser requirements, and requests access to SIBRS.

OSBI SIBRS Administrators will authorize agencies' participation in SIBRS, create user profiles, assign user ID's and initialize passwords, disable members or agencies, assign or change hosting and non-hosting designations, and allow direct access to SIBRS, and provide contact information for each SIBRS agency upon request.

3.0 Terms of AGREEMENT – General

This AGREEMENT shall remain in effect until June 30 of the year in which the AGREEMENT is initially signed, automatically renewing annually until either party cancels the same with thirty (30) days' written notice or otherwise cancelled or suspended by either party. The OSBI reserves the right to suspend or terminate immediately all or portions of the services provided under this AGREEMENT should the USER be found not to be in compliance with the provisions of SIBRS governing documents. Services may be reinstated to the USER in part or full, at the discretion of the OSBI, upon receipt of written documentation and assurance satisfactory to the OSBI that all violations have been corrected and will not recur.

The USER shall abide by all laws of the United States and the State of Oklahoma in the use of any provided services. The USER also agrees to abide by all current or future rules, regulations, or policies as set forth by the OSBI.

The USER agrees to enter each month's reportable incidents into SIBRS by the following month so that scheduled data extractions will reflect a true representation of crimes occurring in Oklahoma. The USER understands that any incidents not entered by the following month may not be reported to the FBI and may not be included in the agency's crime index rate or reported in the "Crime in Oklahoma" or "Crime in the United States" publications.

The AGENCY retains sole ownership of and sole responsibility for the information it contributes, to include the accuracy of the information. Each contributing AGENCY has the sole responsibility to ensure that information it contributes was not obtained and is not maintained in violation of any federal, state, or local law applicable to that agency. In addition, each contributing AGENCY has the sole responsibility and accountability for ensuring compliance with all laws, regulations, policies, and procedures applicable to its entry and sharing of information into SIBRS.

The USER understands that the State Incident-Based Reporting System was designed for information sharing at the state and national levels of law enforcement in as close to "real time" as is possible. The USER agrees to share all non-sensitive data with other law enforcement agencies to achieve this goal and authorizes the Oklahoma State Bureau of Investigation (OSBI) to provide this information to agencies and networks connected to the State Incident-Based Reporting System (SIBRS). At his or her discretion, however, the head of a SIBRS-reporting agency may withhold classified information until such time as that information is no longer deemed classified. The USER further understands that the data entered into SIBRS is for the use of law enforcement agencies only and shall not be shared outside of law enforcement.

FOR ODIS AGENCIES ONLY:

By signing this agreement, an administrative user account will be created in ODIS to allow the OSBI regional Crime Reporting Field Representative to access and assist your agency with incident reports and coordinate data sharing with the state repository. NOTE: This user account will not affect your overall user account total for billing purposes.

Non-hosted agencies will maintain an uploading error rate below two percent as required for certification. Failure to maintain an acceptable error rate may result in the termination of this agreement. USERS agree to stay current with all future FBI updates.

4.0 Signing Authority

The head of the law enforcement agency receiving access to SIBRS must sign this AGREEMENT. The OSBI must be notified within five working days of any change in the position of the signing authority or change in RMS, at which time a new AGREEMENT may be executed at the discretion of the OSBI.

5.0 Termination of AGREEMENT

The OSBI or the USER may, upon 30 days' written notice, terminate this AGREEMENT in whole or in part for any reason whatsoever. Such termination may result in the removal of all or part of the described services. OSBI reserves the right to terminate this agreement immediately under the appropriate circumstances and conditions previously set forth in this AGREEMENT.

6.0 Training

OSBI Field Services Unit employees provide training for SIBRS participants as they come online. To make the most of available resources, the OSBI will select training sites, dates and times with the goal of reaching the greatest number of participants possible. User agrees to participate and cooperate in training and bear any travel costs associated with the User's attendance.

7.0 Security Clearance

USER agrees only law enforcement personnel who, at a minimum, have not been convicted of a felony and are not a fugitive from justice may have access to SIBRS. It is up to the USER to determine the suitability of employees granted access. Failure to comply may result in the immediate termination of this agreement.

8.0 Open Records Act Requests

The parties understand and agree that from time to time, one or both parties may receive Open Records Act requests for information contained within SIBRS. The parties agree that information submitted to SIBRS by a USER shall still be under the effective control of the USER for Open Records Act requests.

The parties agree that should the OSBI directly receive an Open Records Act request for information submitted by a USER, the OSBI may respond to said Open Records Act request by referring the requestor to the USER agency for a response.

The USER agrees they are responsible to notify the OSBI of any records to be removed or expunged. The USER agrees to indemnify the OSBI for any attorney fees or costs incurred in defending any litigation concerning Open Records Act requests resulting from the USER'S failure to promptly and properly respond to such requests pursuant to state law and this AGREEMENT.

This AGREEMENT will become effective on May 27, 2026 In
witness whereof, the parties hereto caused this AGREEMENT to be executed by the proper officer and
officials:

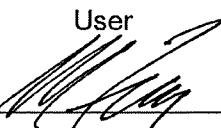
Oklahoma State Bureau of Investigation

Signature 

Title Director

Date 05/27/2026

User

Signature 

Printed Name Michael Finley

Title Acting Sheriff

Date 04/30/2026

Agency Cleveland County Sheriff's Office

ORI 0140000



SIBRS PARTICIPATION FORM

HOSTED SIBRS AGENCY PORTAL ACCOUNT ☒

HOSTED ODIS AGENCY PORTAL ACCOUNT ☐

NON-HOSTED AGENCY PORTAL ACCOUNT ☐

The following information is required before a user profile can be completed for your SIBRS Portal Account. Once completed, the form may be e-mailed to IBR.Admin@osbi.ok.gov or faxed to the Field Services Unit, OSBI Headquarters, (405) 879-2966. Your request will be routed to the appropriate field representative who will set up your account and arrange for training.

Please Print

Agency Name and ORI	Cleveland County Sheriff's Office ORI 0140000
Agency Street Address	2600 W Franklin Rd
Agency Mailing Address (if different from street address)	
City, State, Zip	Norman, OK 73069
Telephone Number	405.701.8888
FAX Number	405.701.8585
Chief or Sheriff's Name	Michael Finley, Acting Sheriff
Email Address	mfinley@clevelandcountyyok.com
Request Date	04/30/2026

Please Print

Designated Agency SIBRS Administrator	
Name	Michael Finley
Title	Acting Sheriff
Address	2600 W Franklin Rd
City, State, Zip	Norman, OK 73069
Work Telephone	405.701.8840
Cell Phone	405.226.4306
E-mail Address	mfinley@clevelandcountyyok.com

RECONCILEMENT

The following is a reconciliation of the County

Cleveland Sheriff MAY 2026
for the month of

Beginning Depository Balance \$ 73,509.03
ADD: Collections \$ 38,746.00
Cancelled Vouchers \$ 0.00
SUBTRACT: Vouchers Issued \$ 37,523.50
Ending Depository Balance \$ 74,731.53
ADD: Vouchers Issued, Not Reg \$ 0.00

Deposits in Transit- Beginning \$ 0.00
Ending \$ 0.00
Treasurer Error Adjustment \$ 0.00
Officer Error Adjustment \$ 0.00

TREASURER'S BALANCE \$ 74,731.53
Treasurer (or deputy) initials: 2AL

monthly report of
MAY 2026

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF , 20

Chairman
Member
Member

MONTHLY REPORT

Of MAY
Cleveland County, Okla.
For month ending on 30 day of
MAY 2026

Filed this day
of 20

County Clerk

I, Michael Finley

duly elected or appointed, qualified and
acting in and for

County Oklahoma, do solemnly swear that the
above is true and correct report of all fees
charged and collected in my office for the month
ending on the 10th day of June

20 26
Name Title

Subscribed and sworn to before me this

10th day of June, 20 26

Kathleen I. Lamar
Notary Public

My Commission Expires 08/10/2026



RECONCILEMENT

The following is a reconciliation of the County

Cleveland Sheriff
for the month of May 2026

Beginning Depository Balance \$ 675.00
ADD: Collections \$ 635.00
Cancelled Vouchers \$ 0.00
SUBTRACT: Vouchers Issued \$ 0.00
Ending Depository Balance \$ 1310.00
ADD: Vouchers Issued, Not Reg \$ 0.00

Deposits in
Transit- Beginning \$ 0.00
Ending \$ 0.00
Treasurer Error Adjustment \$ 0.00
Officer Error Adjustment \$ 0.00

TREASURER'S BALANCE \$ 1310.00
Treasurer (or deputy) initials: SP

May monthly report of 2026

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF 20

Chairman
Member
Member

MONTHLY REPORT

Of May
Cleveland County, Okla.
For month ending on 31 day of May 2026

Filed this day
of 20

County Clerk

I, Michael Finley
duly elected or appointed, qualified and
acting in and for

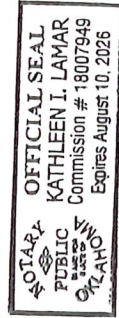
County Oklahoma, do solemnly swear that the
above is true and correct report of all fees
charged and collected in my office for the month
ending on the 19th day of June 2026

Name Title
Acting Sheriff

Subscribed and sworn to before me this
19th day of June 2026

Kathleen I. Lamar
Notary Public

My Commission Expires: 08/11/2026



RECONCILEMENT

The following is a reconciliation of the County

Sheriff's Office
for the month of May 2026

Beginning Depository Balance \$ 1,014.57
ADD: Collections \$ 1.73
Cancelled Vouchers \$
SUBTRACT: Vouchers Issued \$
Ending Depository Balance \$ 1,016.30
ADD: Vouchers Issued, Not Reg \$

Deposits in Transit- Beginning \$
Ending \$
Treasurer Error Adjustment \$
Officer Error Adjustment \$
TREASURER'S BALANCE \$ 1,016.30

Treasurer (or deputy) initials: BA

May 2026 monthly report of

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS

THIS DAY OF 20

Chairman
Member
Member

MONTHLY REPORT

Of Sheriff's Office
Cleveland County, Okla.

For month ending on May 31 day of 2026

Filed this day of 20

County Clerk

I, Michael Finley,
duly elected or appointed, qualified and
acting in and for Cleveland

County Oklahoma, do solemnly swear that the
above is true and correct report of all fees
charged and collected in my office for the month
ending on the 31 day of May 2026

Name Title
Michael Finley

Subscribed and sworn to before me this
11th day of June, 2026

Kathleen I. Lamar
Notary Public

My Commission Expires: 08/10/2026



The following report showing, by classes, the amount of receipts and disbursements for the month of May 2026 with balance of cash on hand at beginning and close of said months, is respectfully submitted.

RECONCILEMENT

The following is a reconciliation of the within report with the report of the County Sheriff for the month of May 2026

Beginning Depository Balance	\$ 1,996.25
ADD: Collections	\$ 1,977.50
Cancelled Vouchers	\$ 0.00
SUBTRACT: Insufficient Checks	\$ 0.00
SUBTRACT: Vouchers Issued	\$ 1,996.25
Ending Depository Balance	\$ 1,977.50
ADD: Vouchers Issued, Not Reg	\$ 0.00
Deposits in Transit: Beginning	\$ 0.00
Ending	\$ 0.00
TREASURER Errors	\$ 0.00
	\$ 0.00
COUNTY CLERK'S Errors	\$ 0.00
	\$ 0.00
TREASURER'S BALANCE	\$ 1,977.50

Stephanie Parkinson
(Officer)
MONTHLY REPORT FOR THE MONTH OF May 2026
APPROVED BY THE BOARD OF COUNTY COMMISSIONERS
THIS DAY OF 2026

Chairman _____
Member _____
Member _____

MONTHLY REPORT

Of the _____ County Sheriff
Cleveland County, Oklahoma

For the month ending on the 31ST MAY 2026

Reconciled and Filed this _____ day
of _____ 2026

Officer _____

I, Michael Finley, Officer
duly elected, qualified and acting in and for Cleveland County,
Oklahoma do solemnly swear that the above is true and
correct report of all fees charged and collected in my office
For the month ending on the 31ST MAY 2026

[Signature]
Officer

Subscribed and sworn to before me this
2nd day of June 2026

[Signature]
Notary Public



My Commission Expires:



ONSITE SHREDDING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY SHERIFF'S OFFICE

This Document Destruction Service Agreement ("Agreement") is entered as of this 1st DAY OF JULY 2026 ("Effective Date") by and between Absolute Data Shredding, having a place of business at 3505 N Flood Ave, Norman, Oklahoma, 73069 and CLEVELAND COUNTY SHERIFF'S OFFICE AND DETENTION CENTER having a place of business at 111 North Peters, 6th Floor, Norman, Oklahoma 73069.

Service Provided: ADS shall provide said business with secure document destruction. ADS shall furnish locked containers for office grade paper. ADS agrees to pick up this material. Containers and boxed paper will be picked up by identifiable ADS employee and transferred to a roll cart. ADS personnel will then take the cart to our mobile shredding unit on Customer's property and shred material while customer representative observes shredding process. The paper documents will be shredded and then transported to the ADS facility, where it will be baled and recycled at an Oklahoma Paper Mill.

Certificate of Destruction: A certificate of destruction will be submitted to the Customer as soon as the material is destroyed.

Obligations: The Customer agrees to maintain the locked containers in a covered, dry area and use them only for paper destruction. Customer will do its best to keep the containers free from contamination. Customer assumes all responsibilities for the replacement cost of each said container if said collection container(s) become damaged either by abuse, neglect or any act of God.

Duration of Agreement: This agreement shall commence upon the date of execution and terminate on June 30th, 2027. Subsequent renewals of this agreement may be made on a fiscal year basis only upon the agreement of both parties. At the end of the agreement, if Customer wishes to discontinue service, Customer shall allow ADS employee(s) access to retrieve all delivered containers from Customer.

Pricing Structure: ADS will invoice Customer at the beginning of the month following the month service was provided in.

Price is based on: Two (2) Executive Shred Consoles @ 2600 West Franklin Road, Norman, OK. 73069 (Office)...\$40.00 per service (\$25 / \$15). Additional consoles @ \$10.00 each, per service.

Two (2) Executive Shred Consoles @ 2550 W. Franklin Road (Detention Center)...\$50.00 per service (\$25 each). Additional consoles @ \$10.00 per console, per service upon request.

**** Fuel & Environmental is 5% of invoice total.**

**** Service Frequency: Once every two (2) weeks at the Sheriff's office**

Once every week at the Detention Center

**** Terms: Net 15 days.**

Non-Disclosure Clause: ADS will keep all information provided by Customer for the purpose of destruction or recycling strictly confidential. Our mobile unit is always locked when not attended. ADS has an automated system which includes a no-touch, no-see policy for all paper shredded. All employees of ADS undergo background checks & drug screenings before having access to any material received from customer. Under no circumstances shall ADS disclose protected information provided by Customer.

Breach Notification: ADS agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of ADS's security obligations, ADS agrees to notify Customer by telephone and e-mail of such an event immediately of discovery.

Damage to Pavement: Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

Changes: This agreement may not be modified, waived or amended unless agreed to in writing by the parties hereto.

Agreement Executed on this date: JULY 1ST, 2026

Absolute Data Shredding:

Print Name: Brian Reid

Signature: _____

Title: Sales Executive

Cleveland County Sheriff's Office

Print Name: Michael Finley

Signature: 

Title: Acting Sheriff

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____

CLEVELAND COUNTY SHERIFF

Account #:1003966429

Subscription Details for your **upcoming renewals**

Renewals within June 1st 2026 to June 30th 2026

Subscription	Renewal Amount USD	
CLEAR PROFLEX (#0000262834)	Annually	\$10,327.80
Notice Due Date: 05/02/2026	Monthly	\$860.65
Renewal Date: 06/01/2026		

Amounts do not include state and local taxes

Terms and Conditions

Your subscription(s) will renew subject to the current version of our terms and conditions, accessible here: <http://tr.com/us-general-terms-and-conditions>. This version of our terms and conditions will take effect on the Renewal Date and are incorporated into your order form by this reference.

General Terms and Conditions

These General Terms and Conditions (“General Terms”) govern your access and use of Thomson Reuters Services, as such term is defined below. “We”, “us”, “our” and “Thomson Reuters” means the Thomson Reuters entity or entities providing Services (and thus the entity or entities with all rights and obligations with respect to those Services) under the applicable Ordering Document. “You” and “your” means the client, customer or subscriber agreeing to or accepting these terms.

1. Definitions

- a. **“Affiliate”** means, in the case of us, Thomson Reuters Corporation and any entity that, from time to time, is directly or indirectly controlled by Thomson Reuters Corporation. In the case of you, Affiliate means any entity that, from time to time, is directly or indirectly controlling, controlled by, or under common control of you. “Control” means the power to direct or cause the direction of the management or policies of such entity, whether through the ownership of voting securities, by contract, or otherwise.
- b. **“Agreement”** means each Ordering Document, these General Terms, and any applicable terms that are incorporated in the Ordering Document or these General Terms.
- c. **“Confidential Information”** means information in any form, whether oral or written, of a business, financial or technical nature which the recipient reasonably should know is confidential and which is disclosed by a party in the course of the Agreement.
- d. **“Documentation”** means manuals, handbooks, guides and other user instructions, documentation and materials available through the Services or provided by us regarding the capabilities, operation, and use of our Services.
- e. **“Ordering Document”** means an order form, order confirmation, statement of work, invoice, e-commerce confirmation or similar agreement issued by such Thomson Reuters entity or entities that lists or describes the Services to be supplied by us.
- f. **“Professional Services”** means the implementation, customization, training, consulting or other professional services we provide, as may be described in the applicable Ordering Document.
- g. **“Property”** means our property, which includes but is not limited to our Services, information, Documentation, data (whether tangible or intangible) and Usage Information. Property also includes data, information and technologies supplied by our third-party providers and available through the Services.
- h. **“Services”** means the cloud computing services, software-as-a-service, online research services, Professional Services, as well as any products, including installed software, supplied by Thomson Reuters under the Agreement that are detailed in the applicable Ordering Document.
- i. **“Usage Information”** means any information, data, or other content (including statistical compilations and performance information) related to or derived from your access to and use of the Property.
- j. **“Your Data”** means, other than Usage Information, information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by you or on your behalf through the Services.

2. IP Ownership; Licenses & Delivery

a. **Reservation of Rights.** Together with our licensors, we reserve all rights not expressly granted under the Agreement. Except for the limited rights and licenses expressly granted herein, nothing in the Agreement grants, by implication, waiver, estoppel, or otherwise, to you or any third party any intellectual property rights or other right, title, or interest in or to the Property. You acknowledge that, as between the parties, all intellectual property rights in the Property are owned by us, our Affiliates, or third-party providers. You will not remove or conceal any property rights notices in the Property and will include such notices on any copy you are permitted to make.

b. **Services License.** Except with respect to any installed software, which is licensed under Section 2(d) below, or Professional Services, we hereby grant you a non-exclusive, non-sublicensable, non-transferable right to access, view, and use our Services solely for your own internal business purposes subject to the terms and conditions of the Agreement.

c. **Documentation License.** Where Documentation is available, we hereby grant you a non-exclusive, non-sublicensable, non-transferable license to use such Documentation solely for your internal business purposes and in connection with your use of our Services subject to the terms and conditions of the Agreement.

d. **Installed Software License.** To the extent you purchase a license or subscription to any of our installed software, we grant you a non-exclusive, non-sublicensable, non-transferable right to install and use such installed software only for your own internal business purposes subject to the terms and conditions of the Agreement. You may make necessary copies of such installed software solely for backup and archival purposes. Any such copy of such installed software: (i) remains our exclusive Property; (ii) is subject to the terms and conditions of the Agreement; and (iii) must include all copyright or other proprietary rights notices contained in the original. You may only use such installed software in object code format.

e. **Limited License to Your Data.** You hereby grant us a non-exclusive license and right to use, copy, store, host, display, transmit and process Your Data solely as necessary for Thomson Reuters, our employees and contractors to provide our Services under the Agreement and in accordance with applicable law. Your Data may be used as an input for certain Artificial Intelligence ("AI")-based functionality within our Services ("Input") resulting in an output generated by the AI service ("Output"). You grant Thomson Reuters a license to use, modify, and adapt the Input as necessary for Thomson Reuters to perform, and improve our Services. Thomson Reuters retains all rights to any of the Property embedded in, or included with any Output, including any derivatives, or modifications thereto. You represent and warrant that you have all necessary rights and appropriate consents related to Your Data to allow Thomson Reuters to perform the Services and enforce its rights. We may delete or disable Your Data if required under applicable law, in which case we will use our reasonable efforts to provide notice to you. We acknowledge that, as between the parties, all intellectual property rights in Your Data are owned by you or your licensors.

f. **Delivery.** We will deliver our Services and any Documentation electronically, on tangible media, or by other means, in our sole discretion. When you download or access our Services or Documentation, you are accepting it for use in accordance with the Agreement.

g. **Ordering Document.** Your Ordering Document identifies the Services, quantities, charges and other details of your order. The applicable Ordering Document may also refer to and incorporate documents which may apply to the Services you selected. If you are permitted in the Ordering Document or a separate agreement with Thomson Reuters to provide an Affiliate with access to any part of the Services, you will ensure that such Affiliate complies with all provisions of the Agreement applicable to you.

h. **Use of Name.** Other than as necessarily required for (i) the provision of the Services, (ii) internal account management purposes, or (iii) compliance with applicable law or regulation, neither party may use the other party's name, trademarks or any derivatives of them, without the other's prior written consent.

3. Our Services

a. **Changes to Service.** Our Services may change from time to time, but we will not change their fundamental nature unless otherwise expressly permitted herein. Certain Services include updates (bug fixes, patches, maintenance releases). We reserve the right to charge for upgrades (releases or versions that include new features or additional functionality) or any application programming interfaces ("APIs") for applicable Services. Any

additional charges for selected upgrades or APIs will be set forth in a separate Ordering Document. We may subject certain features or functionality to metering or other usage restrictions to maintain responsive performance.

b. **Passwords.** Your access to certain Services is password protected. You are responsible for ensuring that passwords are kept confidential. Sharing passwords is strictly prohibited. Each user must immediately change their username/password combinations that have been acquired by or disclosed to an unauthorized third party.

c. **Third-Party Provider Terms.** Our Services may include data and software from third parties. Some third-party providers require Thomson Reuters to pass additional terms through to you. The third-party providers change their terms occasionally and new third-party providers are added from time to time. To see the current third-party additional terms for our Services please click on the following URL: www.thomsonreuters.com/thirdpartyterms (collectively, "Third-Party Provider Terms"). You agree to comply with all applicable Third-Party Provider Terms.

d. **Third-Party Supplemental Software.** You may be required to license third-party software to operate some of our Services. Additional terms may apply to such third-party software.

e. **Integrations.** If permitted by Thomson Reuters, you may integrate certain third-party services, platforms, applications, extensions, add-ons, and related offerings that are not provided by us with the Services (collectively, "Integrations"). You acknowledge and agree that your use of any Integrations is subject to and shall be governed by the applicable terms and conditions of your separate agreement with the relevant third-party provider. You are solely responsible for complying with any requirements set forth by any such third parties. We do not make any representations or warranties with respect to Integrations and will not be responsible for your use of Integrations. If you choose to use an Integration with the Services, you acknowledge and agree that you are authorizing us to access and share Your Data with the third-party provider on your behalf solely in order for the third-party provider to provide the relevant Integration to you.

f. **Unauthorized Technology.** Unless we give you prior written authorization, you must not (i) run or install any computer software or hardware on, against, in relation to, or as an overlay over, our Services or network; (ii) mine, scrape, index, or otherwise automatically access, collect, copy, download or record the Property; or (iii) automatically connect (whether through APIs or otherwise) the Property to other data, software, services or networks. Neither party will knowingly introduce any malicious software or technologies into the Services or the other party's networks.

g. **Use Restrictions.** You shall not use or permit a third party to use the Property for any purposes beyond the scope of the access granted in the Agreement. Without prejudice to the generality of the foregoing, and unless otherwise expressly permitted in the Agreement, you may not and you may not permit a third party to: (i) sell, license, sublicense, distribute, make available, publish, display, store, copy, modify, merge, adapt, decompile, decode or disassemble, reverse engineer, remove any proprietary notices, translate or transfer the Property in whole or in part, or as a component of any other product, service or material; (ii) use or provide the Property on a white-labelled/re-branded basis, or otherwise commercially exploit the Property in any manner; (iii) use the Property to develop or improve products or services that compete with the Services; (iv) allow third parties to access, use or benefit from the Property in any way; or (v) use the Property (1) to develop, train, adapt, fine-tune, modify or improve any artificial intelligence software or other technologies, (2) to create any derivative works, adaptations, compilations or collective works in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right of Thomson Reuters, our third-party providers, or any other person, or (3) in a manner that violates any applicable law. You shall not impersonate another person or entity, hide or attempt to hide your identity, knowingly misrepresent your affiliation with a person or entity or otherwise use the Services for any fraudulent purpose.

h. **Acceptable Use.** You may (i) download limited extracts of content from our Services solely for your own internal business purposes; (ii) print limited extracts of content from our Services solely for your own internal business purposes; and (iii) on an infrequent, irregular and ad hoc basis, distribute limited extracts of content from our Services; provided that, in any case, (1) any such downloading, printing, or distribution is done at all times in accordance with the terms and conditions of the Agreement, (2) such extracts do not reach such quantity as to have commercial value and you do not use such extracts as a substitute for any Services, and (3) Thomson Reuters and any third-party content provider, if applicable, is cited and credited as the source. Exercising legal rights that cannot be limited by agreement is not precluded. Only if you are in the business of providing audit, tax, or

accounting services, or legal advice to your clients, the provisions of Section 3(g) do not preclude you from using our Services in accordance with the Agreement to benefit your clients in the ordinary course of your business of providing audit, tax, or accounting services or legal advice. Except as expressly set forth in the Agreement, we retain all rights and you are granted no rights in or to the Property. Notwithstanding any other provision in the Agreement, we may, without prior notice, suspend or limit your use of the Services for your violation of Section 3(g) (Use Restrictions) or this Section 3(h) (Acceptable Use) and we reserve the right to suspend or limit your use of the Services while we investigate any suspected violation of the same.

i. **Security.** Each party will use and will require any subcontractors to use industry standard organizational, administrative, physical and technical safeguards to protect the other's data. The parties agree that the specific technical and organizational measures in the Data Security Addendum available at <http://tr.com/trdsa> ("DSA") shall apply and are hereby incorporated into the Agreement by reference. Additionally, you will notify us if you become aware of any unauthorized third-party access to our data or systems and will use reasonable efforts to remedy identified security threats and vulnerabilities to your systems.

j. **Regulatory Compliance and Export Control.** Each party shall at all times comply with applicable law, including export controls and economic sanctions, that apply in connection with the Agreement. You represent and warrant on an ongoing basis that you will not obtain, retain, use, or provide access to the Services to an Affiliate or any third party in a manner or from a location that may breach any applicable export control or economic sanctions laws and regulations of the United States of America, the United Kingdom, the European Union and its Member States, Switzerland, or any other applicable jurisdiction. You warrant that neither you, nor any Affiliate that you allow to access to the Services, is or is affiliated with, owned, or controlled by a specially designated or sanctioned entity under any of those laws and that, in any transaction relating to us, you will not involve sanctioned parties, including without limitation, through the use of bank accounts at banks that are sanctioned parties.

k. **Your Responsibilities.** You are responsible for (i) proper use of the Property in accordance with all Documentation, usage instructions and operating specifications; (ii) adherence to the minimum recommended technical requirements; (iii) changes you make to our Services or data; (iv) your combination of the Property with any other products, services, data or other property; (v) implementing and maintaining proper and adequate virus or malware protection and proper and adequate backup and recovery systems; and (vi) installing updates.

4. Charges

a. **Payment and Taxes.** You must pay our charges that are not the subject of a good faith dispute within 30 days of the date of invoice in the currency stated on the applicable Ordering Document without set-off, counterclaim or deduction. We reserve the right to charge a late fee of \$25 USD for each invoice not paid by the due date. A Thomson Reuters Affiliate may act as a billing and collection agent for the Thomson Reuters entity listed on the applicable Ordering Document. For online purchases, you authorize us to charge you for charges stated in the applicable Ordering Document via credit card, debit card, or Automated Clearing House or any other method you have agreed to in advance. If you are a non-government subscriber and you fail to pay your invoiced charges, you are responsible for collection costs including reasonable legal fees. The charges listed on the Ordering Document are exclusive of applicable taxes. You must pay applicable taxes and duties, including withholding taxes, value added tax (VAT), sales tax or other taxes (excluding income taxes imposed on Thomson Reuters). You will provide Thomson Reuters written evidence of any withholding tax paid by you or any tax exemption on which you wish to rely. If you are obliged to withhold or deduct any portion of the charges, then Thomson Reuters shall be entitled to receive from you such amounts as will ensure that the net receipt, after tax and duties, to Thomson Reuters in respect of the charges is the same as it would have been were the payment not subject to the tax or duties. Invoice disputes must be notified within 15 days of the date of the invoice.

b. **Changes.** We may increase, or adjust the basis for calculating, the charges for our Services with effect from the start of each renewal term by giving you at least 60 days written notice; any other price changes or adjustments will be as set out in your Ordering Document.

c. **Excess Use.** You must pay additional charges if you exceed the scope of use specified in the applicable Ordering Document, based on the rates specified on the applicable Ordering Document or our current standard pricing, whichever is greater. We may change the charges if you merge with, acquire or are acquired by another entity which results in additional access to our Services or data.

5. Privacy

The parties agree that the terms of the Data Processing Addendum available at: <http://tr.com/data-processing-addendum> ("DPA") shall apply to the extent Thomson Reuters Processes Customer Personal Data (as those terms are defined in the DPA), in which case the DPA is hereby incorporated into the Agreement by this reference. For clarity, where each party Processes any Personal Data as separate and independent Controllers (as those terms are defined in the DPA), each party will comply with, and be independently liable under, all applicable laws that apply to it.

6. Confidentiality

Each party agrees to (i) protect any Confidential Information received from the other party using the same standard of care it uses to protect its own Confidential Information (which shall be no less than a reasonable degree of care) and (ii) not disclose any part of it to any third party except to its Affiliates, contractors, financial advisors, accountants and attorneys who are subject to legal privilege or confidentiality duties or obligations to the recipient that are no less restrictive than the terms and conditions of the Agreement. If a court or government agency orders either party to disclose the Confidential Information of the other, the other will be promptly notified so that an appropriate protective order or other remedy can be obtained unless the court or government agency prohibits prior notification. These obligations of confidentiality do not apply to information which: (1) is or becomes generally available to the public (through no act or omission of the receiving party); (2) becomes known to the receiving party on a non-confidential basis through a third party who is not subject to an obligation of confidentiality with respect to that information; (3) was lawfully in the possession of the receiving party prior to such disclosure as established by documentary evidence; or (4) is independently developed by the receiving party, as established by documentary evidence, without reference to or use of, in whole or in part, any of the disclosing party's Confidential Information. This Section 6 shall survive three (3) years after the termination of the Agreement or until the Confidential Information is no longer deemed confidential under applicable law, whichever occurs first.

7. Warranties and Disclaimers

a. **LIMITED WARRANTY. EXCEPT WITH RESPECT TO INSTALLED SOFTWARE OR PROFESSIONAL SERVICES, WE WARRANT THAT PROPERLY LICENSED SERVICES WILL MATERIALLY CONFORM TO ANY DOCUMENTATION THAT ACCOMPANIES THE SERVICES. THIS LIMITED WARRANTY APPLIES FOR THE DURATION OF THE TERM. YOUR ONLY REMEDY IN THE EVENT WE BREACH THIS LIMITED WARRANTY SHALL BE THE REPAIR OR REPLACEMENT OF THE SERVICES AT NO CHARGE. THIS LIMITED WARRANTY DOES NOT COVER PROBLEMS CAUSED BY YOUR FAILURE TO ADHERE TO INSTRUCTIONS, MODIFICATIONS OR CUSTOMIZATIONS TO OUR SERVICES MADE BY YOU OR CAUSED BY EVENTS BEYOND OUR REASONABLE CONTROL.**

b. **INSTALLED SOFTWARE. WE WARRANT THAT OUR INSTALLED SOFTWARE WILL MATERIALLY CONFORM TO OUR DOCUMENTATION FOR 90 DAYS AFTER DELIVERY. IF DURING THIS WARRANTY PERIOD WE ARE UNABLE TO CORRECT, WITHIN A REASONABLE TIME PERIOD AND MANNER, AN INSTALLED SOFTWARE ERROR YOU REPORT TO US, YOU MAY TERMINATE THE APPLICABLE ORDERING DOCUMENT FOR THE AFFECTED INSTALLED SOFTWARE BY PROMPT WRITTEN NOTICE TO US FOLLOWING THE REASONABLE TIME PERIOD AND THE LICENSES WILL IMMEDIATELY TERMINATE. YOUR ONLY REMEDY AND OUR ENTIRE LIABILITY FOR BREACH OF THIS WARRANTY WILL BE A REFUND OF THE APPLICABLE CHARGES.**

c. **PROFESSIONAL SERVICES. WE WARRANT THAT WE WILL PROVIDE ANY PROFESSIONAL SERVICES USING REASONABLE SKILL AND CARE.**

d. **DISCLAIMER OF WARRANTIES. THE FOREGOING WARRANTIES DO NOT APPLY, AND WE STRICTLY DISCLAIM ALL WARRANTIES, WITH RESPECT TO ANY THIRD-PARTY DATA OR THIRD-PARTY SOFTWARE, OR FOR ANY MODIFICATIONS OR CUSTOMIZATIONS YOU MAKE TO OUR SERVICES. EXCEPT FOR THE LIMITED WARRANTIES PROVIDED IN SECTIONS 7(A), (B), and (C) HEREIN, OUR SERVICES ARE PROVIDED "AS IS", AND ALL WARRANTIES, CONDITIONS AND OTHER TERMS IMPLIED BY STATUTE OR COMMON LAW INCLUDING, WITHOUT LIMITATION, WARRANTIES OR OTHER TERMS AS TO SUITABILITY, MERCHANTABILITY, SATISFACTORY QUALITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXCLUDED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW. IN ENTERING THE AGREEMENT, NEITHER PARTY HAS RELIED UPON**

ANY STATEMENT, REPRESENTATION, WARRANTY OR AGREEMENT OF THE OTHER PARTY EXCEPT FOR THOSE EXPRESSLY CONTAINED IN THE AGREEMENT. UNLESS OTHERWISE EXPRESSLY STATED IN THE AGREEMENT, AND TO THE FULLEST EXTENT PERMISSIBLE UNDER APPLICABLE LAW, WE DO NOT WARRANT OR REPRESENT OR INCLUDE ANY OTHER TERM THAT THE SERVICES WILL BE DELIVERED FREE OF ANY INACCURACIES, INTERRUPTIONS, DELAYS, OMISSIONS OR ERRORS, OR THAT ANY OF THESE WILL BE CORRECTED, AND WE WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SUCH FAULTS. WE DO NOT WARRANT THE LIFE OF ANY URL OR THIRD-PARTY WEB SERVICE.

e. **NO ADVICE.** WE ARE NOT PROVIDING FINANCIAL, TAX AND ACCOUNTING, LEGAL, COMPLIANCE OR ANY OTHER PROFESSIONAL ADVICE BY ALLOWING YOU TO ACCESS AND USE OUR SERVICES, DOCUMENTATION OR DATA. SOME INFORMATION MAY CONTAIN THE OPINIONS OF THIRD PARTIES, AND THOMSON REUTERS IS NOT RESPONSIBLE FOR THESE OPINIONS. YOUR DECISIONS MADE IN RELIANCE ON THE SERVICES, DOCUMENTATION OR YOUR INTERPRETATIONS OF OUR DATA ARE YOUR OWN FOR WHICH YOU HAVE FULL RESPONSIBILITY. WE ARE NOT RESPONSIBLE FOR ANY DAMAGES RESULTING FROM ANY DECISIONS BY YOU OR ANYONE ACCESSING THE SERVICES THROUGH YOU MADE IN RELIANCE ON THE SERVICES, INCLUDING FINANCIAL, TAX AND ACCOUNTING, LEGAL, COMPLIANCE, OR ANY OTHER PROFESSIONAL ADVICE. YOU AGREE THAT YOU USE THE SERVICES AT YOUR OWN RISK IN THESE RESPECTS. YOU ARE SOLELY RESPONSIBLE FOR THE PREPARATION, CONTENT, ACCURACY AND REVIEW OF ANY DOCUMENTS, DATA, OR OUTPUT PREPARED OR RESULTING FROM THE USE OF ANY SERVICES AND FOR ANY DECISIONS MADE OR ACTIONS TAKEN BASED ON THE DATA CONTAINED IN OR GENERATED BY THE SERVICES.

8. Liability

a. **LIMITATION.** EACH PARTY'S OR ANY OF ITS THIRD-PARTY PROVIDERS' ENTIRE LIABILITY IN ANY CALENDAR YEAR FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT, INCLUDING FOR NEGLIGENCE, WILL NOT EXCEED THE AMOUNT PAYABLE IN THE PRIOR 12 MONTHS FOR THE SERVICE THAT IS THE SUBJECT OF THE CLAIM FOR DAMAGES (OR, IF THE CLAIM IS MADE WITHIN THE FIRST 12 MONTHS, 12 TIMES THE AVERAGE OF THE MONTHLY CHARGES PAID).

b. **EXCLUSIONS.** IN NO EVENT SHALL WE OR OUR THIRD-PARTY PROVIDERS BE LIABLE FOR ANY PENALTIES, INTEREST, TAXES OR OTHER AMOUNTS IMPOSED BY ANY GOVERNMENTAL OR REGULATORY AUTHORITY. NEITHER PARTY IS LIABLE TO THE OTHER FOR INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, FOR LOSS OF DATA, OR LOSS OF PROFITS (IN EITHER CASE, WHETHER DIRECT OR INDIRECT) EVEN IF SUCH DAMAGES OR LOSSES COULD HAVE BEEN FORESEEN OR PREVENTED.

c. **Unlimited Liability.** Section 8(a) does not limit either party's liability for (i) fraud, fraudulent misrepresentation, willful misconduct, or conduct that demonstrates reckless disregard for the rights of others; (ii) negligence causing death or personal injury; (iii) its infringement of the other party's intellectual property rights or violation of the use restrictions in Section 3(g); (iv) our indemnification obligations in Section 8(d); (v) your indemnification obligations in Section 8(e); or (vi) your obligation to pay the charges on the applicable Ordering Document and all amounts for use of the Services that exceed the usage permissions and restrictions granted to you. Nothing in the Agreement limits liability that cannot be limited under law.

d. **Third-Party Intellectual Property.** If a third party sues you claiming that our Services, excluding any portions of the same provided by our third-party providers, infringes their intellectual property rights, and your use of such Services has been in accordance with the terms and conditions of the Agreement, we will defend you against the claim and pay damages that a court finally awards against you or that are included in a settlement approved by Thomson Reuters, provided the claim does not result from: (i) a combination of all or part of our Services with technology, products, services or data not supplied by Thomson Reuters; (ii) modification of all or part of our Services other than by Thomson Reuters or our subcontractors; (iii) use of a version of our Services after we have notified you of a requirement to use a subsequent version; or (iv) your breach of the Agreement. Our obligation in this Section 8(d) is conditioned on you (1) promptly notifying Thomson Reuters in writing of the claim; (2) supplying information we reasonably request; and (3) allowing Thomson Reuters to control the defense and settlement. We may remedy any alleged or anticipated infringement of a third-party intellectual property right by (a) procuring the right for you to continue using the Service in accordance with the Agreement; (b) replacing the affected Property

with replacements that do not alter the fundamental nature of the relevant Service; or (c) taking any of the actions in Sections 9(b) or 9(c).

e. **Your Obligations.** You are responsible for any loss, damage or cost we and our Affiliates incur arising out of or in connection with a third-party claim, or a regulatory fine or penalty, connected to: (i) an allegation that our or our Affiliates' use of the information, data, software, or other materials provided to us by you or on your behalf, which we host, use or modify in the provision of our Services infringes the intellectual property rights of a third party (except to the extent of any indemnity we provide you under Section 8(d) (Third-Party Intellectual Property); (ii) your or your subcontractors' use of the Property in breach of the Agreement or in violation of applicable law; (iii) our or our Affiliates' compliance with any instruction given by you to us in the course of the provision of our Services; or (iv) an assertion by any person accessing or receiving the benefit of any part of our Services through you.

f. **Customer Assistance.** We are not responsible if the Services fail to perform due to your or your third-party service provider's systems, software, hardware, or actions or inactions. We may assist you in investigating and resolving any such failures, subject to the parties agreeing to a written statement of work in advance setting forth the terms, scope, and fees.

9. Term, Termination

a. **Term.** The term and any renewal terms for the Services are described in the applicable Ordering Document. If not otherwise stated in the applicable Ordering Document, the Agreement will automatically renew annually unless either party gives the other at least 30 days written notice before the end of the then current term.

b. **Suspension.** We may suspend or limit your use of the Services, or modify the terms on which it is provided, if (i) we are required to do so by a third-party provider, court or regulator; (ii) there has been or it is reasonably likely that there will be: (1) a breach of security; (2) a breach of the Agreement or another agreement between us; or (3) a violation of applicable law or third-party rights. We will notify you prior to such suspension or limitation unless we determine, in good faith, that (i) we are prohibited from doing so under applicable law or legal process; or (ii) it is necessary to delay notice to prevent imminent harm to us or a third party. Charges remain payable in full during periods of suspension or limitation arising from your fault or breach of the Agreement or another agreement between us. We may terminate the Agreement, in whole or in part, upon written notice following a suspension or limitation of your use of the Services if we determine that the cause of the suspension or limitation is not capable of cure or has not been cured within the time frame required by us.

c. **Termination.** Either party may terminate the Agreement immediately upon written notice if the other party commits a material breach of the Agreement and fails to cure such breach within 30 days of written notice by the non-breaching party. Any misrepresentation by you or failure to fully pay any amount when due under the Agreement is a material breach for this purpose. Either party may terminate the Agreement upon written notice if the other party becomes insolvent or makes a general assignment for the benefit of its creditors. We may terminate the Agreement, in whole or in part, upon reasonable notice in relation to a Service which is being discontinued.

d. **Pro Rata Refunds.** If we suspend your use of the Services or terminate the Agreement for reasons not related to your fault or breach of the Agreement or another agreement between us, you will be entitled to a pro rata refund of any recurring charges paid in advance for Services that have not been rendered. To the extent permitted under applicable law or regulation, you will also be entitled to a pro rata refund of the relevant portion of any indirect taxes paid in advance for Services that have not been rendered.

e. **Effect of Termination.** Except to the extent we have agreed otherwise, upon expiration or termination of the Agreement, all licenses and rights granted herein shall end immediately and you must uninstall or destroy all of the Property. Additionally, upon expiration or termination, at your request, we will, at our discretion, either return or destroy your Confidential Information, except as may be required for archival or compliance purposes. Termination of the Agreement will not (i) relieve you of your obligation to pay Thomson Reuters or its agent any amounts you owe up to and including the date of termination; (ii) affect other accrued rights and obligations; or (iii) terminate those parts of the Agreement that by their nature should continue or those that expressly state shall survive termination.

f. **Amendments.** We may modify these General Terms, any applicable product specific terms, or any additional terms incorporated in these General Terms (including, but not limited to, Third-Party Provider Terms, DSA, and

DPA), at any time by providing notice to you by posting the updated terms at <http://tr.com/us-general-terms-and-conditions> (or the applicable product specific terms link in the Ordering Document), providing notice to you through your TR account (i.e., My Account or Self-Service Portal), sending you a renewal notice communication, or using other similar means. Modified terms become effective 30 days after such notice. By using the Services after the effective date, you agree to be bound by the most recent version of the terms. You are responsible for reviewing and becoming familiar with any such modifications.

g. **Force Majeure.** We are not liable for any damages or failure to perform our obligations under the Agreement because of circumstances beyond our reasonable control. If those circumstances cause material deficiencies in the Services and continue for more than 30 days, either party may terminate any affected Service on written notice to the other.

10. Third-Party Rights

Our third-party providers benefit from our rights and remedies under the Agreement. Except for our third-party providers, no other third parties have any rights or remedies under the Agreement.

11. General

a. **Assignment.** Unless otherwise provided in this Section 11(a), neither party may assign or transfer (by operation of law or otherwise) any right or obligation under the Agreement to anyone else without the other party's prior written consent, which may not be unreasonably withheld or delayed. We may delegate or transfer any obligation set forth in the Agreement, assign the Agreement, or assign any rights or remedies granted in the Agreement in whole or in part (i) to an Affiliate; (ii) in connection with our or our Affiliate's sale of a division, Service; or (iii) in connection with a reorganization, merger, acquisition, divestiture or similar business transaction. We may subcontract any of the Services in our sole discretion. Any assignment, delegation or other transfer in contravention of this Section 11(a) is void.

b. **Feedback.** You may voluntarily provide any comments, suggestions, ideas or recommendations (collectively, "Feedback") to Thomson Reuters, and if so, you grant Thomson Reuters a perpetual, irrevocable, transferable, non-exclusive right, without charge, to use any Feedback you provide related to any of the Property in any manner and for any purpose.

c. **Agreement Compliance.** We or our professional representatives may review your compliance with the Agreement throughout the term of the Agreement. If the review reveals that you have exceeded the authorized use permitted by the Agreement, you will pay all unpaid or underpaid charges.

d. **Governing Law.** Unless otherwise stated in the applicable Ordering Document, the Agreement will be governed by the laws of the State of New York and each party hereby irrevocably submits to the exclusive jurisdiction of the federal and state courts of the State of New York located in New York County to settle all disputes or claims arising out of or in connection with the Agreement.

e. **Precedence.** If there is conflict among any elements of the Agreement, the descending order of precedence is: any applicable Third-Party Provider Terms contained in Section 3(c) of these General Terms; the applicable Ordering Document; any applicable product specific terms; any applicable additional terms for Services with generative AI skills, these General Terms; and any remaining provisions of the Agreement.

f. **Trials.** All trials or testing of our Services are subject to these General Terms unless we notify you otherwise. Access to our Services for trials may only be used for your evaluation purposes. Unless we agree otherwise in writing, any data you enter into the Services, and any customizations made to the Services by or for you, during any trial may be permanently destroyed at the end of the trial.

g. **Support Provided.** To assist in resolving technical problems with the Services, Thomson Reuters or its agents may provide telephone support and/or online access to its helpdesk or other self-help tools. Additional information related to the support provided by Thomson Reuters is available at <http://thomsonreuters.com/support-and-training>. You may request assistance with any of the following: (a) issues caused by you or third-party information or materials; (b) any Services, or any versions of Services, that we have advised you are unsupported; (c) issues caused by your failure to follow our instructions or specifications; (d) Services not located in or conforming to the operating environment specified in the Agreement; (e) issues caused by accidents, modifications, support,

relocation or misuse of the Service not attributable to us; or (f) your networking or operating environment. Additional charges for such assistance may apply.

h. **No Waiver.** If either party delays or fails to exercise any right or remedy under the Agreement, it will not have waived that right or remedy.

i. **Severability.** If any part of the Agreement that is not fundamental is illegal or unenforceable, it will be deemed modified to the minimum extent necessary to make it legal and enforceable. If such modification is not possible, the part will be deemed deleted. Any such modification or deletion will not affect the validity and enforceability of the remainder of the Agreement.

j. **Damages Not an Adequate Remedy.** Notwithstanding any express remedies provided under this Agreement and without prejudice to any other right or remedy which a party may have under applicable law, each party acknowledges and agrees that damages alone may not be an adequate remedy for any breach by it of the provisions of Section 3(g) (Use Restrictions), 3(h) (Acceptable Use), or Section 6 (Confidentiality) of the Agreement. In the event of any such breach or anticipated breach, a party to the Agreement may seek the remedies of injunction and/or an order for specific performance.

k. **Consent to Electronic Communications.** You hereby consent to receiving electronic communications from us. These electronic communications may include notices about applicable fees and charges, transactional information, and other information concerning or related to the Services.

l. **Notices.** Except as otherwise provided in the Agreement, all notices under the Agreement must be in writing and sent by email or mail, courier, fax or delivered in person at the address set out on the relevant Ordering Document between the parties (or such other more recent address notified to the other). However, we may give technical or operational notices or notices of Third-Party Provider Terms via publication on the URL in Section 3(c) or within the Services themselves.

m. **Relationship.** The parties are independent contractors. The Agreement does not create a partnership, joint venture, agency, or employment relationship between the parties.

n. **Entire Agreement and Non-Reliance.** The Agreement contains the entire understanding between the parties regarding its subject matter and supersedes all prior agreements, understandings, negotiations, proposals and other representations, verbal or written, in each case relating to such subject matter, including without limitation any terms and conditions appearing on a purchase order or other form(s) used by you. Each party acknowledges that, in entering into the Agreement, it has not relied on any representations made by the other party that are not expressed in the Agreement.

Prior Versions of the General Terms

Version 5.0 (US) Last Modified November 2023 is available [here](#).

Version 4.1.1 (US) Last Modified September 2023 is available [here](#).

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____



MASTER COMMERCIAL SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT ("MSA" or "Agreement") is entered into on _____ (the "Effective Date") by and between OKLAHOMA FIBER, LLC, an Oklahoma Limited Liability Company doing business as OEC Fiber with principal place of business at 2520 Hemphill Drive, Norman OK 73069 ("Company"), and Cleveland County Sheriff's Department Communication Tower, with offices at 10501 St Hwy 77 Lexington, OK 73051

("Customer"), individually a "Party" and jointly the "Parties", each intending to be legally bound as follows:

SECTION I - SERVICES

1.1 Scope of Service. Company shall provide the communications service(s) (each, a "Service", or in any combination, the "Services") described in each sales order appended hereto at Attachment A (each, a "Sales Order"). All such Services and Sales Orders shall be subject to the terms and conditions of this Agreement and network availability. Customer acknowledges that in-service dates in a Sales Order are estimated dates for the delivery of the Services.

1.2 Additional Service. Customer may order additional service(s) from Company, ("Additional Services"), during the Term, as defined below, pursuant to a Sales Order or other service agreement ("Service Agreement") and any tariffs applicable to such Additional Services.

1.3 Incorporation of Additional Sales Orders. Additional Services and additional Sales Orders and Service Agreements shall be incorporated under and made part of this Agreement. The words "Service(s)" as used throughout this Agreement shall include such "Additional Service(s)", as applicable.

SECTION II - PAYMENT

2.1 Service Charges. In consideration of the Services provided by Company pursuant to this Agreement, Customer shall pay Company all monthly recurring charges ("MRCs") and non-recurring charges ("NRCs") set forth in an executed Sales Order. These charges are subject to any applicable federal, state, or local sales taxes, excise taxes, gross receipts taxes, municipal utility taxes, franchise fee reimbursements associated with the specific Services, and other federal, state and local assessments and reimbursements, and federal surcharge recovery fees which shall be paid by the Customer. If Customer is exempt from the payment of any tax it shall provide Company with a valid certificate to that effect from the appropriate taxing authority.

2.2 Method of Payment. Method of Payment. NRCs, including but not limited to, charges for construction and installation are due upon Company's acceptance of a Sales

Order. MRCs shall be billed monthly and are due upon Customer's receipt of an invoice for such amounts. All amounts due hereunder which are not paid by Customer within twenty (20) days from the date of the invoice shall become delinquent. Services may be disconnected after five (5) days written notice that service may be disconnected unless the delinquent invoice is paid. If service is disconnected for non-payment, OEC Fiber may require payment of any outstanding balance along with all reconnect fees prior to reconnection

2.3 Deleted

SECTION III - ACCESS

3.1 General. Customer shall provide Company with, or acquire for Company's use, access to the building, right-of-way, conduit and equipment space on the properties containing each Customer premises ("Premises") set forth in the Sales Orders (the "Property" or "Properties") and permit Company, its employees and agents to install, operate, maintain, repair, upgrade, monitor, modify and remove the System Equipment, as follows:

(a) Customer, shall grant to Company its successors and assigns, an easement to install, operate, maintain, repair, modify, upgrade, monitor and remove the System Equipment at each Customer-owned Property and Customer-occupied Premises, at no charge to Company, and shall obtain construction permits, landlord and municipal consents and approvals if required.

(b) Customer shall provide reasonable assistance to Company, for the benefit of itself, its successor and assigns, in securing from the owner of the Property an easement to install, operate, maintain, repair, monitor and remove the System Equipment, at each leased Property. Customer shall reimburse Company for the access or right-of-way fees imposed by the owner of the Property in connection with the easement, if any.

(c) Company shall not be in the breach of this Agreement in the event that activation of Services is delayed due to the

failure of the Property owner to grant access to the Property on a timely basis.

(d) In the event that activation of Services is delayed due to the failure of Property owner to grant access to the Property, but the System Equipment has otherwise been installed and provisioned up to the Property line, Services shall be deemed to have commenced upon said provisioning to the Property line.

(e) On and after the in-service date, Customer, on reasonable advance notice (except where emergency interruptions dictate otherwise) on a seven (7) day a week, twenty-four (24) hour a day basis, shall grant and permit Company entry into the Customer Premises to access the System Equipment (as defined below) and associated network as Company may reasonably require to operate, maintain, repair, upgrade, modify, monitor and remove the network, system, and/or any associated equipment and facilities.

3.2 Utilities. Customer shall provide at no charge, as specified from time to time by Company, all equipment space and power required to operate the System Equipment on or at the Customer Premises, and heating and air conditioning as specified by Company to maintain the proper operating environment for the System Equipment on or at each Customer Premises.

SECTION IV - EQUIPMENT AND FACILITIES

4.1 System Equipment. Company shall procure, install, operate, maintain, repair and control the network equipment and facilities from its network node to the Company side of the Company/Customer demarcation points described in each Sales Order (the "System Equipment"). Upon the termination of Services under a Sales Order or the termination of this Agreement, Company shall have the right, but not the obligation, to remove all System Equipment from the Customer Premises.

4.2 Customer Equipment. Customer shall provide, install, operate, maintain, repair and control the equipment and facilities on the Customer side of the demarcation points described in each Sales Order (the "Customer Equipment"). Customer acknowledges that the prior installation of Customer Equipment may be necessary for the delivery of the Services.

4.3 Compatibility Requirements. All Customer Equipment shall comply with the compatibility criteria and specifications indicated by Company.

4.4 Prohibition Against Modification. Customer shall not modify, remove, connect to, disconnect from, rearrange or repair the System Equipment or authorize or permit others to do so. Customer will be responsible for any damage to or loss of the System Equipment arising out of any negligent or willful act or omission with respect to or misuse of any System Equipment by Customer, its employees or agents.

4.5 Ownership. Customer agrees that all right, title and interest in all System Equipment provided by Company shall at all times remain exclusively with Company.

4.6 Protection from Hazard. Customer shall be responsible for protecting all Customer Equipment from loss or

damage, including, but not limited to, power surges, lightning, fire, sprinkler leakage, theft, flood, failure or inadequacy of heating and air conditioning, as well as for protecting all Customer Equipment and backing up all customer software, computer files and server files used in conjunction with the Service. In the event that Company, in responding to a service call, determines that the cause of such service call is a failure, malfunction or inadequacy of Customer Equipment, Customer shall compensate Company for such service calls at Company's prevailing rates.

SECTION V - WARRANTIES

5.1 Service Warranty. Company represents and warrants that: (a) the personnel Company assigns to provide the Services pursuant to this Agreement will be properly trained and qualified for the Services that they provide; (b) Company, as of the date hereof, has all rights necessary to use the System Equipment for the benefit of Customer. This is the only warranty made under this Agreement. This warranty shall be void if the System Equipment or any component part is damaged, impaired or rendered inoperable by anyone other than Company.

5.2 Exclusive Remedy. Company will make necessary adjustments, repairs and/or replacements of the System Equipment or any part thereof, within a reasonable time after detection or being notified of the need thereof, as the case may be, at no additional cost or expense to the Customer for parts or labor. Customer's exclusive remedy for breach of this Service Warranty shall be for Company to repair or replace, any defective System Equipment or component thereof and to provide a credit allowance for system interruptions consistent with Company's credit allowance policy set forth in Section VIII below.

5.3 Disclaimer of Implied Warranties. THE WARRANTIES AND REMEDIES SET FORTH ABOVE CONSTITUTES THE ONLY WARRANTIES WITH RESPECT TO THE SERVICES AND SYSTEM EQUIPMENT AND ARE CUSTOMER'S EXCLUSIVE REMEDIES IF SUCH WARRANTIES ARE BREACHED. THE STATED WARRANTIES AND REMEDIES ARE IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE AND AGAINST INFRINGEMENT. NEITHER COMPANY, ITS PARENT, AFFILIATES, SUBSIDIARIES OR ANY OF ITS PARENT'S AFFILIATES OR SUBSIDIARIES SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF DATA OR LOSS OF PROFITS) SUSTAINED OR INCURRED IN CONNECTION WITH THE INSTALLATION, DELAY OF INSTALLATION, OPERATION, MAINTENANCE, REPAIR AND CONTROL OF THE SYSTEM EQUIPMENT UNDER THIS AGREEMENT OR THE USE OR OPERATION OF THE SYSTEM EQUIPMENT OR SERVICES PROVIDED OR SOLD HEREUNDER. COMPANY SHALL NOT BE LIABLE OR RESPONSIBLE FOR BREACHES OF SYSTEM SECURITY, INCLUDING, BUT, NOT LIMITED TO, INTERCEPTION, DISTORTION OR LOSS OF DATA, FRAUDULENT INTRUSION INTO THE SYSTEM, UNAUTHORIZED ACCESS TO INFORMATION, DENIAL OF SERVICE, EXPOSURE TO COMPUTER VIRUSES, OBSCENE OR OBJECTIONABLE LANGUAGE OR IMAGES, OR FALSE AND/OR MISLEADING INFORMATION THAT OCCUR DUE TO OR ARE CAUSED BY HANDLING OF OR INTERFERENCE WITH THE

SYSTEM AND SYSTEM EQUIPMENT BY A PERSON OR PERSONS OTHER THAN COMPANY.

SECTION VI - LIABILITY

6.1 General Limitation. NOTWITHSTANDING ANY CONTRARY PROVISION IN THIS AGREEMENT, COMPANY'S ENTIRE LIABILITY FOR ALL CLAIMS OF WHATEVER NATURE ARISING OUT OF THE INSTALLATION AND PROVISION OF ITS SERVICES, SHALL NOT EXCEED AN AMOUNT EQUAL TO THE PROPORTIONATE FIXED MONTHLY CHARGES TO THE CUSTOMER FOR THE PERIOD OF THE SERVICE DURING WHICH THE MISTAKE, OMISSION, INTERRUPTION, DELAY, ERROR, OR DEFECT IN THE SERVICES, OR ANY OTHER EVENT OR ACTION GIVING RISE TO A CLAIM OCCURS.

6.2 No Special Damages. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR SPECIAL, PUNITIVE, CONSEQUENTIAL OR INCIDENTAL DAMAGES, WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED AGAINST SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN.

6.3 VOICE 911/E 911 SERVICE LIMITATIONS AND LIMITATION OF LIABILITY Customer understands and acknowledges that it may lose access to voice over internet protocol (VoIP) telephone service or the service may not function properly, including the ability to call for 911/E911 service, under certain circumstances, including but not limited to, the following: (i) COMPANY'S NETWORK OR FACILITIES ARE NOT OPERATING; (ii) CUSTOMER OTHERWISE LOSES ITS BROADBAND CONNECTION; (iii) CUSTOMER EXPERIENCES A POWER OUTAGE; (iv) ELECTRICAL POWER TO THE MODEM OR OTHER RESIDENTIAL GATEWAY DEVICE GETS INTERRUPTED; OR (v) CUSTOMER FAILS TO PROVIDE A PROPER SERVICE ADDRESS OR MOVES THE SERVICE TO A DIFFERENT ADDRESS WITHOUT NOTICE TO COMPANY. Customer understands and acknowledges that for VoIP 911/E911 calls to be properly directed, the VoIP provider must have Customer's current service address, and if Customer moves Service to a different address without the provider's approval, 911/E911 calls may be directed to the wrong emergency authority, may transmit the incorrect location address for responding, or the VoIP service (including 911/E911) may fail altogether. Customer must notify the VoIP provider of any change of address of the voice enabled advanced modem for E911 calling service to work properly. Customer agrees that, to the maximum extent allowed by law, Company shall have no liability for any damages caused, directly or indirectly, by Customer's inability to access VoIP Services, including 911/E911 services.

To the extent allowed under Oklahoma law, Customer agrees to defend, indemnify, and hold harmless the Company, its officers, directors, employees, affiliates and agents and any other service provider who furnishes Services to Customer in connection with this Agreement or the Service, from any and all claims, losses, damages, fines, penalties, costs and expenses (including, without limitation, reasonable attorney fees) by, or on behalf of, Customer or any third party or user of Customer account relating to the absence, failure or outage of the Service, including 911 dialing and/or inability of Customer or any third person or party or user of the Service to be able to dial 911 or to access emergency service personnel.

6.4 Outage Credits. Notwithstanding anything to the contrary in this Agreement, Company and Customer agree that, to the extent that any part or portion of the Services are interrupted (as defined below), Customer's sole and exclusive remedy shall be a credit allowance for Service interruptions as set forth in Section VIII below.

6.4 Deleted

6.5 No Liability for Third Party Service or Equipment. Company shall not be liable for any damages associated with any services, channels or equipment that it does not furnish, or for any act or omission of any third party furnishing such service, channel or equipment, including, but not limited to, the Customer Equipment.

6.6 Assumed Responsibility. Customer shall be liable for any damages to System Equipment due to the fault or negligence of Customer or due to the failure or malfunction of Customer Equipment or facilities.

SECTION VII - INDEMNIFICATION

7.1 Deleted

7.2 (a) Deleted

(b) Deleted

SECTION VIII - CREDIT ALLOWANCES

8.1 Allowances. Company will provide a credit on a service-by-service basis as set forth in 8.2 when any one or combination of Services is interrupted, except as specified at Section 8.3. An interruption occurs when Customer can no longer pass traffic on or over the Company Network. The interruption shall be deemed to have begun when the Customer reports an interruption in Service and a trouble ticket is open by Company and the interruption will be deemed to have ended when the affected Service(s) is restored and the trouble ticket is closed out by Company.

8.2 Interruptions Over 24 Hours. Company will provide a credit for any period of interruption lasting more than twenty-four (24) consecutive hours. Credit for interruptions over twenty-four (24) consecutive hours will be one-thirtieth (1/30th) of the MRCs for the interrupted services and facilities for each full twenty-four (24) consecutive hour period during which the interruption continues after notice by the Customer to Company. No more than one (1) full day's credit will be applied for any interruption period of twenty-four (24) consecutive hours.

8.3 Limitations on Allowances. Credits shall not be provided for interruptions (a) due to the negligence or willful act or omission with respect to the System Equipment or noncompliance with the provisions of this Agreement by any person or entity other than Company, including, but not limited to, the Customer; (b) due to failure of power, equipment, systems, connections or services not provided by Company, including, but not limited to electric supply, heating, air conditioning at Customer's Premises(s) or the Customer Equipment or Systems; (c) due to circumstances or causes beyond the reasonable control of Company (Force Majeure as defined below); (d) during any period in which Company is not

permitted full access to any of Customer's Property, Premises, facilities and equipment for the purposes of investigating and correcting interruptions; or (e) Service interruptions and outages caused as a result of a defect in the software, as released by the manufacturer.

SECTION IX - TERM

9.1 Term of Agreement. The term of this Agreement shall commence on the date of execution through June 30, 2027. The Agreement may be renewed annually by mutual agreement of the parties. Any requested modification of the Agreement shall require written notice and consent of parties.

9.2 Term of Sales Order. (a) Each Sales Order shall be effective on the date of final execution set forth therein. Unless terminated earlier as provided in this Agreement, the Services under a Sales Order commence on the in-service date and shall continue thereafter for the term set forth in the Sales Order (the "SO Term").

(b) In the event that Company continues to provide Services after the expiration of an SO Term or the expiration of this Agreement, the relevant Services shall be provided on a month-to-month basis at Company's then-current rates, as determined by Company, and in accordance with all other terms and conditions of this Agreement and applicable Sales Order.

(c) Notwithstanding subparagraph (b) above, upon the expiration of this Agreement, this Agreement shall be automatically extended to coincide with any SO Term in effect at the time that this Agreement expires, provided, however, the parties shall not execute any additional Sales Orders upon expiration of this Agreement until the parties have executed a definitive master agreement similar in form and substance to this Agreement.

SECTION X - TERMINATION

10.1 Suspension by Company. Company may discontinue or suspend any Services under this Agreement upon fifteen (15) days prior written notice to Customer in the event that Customer commits a material breach of this Agreement, including, but not limited to: (a) failure to pay any amount required for such Service under this Agreement when due, (b) engaging in any unauthorized use of Services, or (c) violation of any terms or conditions governing the use of Services.

10.2 Termination by Company. Company may terminate the Services under this Agreement or under any Service Order without liability to Customer, at any time: (a) upon five (5) days prior written notice to the Customer in the event that (i) Company has suspended such Services due to the material breach of the Customer (pursuant to Section 10.1 above) and (ii) such material breach has not been cured by the Customer within fifteen (15) days following the date of suspension; (b) upon five (5) days prior written notice (or such shorter period as may be required by law or regulation) in the event that Customer is using the Services to violate any law or regulation or Customer fails to provide Customer Equipment compatible for Company to deliver the Services; or (c) upon ninety (90) days prior written notice to Customer (or upon such lesser notice as may reasonably be available to Company) in the event that Company or its parent, affiliates or subsidiary does not retain

the necessary authority, license, permit or permission necessary to provide and deliver the Services to Customer.

10.3 Liability for Early Termination. In the event that Company terminates Service pursuant to Section 10.2(a) or 10.2(b) above, Customer shall be subject to the payment of the early cancellation/termination charges set forth below.

10.4 Cancellation/Termination by Customer. Customer may cancel or terminate Services for cause or without cause on fifteen (15) days prior written notice to Company. (The term "for cause" as used herein shall mean the breach by Company of a material term of this Agreement; provided, however, that Company shall not be deemed in breach of this Agreement unless and until Customer has given written notice of such breach and Company shall have failed to cure the breach within thirty (30) days after receipt of Customer's notice.) In the event that Customer cancels or terminates Service for cause, Customer shall not incur early cancellation/termination charges. In the event that Customer terminates Service without cause (any reason other than for cause as defined herein), Customer shall be subject to the payment of the early cancellation/termination charges set forth below.

10.5 Early Cancellation/Termination Charges. The rates and discounts set forth in each Sales Order are based on the Customer's agreement to purchase Service for an entire SO Term. If Company terminates Service pursuant to Section 10.2(a), 10.2(b), or if Customer cancels or terminates Service without cause pursuant to Section 10.4, the following early cancellation/termination charge applies: Customer will be invoiced and agrees to pay Company a charge equal to the total cost incurred by Company for installation of the services minus any previously assessed installation fees. Such payment shall not exceed an amount equal to one hundred percent (100%) of the MRCs for all remaining months of the SO Term beyond the effective termination date unless otherwise agreed in the Sales Order, such amounts to constitute liquidated damages and not a penalty.

10.6 Unpaid Amounts. Nothing in this Agreement relieves the Customer from liability for payment of any unpaid NRCs, as well as, applicable MRCs for Service rendered by Company prior to the suspension or termination of that Service, as the case may be. Further, the Customer will continue to be liable for payment of Services that have been suspended by Company but not terminated in accordance with this Agreement.

10.7 Other Remedies. Company remedies under this Agreement as described herein are cumulative and not exclusive. In addition to the remedies set forth above, Company, in the event of Customer default under this Agreement, shall have the right to take appropriate action to collect amounts due.

SECTION XI - INSOLVENCY

11. Insolvency, Bankruptcy, Receivership. If Customer: (1) makes an assignment of property for the benefit of creditors, (2) files a voluntary petition under any bankruptcy or insolvency law, (3) is subject to a third party filing in an involuntary petition alleging an act of bankruptcy (and in the event of an involuntary petition, such petition is not dismissed within thirty (30) days of filing), or (4) has a permanent receiver of or for Customer's

property or assets appointed, then Company at any time after receipt of notice of the occurrence of any such event, may give notice of termination, and upon the expiration of thirty (30) days from the delivery of said notice to Customer, terminate the Service and this Agreement. If Company terminates this Agreement due to the Customer's insolvency, the Customer shall be subject to Sections 10.5 and 10.7 hereof.

SECTIONS XII - USE OF SERVICE

12.1 Authorized Uses of Service. The Services are available solely for Customer's own use in transmitting and receiving communications. To the extent that Company provides access to the Internet in connection with its Services, Customer agrees to read and be bound by Company's Terms of Service and Acceptable Use Policy as posted on Company's website, as may be amended from time to time, at Company's sole discretion, with or without notice to Customer.

12.2 Unauthorized Uses of Service. Customer shall not utilize, nor shall it knowingly permit any third party to utilize, the Services for (a) any unlawful use, including, but not limited to, the transmission of any material in the violation of any federal, state or local law or regulation; (b) so as to interfere with or impair Service over any of the facilities and associated equipment comprising the Company network and System Equipment; (c) the transmission of any defamatory content; or (d) so as to impair the privacy of any communication over the fiber optic facilities and associated equipment of Company. Furthermore, Customer is prohibited from selling or reselling the Services, in whole or in part, either directly or indirectly, on an integrated or unintegrated basis, to any third party.

SECTION XIII - MISCELLANEOUS

13.1 Notices. All notices, demands, requests or other communications given under this Agreement shall be in writing and shall be given by personal delivery, mail, telecopy or overnight courier service. Notice given by mail shall be considered to have been given three (3) days after the date of mailing, postage prepaid, certified or registered mail, and notice given by other means shall be considered to be given when received as follows:

If to COMPANYY:

OEC FIBER

2520 Hemphill Drive

Norman, OK 73069

If to CUSTOMER:

Cleveland County Sheriff's Department

111 N Peters Ave. FL 6

Norman, OK 73069

or to such other address as either Company or Customer may from time to time designate by providing at least thirty (30) days prior written notice in accordance with the provisions set forth in this Section.

13.2 Force Majeure. Company shall not be liable for any delay, failure of performance or equipment, damage, or any consequence caused by, or due to acts of God, fire, flood, explosion, or other catastrophes; acts, delays, or omissions of third parties, any law, order, regulation, action or request of the OEC Fiber States Government, or of any other government, including state and local governments having or claiming jurisdiction over Company, or of any department, agency, commission, bureau, corporation, or other instrumentality of any one or more of these federal, state, or local governments, or of any civil or military authority; national emergencies; insurrections; riots; wars; act of terrorism; unavailability of rights-of-way or materials; or strikes, lock-outs, work stoppages, or other labor difficulties, or any other cause beyond its control, and any requirement for performance by Company shall be extended until such force majeure event can be resolved. If such cause continues for ninety (90) days or more, Customer may submit written notice to Company canceling any Sales Order for services not yet delivered.

13.3 Entire Agreement. This Agreement, along with all Sales Orders, which shall be appended hereto from time to time and incorporated herein by reference, represents the entire understanding between Company and Customer, and shall not be amended except by an agreement or amendment in writing signed by both Parties. This Agreement shall supersede and replace all previous and contemporaneous negotiations, proposals, commitments, representations, understandings and writings written and oral.

13.4 Choice of Law. This Agreement shall be governed by the laws and regulations of the State of Oklahoma. Any action or proceeding brought to interpret or enforce this Agreement shall be brought in a court of competent jurisdiction located in the State of Oklahoma in the District Court of Cleveland County, Oklahoma.

13.5 Survival. The obligations of the Parties under this Agreement, that by their nature continue beyond the expiration of this Agreement, shall survive the expiration or earlier termination of this Agreement.

13.6 Assignment. Customer may not assign or transfer any right or obligation under this Agreement without the prior written consent of Company. Any attempted assignment in violation of this Section 13.6 shall be void.

13.7 Succession. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

13.8 Saving Clause. If any term, covenant, or condition of this Agreement or application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of the agreement shall be valid and be enforced to the fullest extent permitted by law.

13.9 Waiver. The failure of any Party at any time to enforce any right or remedy available to it under this Agreement with respect to any breach or failure by the Party shall not be constructed to be a waiver of such right or remedy with the respect to any other breach or failure by the other party.

13.10 Deleted

13.11 Customer Proprietary Network Information ("CPNI"). Customer agrees that Company may release to Customer's representatives call detail, billing information and other CPNI, as defined at 47 USC §222(h)(1), associated with the Services without establishing a password for authentication purposes. Customer agrees that Company may rely, in lieu of a password, on the use of account information (including, but not limited to, account number, billing address, contact name(s), and identification of Services) and other commercially reasonable processes to authenticate Customer's representatives who contact Company's dedicated account representative(s) to request CPNI. Customer acknowledges that this alternative authentication regime is for Customer's convenience, and, if Customer elects not to require the use of a password, Customer assumes the risk of inadvertent or unauthorized disclosure of CPNI and agrees to indemnify, defend and hold Company harmless in the event of any such inadvertent or unauthorized disclosure. Customer has a right, and Company has a duty, under federal law to protect confidentiality of CPNI. Customer may request that Company implement password protection for Customer's CPNI at any time upon written notice. Customer further acknowledges that Company, its agents and its affiliates that provide communications-related services may access, use and disclose Customer's CPNI to market communications-related services to Customer, unless and until Customer "opts-out" as provided in the annual Company Customer Privacy Rights Notice.

13.12 No Third-Party Beneficiary; Disclaimer of Agency. This Agreement is for the sole benefit of Company and Customer hereto, and nothing herein express or implied shall create or be constructed to create any third-party beneficiary rights hereunder. Nothing herein shall constitute either party as a legal representative or agent of the other Party, nor shall a Company or Customer have the right or authority to assume, create, incur any liability or any obligation of any kind, express or implied, against or in the name or on behalf of the other Party, unless otherwise expressly permitted by such other Party in writing.

13.13 Authority. Each Party warrants that it has full authority to enter into this Agreement and that such action has been duly authorized in accordance with the Party's articles of incorporation, by-laws or other applicable organizational documents and procedures.

13.14 Captions; Sections; Terms in the Attachments. Captions contained herein are inserted only as a matter of convenience and in no way define, limit, or extend the scope or intent of any provision hereof. Use of the term "Section" shall include the entire subject Section and all its subsections where the context requires. All capitalized words in the Attachments shall have the same meaning as used in the Agreement document, unless otherwise indicated.

13.15 Construction. In the event of a conflict between the terms of a Sales Order and the terms of this Agreement, the terms of this Agreement will take precedence and control over the conflicting term in a Sales Order.

13.17 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of such counterparts shall constitute one and the same instrument. The Parties also agree that this Agreement shall be binding upon the transmission by each Party of a signed signature page thereof to the other Party via electronic means (including facsimile), and such signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

COMPANY: OEC Fiber

Signed By: _____

Print Name: Michelle Hohlier

Title: Sales & Marketing Business Developer

Date: _____

CUSTOMER: Cleveland County Sheriff's Department

Signed By:  _____

Print Name: Michael Finley

Title: Acting Sheriff

Date: 6-24-26



EXHIBIT A
MASTER SERVICES AGREEMENT SALES ORDER

This Sales Order, effective as of the date of execution by both Parties below, shall become a part of, and subject to, the Master Services Agreement between ("Company") and ("Customer"). The following information shall supplement the understanding of the Parties.

Company Information	
OEC Fiber Representative:	Michelle Hohlier
Provider Address:	2520 Hemphill Dr. Norman, OK 73069
Representative Phone:	405-217-6784
Representative Email:	Michelle@oecfiber.com

Customer Information	
Company Name:	Cleveland County Sheriff's Department – Communication Tower
Street Address:	10501 St Hwy 77
City/State/Zip:	Lexington, OK 73051
Billing Address:	111 N Peters Ave. FL 6
City/State/Zip:	Norman, OK 73069
OEC Fiber Account #:	7004118100

Authorized Customer Representative Information	
Main Contact Full Name:	Raimie McDaniel
Main Phone Number:	405-701-7727
Main Email Address:	rmcdaniel@clevelandcountyyok.com
Billing Contact Full Name:	
Billing Phone Number:	
Billing Email Address:	



Service Term Length*	Effective date July 1, 2026 through June 30, 2027
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Service Description	QTY	Price	Recurring Charge**	One-Time Charge
Fiber Business 100	1	\$125.00	\$125.00	
Static IP Address	1	-	Included	
Basic Business Unlimited Fax Line	1	\$10.00	\$10.00	
Totals:			\$135.00	

*in months
**per month



I, the undersigned, hereby agree to the above service requests and agree to be bound by the OEC Fiber Services, Inc. Agreement which are incorporated herein together with any other attachments, as noted above, which form a part of this agreement.

Customer Authorized Signature	
Signature:	
Print:	
Title:	
Date:	
OEC Fiber Authorized Signature	
Signature:	
Print:	Michelle Hohlier
Title:	Sales & Marketing Business Developer
Date:	

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____



MASTER COMMERCIAL SERVICES AGREEMENT

THIS MASTER SERVICES AGREEMENT ("MSA" or "Agreement") is entered into on _____ (the "Effective Date") by and between OKLAHOMA FIBER, LLC, an Oklahoma Limited Liability Company doing business as OEC Fiber with principal place of business at 2520 Hemphill Drive, Norman OK 73069 ("Company"), and Cleveland County Sheriff's Department - Allen J Couch Center, with offices at 1650 W Tecumseh Norman, OK 73069

("Customer"), individually a "Party" and jointly the "Parties", each intending to be legally bound as follows:

SECTION I - SERVICES

1.1 Scope of Service. Company shall provide the communications service(s) (each, a "Service", or in any combination, the "Services") described in each sales order appended hereto at Attachment A (each, a "Sales Order"). All such Services and Sales Orders shall be subject to the terms and conditions of this Agreement and network availability. Customer acknowledges that in-service dates in a Sales Order are estimated dates for the delivery of the Services.

1.2 Additional Service. Customer may order additional service(s) from Company, ("Additional Services"), during the Term, as defined below, pursuant to a Sales Order or other service agreement ("Service Agreement") and any tariffs applicable to such Additional Services.

1.3 Incorporation of Additional Sales Orders. Additional Services and additional Sales Orders and Service Agreements shall be incorporated under and made part of this Agreement. The words "Service(s)" as used throughout this Agreement shall include such "Additional Service(s)", as applicable.

SECTION II - PAYMENT

2.1 Service Charges. In consideration of the Services provided by Company pursuant to this Agreement, Customer shall pay Company all monthly recurring charges ("MRCs") and non-recurring charges ("NRCs") set forth in an executed Sales Order. These charges are subject to any applicable federal, state, or local sales taxes, excise taxes, gross receipts taxes, municipal utility taxes, franchise fee reimbursements associated with the specific Services, and other federal, state and local assessments and reimbursements, and federal surcharge recovery fees which shall be paid by the Customer. If Customer is exempt from the payment of any tax it shall provide Company with a valid certificate to that effect from the appropriate taxing authority.

2.2 Method of Payment. Method of Payment. NRCs, including but not limited to, charges for construction and installation are due upon Company's acceptance of a Sales

Order. MRCs shall be billed monthly and are due upon Customer's receipt of an invoice for such amounts. All amounts due hereunder which are not paid by Customer within twenty (20) days from the date of the invoice shall become delinquent. Services may be disconnected after five (5) days written notice that service may be disconnected unless the delinquent invoice is paid. If service is disconnected for non-payment, OEC Fiber may require payment of any outstanding balance along with all reconnect fees prior to reconnection

2.3 Deleted

SECTION III - ACCESS

3.1 General. Customer shall provide Company with, or acquire for Company's use, access to the building, right-of-way, conduit and equipment space on the properties containing each Customer premises ("Premises") set forth in the Sales Orders (the "Property" or "Properties") and permit Company, its employees and agents to install, operate, maintain, repair, upgrade, monitor, modify and remove the System Equipment, as follows:

(a) Customer, shall grant to Company its successors and assigns, an easement to install, operate, maintain, repair, modify, upgrade, monitor and remove the System Equipment at each Customer-owned Property and Customer-occupied Premises, at no charge to Company, and shall obtain construction permits, landlord and municipal consents and approvals if required.

(b) Customer shall provide reasonable assistance to Company, for the benefit of itself, its successor and assigns, in securing from the owner of the Property an easement to install, operate, maintain, repair, monitor and remove the System Equipment, at each leased Property. Customer shall reimburse Company for the access or right-of-way fees imposed by the owner of the Property in connection with the easement, if any.

(c) Company shall not be in the breach of this Agreement in the event that activation of Services is delayed due to the

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failure of the Property owner to grant access to the Property on a timely basis.

(d) In the event that activation of Services is delayed due to the failure of Property owner to grant access to the Property, but the System Equipment has otherwise been installed and provisioned up to the Property line, Services shall be deemed to have commenced upon said provisioning to the Property line.

(e) On and after the in-service date, Customer, on reasonable advance notice (except where emergency interruptions dictate otherwise) on a seven (7) day a week, twenty-four (24) hour a day basis, shall grant and permit Company entry into the Customer Premises to access the System Equipment (as defined below) and associated network as Company may reasonably require to operate, maintain, repair, upgrade, modify, monitor and remove the network, system, and/or any associated equipment and facilities.

3.2 Utilities. Customer shall provide at no charge, as specified from time to time by Company, all equipment space and power required to operate the System Equipment on or at the Customer Premises, and heating and air conditioning as specified by Company to maintain the proper operating environment for the System Equipment on or at each Customer Premises.

SECTION IV - EQUIPMENT AND FACILITIES

4.1 System Equipment. Company shall procure, install, operate, maintain, repair and control the network equipment and facilities from its network node to the Company side of the Company/Customer demarcation points described in each Sales Order (the "System Equipment"). Upon the termination of Services under a Sales Order or the termination of this Agreement, Company shall have the right, but not the obligation, to remove all System Equipment from the Customer Premises.

4.2 Customer Equipment. Customer shall provide, install, operate, maintain, repair and control the equipment and facilities on the Customer side of the demarcation points described in each Sales Order (the "Customer Equipment"). Customer acknowledges that the prior installation of Customer Equipment may be necessary for the delivery of the Services.

4.3 Compatibility Requirements. All Customer Equipment shall comply with the compatibility criteria and specifications indicated by Company.

4.4 Prohibition Against Modification. Customer shall not modify, remove, connect to, disconnect from, rearrange or repair the System Equipment or authorize or permit others to do so. Customer will be responsible for any damage to or loss of the System Equipment arising out of any negligent or willful act or omission with respect to or misuse of any System Equipment by Customer, its employees or agents.

4.5 Ownership. Customer agrees that all right, title and interest in all System Equipment provided by Company shall at all times remain exclusively with Company.

4.6 Protection from Hazard. Customer shall be responsible for protecting all Customer Equipment from loss or

damage, including, but not limited to, power surges, lightning, fire, sprinkler leakage, theft, flood, failure or inadequacy of heating and air conditioning, as well as for protecting all Customer Equipment and backing up all customer software, computer files and server files used in conjunction with the Service. In the event that Company, in responding to a service call, determines that the cause of such service call is a failure, malfunction or inadequacy of Customer Equipment, Customer shall compensate Company for such service calls at Company's prevailing rates.

SECTION V - WARRANTIES

5.1 Service Warranty. Company represents and warrants that: (a) the personnel Company assigns to provide the Services pursuant to this Agreement will be properly trained and qualified for the Services that they provide; (b) Company, as of the date hereof, has all rights necessary to use the System Equipment for the benefit of Customer. This is the only warranty made under this Agreement. This warranty shall be void if the System Equipment or any component part is damaged, impaired or rendered inoperable by anyone other than Company.

5.2 Exclusive Remedy. Company will make necessary adjustments, repairs and/or replacements of the System Equipment or any part thereof, within a reasonable time after detection or being notified of the need thereof, as the case may be, at no additional cost or expense to the Customer for parts or labor. Customer's exclusive remedy for breach of this Service Warranty shall be for Company to repair or replace, any defective System Equipment or component thereof and to provide a credit allowance for system interruptions consistent with Company's credit allowance policy set forth in Section VIII below.

5.3 Disclaimer of Implied Warranties. THE WARRANTIES AND REMEDIES SET FORTH ABOVE CONSTITUTES THE ONLY WARRANTIES WITH RESPECT TO THE SERVICES AND SYSTEM EQUIPMENT AND ARE CUSTOMER'S EXCLUSIVE REMEDIES IF SUCH WARRANTIES ARE BREACHED. THE STATED WARRANTIES AND REMEDIES ARE IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE AND AGAINST INFRINGEMENT. NEITHER COMPANY, ITS PARENT, AFFILIATES, SUBSIDIARIES OR ANY OF ITS PARENT'S AFFILIATES OR SUBSIDIARIES SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES (INCLUDING LOSS OF DATA OR LOSS OF PROFITS) SUSTAINED OR INCURRED IN CONNECTION WITH THE INSTALLATION, DELAY OF INSTALLATION, OPERATION, MAINTENANCE, REPAIR AND CONTROL OF THE SYSTEM EQUIPMENT UNDER THIS AGREEMENT OR THE USE OR OPERATION OF THE SYSTEM EQUIPMENT OR SERVICES PROVIDED OR SOLD HEREUNDER. COMPANY SHALL NOT BE LIABLE OR RESPONSIBLE FOR BREACHES OF SYSTEM SECURITY, INCLUDING, BUT, NOT LIMITED TO, INTERCEPTION, DISTORTION OR LOSS OF DATA, FRAUDULENT INTRUSION INTO THE SYSTEM, UNAUTHORIZED ACCESS TO INFORMATION, DENIAL OF SERVICE, EXPOSURE TO COMPUTER VIRUSES, OBSCENE OR OBJECTIONABLE LANGUAGE OR IMAGES, OR FALSE AND/OR MISLEADING INFORMATION THAT OCCUR DUE TO OR ARE CAUSED BY HANDLING OF OR INTERFERENCE WITH THE

SYSTEM AND SYSTEM EQUIPMENT BY A PERSON OR PERSONS OTHER THAN COMPANY.

SECTION VI - LIABILITY

6.1 **General Limitation.** NOTWITHSTANDING ANY CONTRARY PROVISION IN THIS AGREEMENT, COMPANY'S ENTIRE LIABILITY FOR ALL CLAIMS OF WHATEVER NATURE ARISING OUT OF THE INSTALLATION AND PROVISION OF ITS SERVICES, SHALL NOT EXCEED AN AMOUNT EQUAL TO THE PROPORTIONATE FIXED MONTHLY CHARGES TO THE CUSTOMER FOR THE PERIOD OF THE SERVICE DURING WHICH THE MISTAKE, OMISSION, INTERRUPTION, DELAY, ERROR, OR DEFECT IN THE SERVICES, OR ANY OTHER EVENT OR ACTION GIVING RISE TO A CLAIM OCCURS.

6.2 **No Special Damages.** IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR SPECIAL, PUNITIVE, CONSEQUENTIAL OR INCIDENTAL DAMAGES, WHETHER OR NOT SUCH PARTY HAS BEEN ADVISED AGAINST SUCH DAMAGES OR SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN.

6.3 **VOICE 911/E 911 SERVICE LIMITATIONS AND LIMITATION OF LIABILITY** Customer understands and acknowledges that it may lose access to voice over internet protocol (VoIP) telephone service or the service may not function properly, including the ability to call for 911/E911 service, under certain circumstances, including but not limited to, the following: (i) COMPANY'S NETWORK OR FACILITIES ARE NOT OPERATING; (ii) CUSTOMER OTHERWISE LOSES ITS BROADBAND CONNECTION; (iii) CUSTOMER EXPERIENCES A POWER OUTAGE; (iv) ELECTRICAL POWER TO THE MODEM OR OTHER RESIDENTIAL GATEWAY DEVICE GETS INTERRUPTED; OR (v) CUSTOMER FAILS TO PROVIDE A PROPER SERVICE ADDRESS OR MOVES THE SERVICE TO A DIFFERENT ADDRESS WITHOUT NOTICE TO COMPANY. Customer understands and acknowledges that for VoIP 911/E911 calls to be properly directed, the VoIP provider must have Customer's current service address, and if Customer moves Service to a different address without the provider's approval, 911/E911 calls may be directed to the wrong emergency authority, may transmit the incorrect location address for responding, or the VoIP service (including 911/E911) may fail altogether. Customer must notify the VoIP provider of any change of address of the voice enabled advanced modem for E911 calling service to work properly. Customer agrees that, to the maximum extent allowed by law, Company shall have no liability for any damages caused, directly or indirectly, by Customer's inability to access VoIP Services, including 911/E911 services.

To the extent allowed under Oklahoma law, Customer agrees to defend, indemnify, and hold harmless the Company, its officers, directors, employees, affiliates and agents and any other service provider who furnishes Services to Customer in connection with this Agreement or the Service, from any and all claims, losses, damages, fines, penalties, costs and expenses (including, without limitation, reasonable attorney fees) by, or on behalf of, Customer or any third party or user of Customer account relating to the absence, failure or outage of the Service, including 911 dialing and/or inability of Customer or any third person or party or user of the Service to be able to dial 911 or to access emergency service personnel.

6.4 **Outage Credits.** Notwithstanding anything to the contrary in this Agreement, Company and Customer agree that, to the extent that any part or portion of the Services are interrupted (as defined below), Customer's sole and exclusive remedy shall be a credit allowance for Service interruptions as set forth in Section VIII below.

6.4 **Deleted**

6.5 **No Liability for Third Party Service or Equipment.** Company shall not be liable for any damages associated with any services, channels or equipment that it does not furnish, or for any act or omission of any third party furnishing such service, channel or equipment, including, but not limited to, the Customer Equipment.

6.6 **Assumed Responsibility.** Customer shall be liable for any damages to System Equipment due to the fault or negligence of Customer or due to the failure or malfunction of Customer Equipment or facilities.

SECTION VII - INDEMNIFICATION

7.1 **Deleted**

7.2 (a) **Deleted**

(b) **Deleted**

SECTION VIII - CREDIT ALLOWANCES

8.1 **Allowances.** Company will provide a credit on a service-by-service basis as set forth in 8.2 when any one or combination of Services is interrupted, except as specified at Section 8.3. An interruption occurs when Customer can no longer pass traffic on or over the Company Network. The interruption shall be deemed to have begun when the Customer reports an interruption in Service and a trouble ticket is open by Company and the interruption will be deemed to have ended when the affected Service(s) is restored and the trouble ticket is closed out by Company.

8.2 **Interruptions Over 24 Hours.** Company will provide a credit for any period of interruption lasting more than twenty-four (24) consecutive hours. Credit for interruptions over twenty-four (24) consecutive hours will be one-thirtieth (1/30th) of the MRCs for the interrupted services and facilities for each full twenty-four (24) consecutive hour period during which the interruption continues after notice by the Customer to Company. No more than one (1) full day's credit will be applied for any interruption period of twenty-four (24) consecutive hours.

8.3 **Limitations on Allowances.** Credits shall not be provided for interruptions (a) due to the negligence or willful act or omission with respect to the System Equipment or noncompliance with the provisions of this Agreement by any person or entity other than Company, including, but not limited to, the Customer; (b) due to failure of power, equipment, systems, connections or services not provided by Company, including, but not limited to electric supply, heating, air conditioning at Customer's Premise(s) or the Customer Equipment or Systems; (c) due to circumstances or causes beyond the reasonable control of Company (Force Majeure as defined below); (d) during any period in which Company is not

permitted full access to any of Customer's Property, Premises, facilities and equipment for the purposes of investigating and correcting interruptions; or (e) Service interruptions and outages caused as a result of a defect in the software, as released by the manufacturer.

SECTION IX - TERM

9.1 Term of Agreement. The term of this Agreement shall commence on the date of execution through June 30, 2027. The Agreement may be renewed annually by mutual agreement of the parties. Any requested modification of the Agreement shall require written notice and consent of parties.

9.2 Term of Sales Order. (a) Each Sales Order shall be effective on the date of final execution set forth therein. Unless terminated earlier as provided in this Agreement, the Services under a Sales Order commence on the in-service date and shall continue thereafter for the term set forth in the Sales Order (the "SO Term").

(b) In the event that Company continues to provide Services after the expiration of an SO Term or the expiration of this Agreement, the relevant Services shall be provided on a month-to-month basis at Company's then-current rates, as determined by Company, and in accordance with all other terms and conditions of this Agreement and applicable Sales Order.

(c) Notwithstanding subparagraph (b) above, upon the expiration of this Agreement, this Agreement shall be automatically extended to coincide with any SO Term in effect at the time that this Agreement expires, provided, however, the parties shall not execute any additional Sales Orders upon expiration of this Agreement until the parties have executed a definitive master agreement similar in form and substance to this Agreement.

SECTION X - TERMINATION

10.1 Suspension by Company. Company may discontinue or suspend any Services under this Agreement upon fifteen (15) days prior written notice to Customer in the event that Customer commits a material breach of this Agreement, including, but not limited to: (a) failure to pay any amount required for such Service under this Agreement when due, (b) engaging in any unauthorized use of Services, or (c) violation of any terms or conditions governing the use of Services.

10.2 Termination by Company. Company may terminate the Services under this Agreement or under any Service Order without liability to Customer, at any time: (a) upon five (5) days prior written notice to the Customer in the event that (i) Company has suspended such Services due to the material breach of the Customer (pursuant to Section 10.1 above) and (ii) such material breach has not been cured by the Customer within fifteen (15) days following the date of suspension; (b) upon five (5) days prior written notice (or such shorter period as may be required by law or regulation) in the event that Customer is using the Services to violate any law or regulation or Customer fails to provide Customer Equipment compatible for Company to deliver the Services; or (c) upon ninety (90) days prior written notice to Customer (or upon such lesser notice as may reasonably be available to Company) in the event that Company or its parent, affiliates or subsidiary does not retain

the necessary authority, license, permit or permission necessary to provide and deliver the Services to Customer.

10.3 Liability for Early Termination. In the event that Company terminates Service pursuant to Section 10.2(a) or 10.2(b) above, Customer shall be subject to the payment of the early cancellation/termination charges set forth below.

10.4 Cancellation/Termination by Customer. Customer may cancel or terminate Services for cause or without cause on fifteen (15) days prior written notice to Company. (The term "for cause" as used herein shall mean the breach by Company of a material term of this Agreement; provided, however, that Company shall not be deemed in breach of this Agreement unless and until Customer has given written notice of such breach and Company shall have failed to cure the breach within thirty (30) days after receipt of Customer's notice.) In the event that Customer cancels or terminates Service for cause, Customer shall not incur early cancellation/termination charges. In the event that Customer terminates Service without cause (any reason other than for cause as defined herein), Customer shall be subject to the payment of the early cancellation/termination charges set forth below.

10.5 Early Cancellation/Termination Charges. The rates and discounts set forth in each Sales Order are based on the Customer's agreement to purchase Service for an entire SO Term. If Company terminates Service pursuant to Section 10.2(a), 10.2(b), or if Customer cancels or terminates Service without cause pursuant to Section 10.4, the following early cancellation/termination charge applies: Customer will be invoiced and agrees to pay Company a charge equal to the total cost incurred by Company for installation of the services minus any previously assessed installation fees. Such payment shall not exceed an amount equal to one hundred percent (100%) of the MRCs for all remaining months of the SO Term beyond the effective termination date unless otherwise agreed in the Sales Order, such amounts to constitute liquidated damages and not a penalty.

10.6 Unpaid Amounts. Nothing in this Agreement relieves the Customer from liability for payment of any unpaid NRCs, as well as, applicable MRCs for Service rendered by Company prior to the suspension or termination of that Service, as the case may be. Further, the Customer will continue to be liable for payment of Services that have been suspended by Company but not terminated in accordance with this Agreement.

10.7 Other Remedies. Company remedies under this Agreement as described herein are cumulative and not exclusive. In addition to the remedies set forth above, Company, in the event of Customer default under this Agreement, shall have the right to take appropriate action to collect amounts due.

SECTION XI - INSOLVENCY

11. Insolvency, Bankruptcy, Receivership. If Customer: (1) makes an assignment of property for the benefit of creditors, (2) files a voluntary petition under any bankruptcy or insolvency law, (3) is subject to a third party filing in an involuntary petition alleging an act of bankruptcy (and in the event of an involuntary petition, such petition is not dismissed within thirty (30) days of filing), or (4) has a permanent receiver of or for Customer's

property or assets appointed, then Company at any time after receipt of notice of the occurrence of any such event, may give notice of termination, and upon the expiration of thirty (30) days from the delivery of said notice to Customer, terminate the Service and this Agreement. If Company terminates this Agreement due to the Customer's insolvency, the Customer shall be subject to Sections 10.5 and 10.7 hereof.

SECTIONS XII - USE OF SERVICE

12.1 **Authorized Uses of Service.** The Services are available solely for Customer's own use in transmitting and receiving communications. To the extent that Company provides access to the Internet in connection with its Services, Customer agrees to read and be bound by Company's Terms of Service and Acceptable Use Policy as posted on Company's website, as may be amended from time to time, at Company's sole discretion, with or without notice to Customer.

12.2 **Unauthorized Uses of Service.** Customer shall not utilize, nor shall it knowingly permit any third party to utilize, the Services for (a) any unlawful use, including, but not limited to, the transmission of any material in the violation of any federal, state or local law or regulation; (b) so as to interfere with or impair Service over any of the facilities and associated equipment comprising the Company network and System Equipment; (c) the transmission of any defamatory content; or (d) so as to impair the privacy of any communication over the fiber optic facilities and associated equipment of Company. Furthermore, Customer is prohibited from selling or reselling the Services, in whole or in part, either directly or indirectly, on an integrated or unintegrated basis, to any third party.

SECTION XIII - MISCELLANEOUS

13.1 **Notices.** All notices, demands, requests or other communications given under this Agreement shall be in writing and shall be given by personal delivery, mail, telecopy or overnight courier service. Notice given by mail shall be considered to have been given three (3) days after the date of mailing, postage prepaid, certified or registered mail, and notice given by other means shall be considered to be given when received as follows:

If to COMPANYY:

OEC FIBER

2520 Hemphill Drive

Norman, OK 73069

If to CUSTOMER:

Cleveland County Sheriff's Department

1650 W Tecumseh

Norman, OK 73069

or to such other address as either Company or Customer may from time to time designate by providing at least thirty (30) days prior written notice in accordance with the provisions set forth in this Section.

13.2 **Force Majeure.** Company shall not be liable for any delay, failure of performance or equipment, damage, or any consequence caused by, or due to acts of God, fire, flood, explosion, or other catastrophes; acts, delays, or omissions of third parties, any law, order, regulation, action or request of the OEC Fiber States Government, or of any other government, including state and local governments having or claiming jurisdiction over Company, or of any department, agency, commission, bureau, corporation, or other instrumentality of any one or more of these federal, state, or local governments, or of any civil or military authority; national emergencies; insurrections; riots; wars; act of terrorism; unavailability of rights-of-way or materials; or strikes, lock-outs, work stoppages, or other labor difficulties, or any other cause beyond its control, and any requirement for performance by Company shall be extended until such force majeure event can be resolved. If such cause continues for ninety (90) days or more, Customer may submit written notice to Company canceling any Sales Order for services not yet delivered.

13.3 **Entire Agreement.** This Agreement, along with all Sales Orders, which shall be appended hereto from time to time and incorporated herein by reference, represents the entire understanding between Company and Customer, and shall not be amended except by an agreement or amendment in writing signed by both Parties. This Agreement shall supersede and replace all previous and contemporaneous negotiations, proposals, commitments, representations, understandings and writings written and oral.

13.4 **Choice of Law.** This Agreement shall be governed by the laws and regulations of the State of Oklahoma. Any action or proceeding brought to interpret or enforce this Agreement shall be brought in a court of competent jurisdiction located in the State of Oklahoma in the District Court of Cleveland County, Oklahoma.

13.5 **Survival.** The obligations of the Parties under this Agreement, that by their nature continue beyond the expiration of this Agreement, shall survive the expiration or earlier termination of this Agreement.

13.6 **Assignment.** Customer may not assign or transfer any right or obligation under this Agreement without the prior written consent of Company. Any attempted assignment in violation of this Section 13.6 shall be void.

13.7 **Succession.** This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

13.8 Saving Clause. If any term, covenant, or condition of this Agreement or application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to person or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, or condition of the agreement shall be valid and be enforced to the fullest extent permitted by law.

13.9 Waiver. The failure of any Party at any time to enforce any right or remedy available to it under this Agreement with respect to any breach or failure by the Party shall not be constructed to be a waiver of such right or remedy with the respect to any other breach or failure by the other party.

13.10 Deleted

13.11 Customer Proprietary Network Information ("CPNI"). Customer agrees that Company may release to Customer's representatives call detail, billing information and other CPNI, as defined at 47 USC §222(h)(1), associated with the Services without establishing a password for authentication purposes. Customer agrees that Company may rely, in lieu of a password, on the use of account information (including, but not limited to, account number, billing address, contact name(s), and identification of Services) and other commercially reasonable processes to authenticate Customer's representatives who contact Company's dedicated account representative(s) to request CPNI. Customer acknowledges that this alternative authentication regime is for Customer's convenience, and, if Customer elects not to require the use of a password, Customer assumes the risk of inadvertent or unauthorized disclosure of CPNI and agrees to indemnify, defend and hold Company harmless in the event of any such inadvertent or unauthorized disclosure. Customer has a right, and Company has a duty, under federal law to protect confidentiality of CPNI. Customer may request that Company implement password protection for Customer's CPNI at any time upon written notice. Customer further acknowledges that Company, its agents and its affiliates that provide communications-related services may access, use and disclose Customer's CPNI to market communications-related services to Customer, unless and until Customer "opts-out" as provided in the annual Company Customer Privacy Rights Notice.

13.12 No Third-Party Beneficiary; Disclaimer of Agency. This Agreement is for the sole benefit of Company and Customer hereto, and nothing herein express or implied shall create or be constructed to create any third-party beneficiary rights hereunder. Nothing herein shall constitute either party as a legal representative or agent of the other Party, nor shall a Company or Customer have the right or authority to assume, create, incur any liability or any obligation of any kind, express or implied, against or in the name or on behalf of the other Party, unless otherwise expressly permitted by such other Party in writing.

13.13 Authority. Each Party warrants that it has full authority to enter into this Agreement and that such action has been duly authorized in accordance with the Party's articles of incorporation, by-laws or other applicable organizational documents and procedures.

13.14 Captions; Sections; Terms in the Attachments. Captions contained herein are inserted only as a matter of convenience and in no way define, limit, or extend the scope or intent of any provision hereof. Use of the term "Section" shall include the entire subject Section and all its subsections where the context requires. All capitalized words in the Attachments shall have the same meaning as used in the Agreement document, unless otherwise indicated.

13.15 Construction. In the event of a conflict between the terms of a Sales Order and the terms of this Agreement, the terms of this Agreement will take precedence and control over the conflicting term in a Sales Order.

13.17 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of such counterparts shall constitute one and the same instrument. The Parties also agree that this Agreement shall be binding upon the transmission by each Party of a signed signature page thereof to the other Party via electronic means (including facsimile), and such signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

COMPANY: OEC Fiber

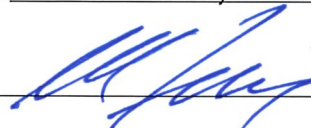
Signed By: _____

Print Name: Michelle Hohlier

Title: Sales & Marketing Business Developer

Date: _____

CUSTOMER: Cleveland County Sheriff's Department

Signed By:  _____

Print Name: Michael Finley

Title: Acting Sheriff

Date: 6-24-26



EXHIBIT A
MASTER SERVICES AGREEMENT SALES ORDER

This Sales Order, effective as of the date of execution by both Parties below, shall become a part of, and subject to, the Master Services Agreement between ("Company") and ("Customer"). The following information shall supplement the understanding of the Parties.

Company Information	
OEC Fiber Representative:	Michelle Hohlier
Provider Address:	2520 Hemphill Dr. Norman, OK 73069
Representative Phone:	405-217-6784
Representative Email:	Michelle@oecfiber.com

Customer Information	
Company Name:	Cleveland County Sheriff's Department
Street Address:	1650 W Tecumseh
City/State/Zip:	Norman, OK 73069
Billing Address:	
City/State/Zip:	
OEC Fiber Account #:	7014090500

Authorized Customer Representative Information	
Main Contact Full Name:	Raimie McDaniel
Main Phone Number:	405-701-7727
Main Email Address:	rmcdaniel@clevelandcountyyok.com
Billing Contact Full Name:	
Billing Phone Number:	
Billing Email Address:	



Service Term Length*		July 1, 2026 through June 30, 2027		
Service Description	QTY	Price	Recurring Charge**	One-Time Charge
Fiber Business 100	1	\$125.00	\$125.00	
Static IP Address	1	-	Included	
Totals:			\$125.00	

*in months
**per month



I, the undersigned, hereby agree to the above service requests and agree to be bound by the OEC Fiber Services, Inc. Agreement which are incorporated herein together with any other attachments, as noted above, which form a part of this agreement.

Customer Authorized Signature	
Signature:	
Print:	
Title:	
Date:	
OEC Fiber Authorized Signature	
Signature:	
Print:	Michelle Hohlier
Title:	Sales & Marketing Business Developer
Date:	



Fleetio

QUOTE

Cleveland County Sheriff's Office
111 North Peters Avenue, Suite 600
Norman, OK 73069
United States

2600 W. Franklin Road
Norman, OK 73069

Date
6/9/2026

Expiry
7/1/2026

Quote Number
269

Physical Address:
1900 2nd Ave N, Ste 300
Birmingham, AL 35203

Description	Quantity	Unit Price	Amount USD
Premium 125 Annual Jul 1, 2026 - Jul 1, 2027	1	\$12,825.00	\$12,825.00
Subtotal			\$12,825.00
Total			\$12,825.00

Terms

Quote expires on the expiration date above. Prices are subject to change upon expiration.

Do not pay.

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____

INMATE COMMUNICATIONS SERVICE SUBSCRIBER AGREEMENT

FOR INMATE TELEPHONE SERVICES, VIDEO VISITATION SERVICES, AND INMATE TABLET SYSTEM

CONTRACT BETWEEN CLEVELAND COUNTY SHERIFF'S OFFICE AND NETWORK COMMUNICATIONS INTERNATIONAL CORP. dba NCIC INMATE COMMUNICATIONS.

This NCIC Inmate Communications Service Subscriber Agreement ("Agreement") is made this ____ day of _____, 2026 ("Effective Date"), by and between NCIC Inmate Communications (Provider), a Texas corporation, having its principal place of business at 607 E Whaley St., Longview, Texas 75601, and Cleveland County Sheriff's Office ("Subscriber") having its principal place of business at:

Address: 2550 W. Franklin Rd

City, State & Zip Code: Norman, OK 73069

Contact: Acting Sheriff Michael Finley

Phone: 405-701-8888

WITNESSETH

Whereas, Subscriber is the governmental or private entity responsible for the management, supervision, custody, protective care and control of 1) inmates housed in the following jail(s) and/or prison(s):

Cleveland County Jail located at 2550 W. Franklin Rd, Norman, Ok 73069.

(the jail(s) and/or prison(s) are referred to in this Agreement as the "Facility" or "Facilities") and 2) all buildings, grounds, property and matters connected with the Facility or Facilities.

Whereas, Provider is qualified and willing to provide Subscriber inmate telephone, video visitation, inmate tablets and related communication services

Now, therefore, in consideration of the mutual benefits to be derived hereby, Subscriber and Provider do hereby agree as follows:

I. TERM

(A). This Agreement shall begin on the Effective Date and continue in full force and effect for a period of one (1) year from such date ("Initial Term") and will automatically renew under the same terms and conditions consecutively for one (1) year periods unless terminated as stated in section II Termination.

II. TERMINATION

Subscriber may terminate this Agreement by sending written notice of termination to Provider, and Provider must receive the written notice no later than ninety (90) days prior to the date the Initial Term or any renewal term ends. Provider shall have the right to terminate this Agreement pursuant to the provisions of Paragraph VI(J).

III. INMATE TELEPHONE SYSTEM

A. Installation of Inmate Telephone System

Provider shall provide to the Subscriber, at no cost, a fully operational, local and long distance, secure and reliable Inmate Telephone System (ITS) to be installed at the Facility. The ITS provided to Subscriber shall include all equipment, installation, infrastructure and network, training, operation, and ongoing repairs and maintenance of the entire system and its components which, at a minimum, shall meet Subscriber's requirements and be in compliance with any industry standard.

B. Provider's Responsibilities

Provider shall be responsible for the following with regard to the ITS:

1. Adhering to any and all municipal, state or federal requirements for ITS installation, certification, training or registration during the life of the agreement;
2. Complying with all FCC regulatory requirements and any other requirements imposed by local, state and federal regulatory agencies for all ITS and related services provided throughout the duration of the agreement;
3. Making all ITS modifications necessary to allow inmates to place calls in compliance with any industry dialing requirement change(s) at no cost to Subscriber;
4. Complying with and updating the ITS for any regulatory changes and requirements during the life of the Agreement. These changes include federal, state or local municipal regulatory changes. These changes shall be made within a reasonable time frame at no cost to Subscriber;
5. Providing a comprehensive ITS that will allow for collect, prepaid collect and debit calls for local, Intralata/intrastate, interlata/intrastate, interlata/interstate, and international calls;
6. Providing an ITS which includes, but is not limited to, system infrastructure, network, database, servers, new call processors, digital and analog communications circuits, telecommunications capabilities, monitoring and recording functionality, and any additional required system functionality;
7. Installing new inmate telephone equipment at all included Facilities and any required station cabling as determined necessary;
8. Providing systems and equipment that support the Facility's or Facilities' call monitoring/security needs, including terminals and digital recording equipment as determined necessary;
9. Providing a centralized database which shall contain all data elements necessary for provision of monitoring services, reporting and historical call transaction information;
10. Providing personnel to include field repair/site technicians to perform oversight, operational assistance and preventative maintenance/repair to the ITS and equipment;
11. Providing ongoing maintenance, repair, and/or replacement and/or upgrades of all equipment and systems as determined necessary to ensure adequate service delivery;
12. Providing all required training and instructional materials required for use of the telephone services as applicable to inmates, families, and/or Facility staff; and

13. Providing all related support services not otherwise indicated herein.

C. ITS Installation

As part of the installation process of the ITS at the Facility, Provider shall:

1. Provide all required materials, equipment, hardware, software and station cabling (where re-using existing station cabling is unavailable or new locations are required) for installation and maintenance of the ITS;
2. Wherever possible, Provider shall re-use existing station cabling installed at each Facility for the telephone instruments. In cases where existing station cabling cannot be used, Provider shall install new station cabling (Category 3 minimum) at no cost. Any new cabling shall include wall plate, cross connection, patch cords, etc. as required. Provider shall comply with all applicable electrical codes;
3. Comply with the security guidelines on institutional security policies; and
4. Provide all coordination required with any local bandwidth provider and other carriers during installation and for the duration of the Agreement.

D. ITS System Functionality

The ITS installed by Provider shall have the following functions:

1. A system fully supported by an infrastructure which has the capability to provide specified services such as secure and real-time monitoring of telephone calls;
2. Security features which prevent unauthorized individuals from accessing any information held by Provider;
3. Secured access to the system and the database for Subscriber's authorized users;
4. Complete support of all systems and software necessary to ensure provision of services at all times for the duration of the Agreement.; and
5. An automated announcement function capable of processing calls on a selective bi-lingual basis: English and Spanish.

E. Ownership of Inmate Telephone Equipment

Throughout the term of the Agreement, Provider shall own all systems and equipment installed at the Facility and shall conduct all maintenance, repairs, upgrades and replacement to systems and equipment at no cost to Subscriber. Provider and Subscriber agree that at no time shall any of the systems and equipment installed at the Facility become a fixture such that it becomes a part of the real property where the Facility is located. Provider and Subscriber agree that all systems and equipment installed at the Facility will remain personal property owned by Provider.

F. Responsibilities of Subscriber

Subscriber shall be responsible for the following:

1. Obtaining all necessary written consents from any other governmental or private entity for Provider and/or its subcontractors to:

- a. Access any part of the Facility deemed necessary by Provider;
 - b. Perform any and all work necessary to install, repair, replace, or remove the ITS and its components; and
 - c. Perform any contractual duty imposed on Provider in this Agreement.
2. Supplying Provider and/or its subcontractors with security guidelines on institutional security policies;
3. Providing security, where needed, to Provider's employees and/or contractors during the installation, replacement, maintenance, or removal of the ITS and its components;
4. Properly accounting for the commissions received under this Agreement to any other necessary governmental or private entity; and
5. Providing prompt notice to Provider of any damage, defect, or needed repair to the VVS or any of its components.

G. ITS Commission Payment to Subscriber

Provider will forward a monthly payment to Subscriber on or about the 30th day starting after the initial traffic month to allow for a billing cycle to complete. Such payment shall be equal to **78%** of gross call revenue to Provider originating from the Facility, net of federal, state and local taxes, pre-paid account fees, billing statement fees, approved free calls and any other cost recovery mechanism(s). The details regarding payments and revenue-share are provided within **Attachment A – Rates, Fees and Commissions** of this Agreement. Provider and Subscriber agree that in the event that rates and fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease ITS commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly revenue statements will be provided to Subscriber for commission payments based on gross revenue upon request.

H. Equipment Service & Maintenance

With regard to the ITS, Provider shall provide fully functional equipment to support service delivery as specified herein at all designated Facilities in regards to all labor, materials, service hardware and/or software. Provider shall further warrant that any ITS equipment installed for Subscriber shall be free of defects, irregularities, code violations and shall operate as designed and proposed or negotiated. Time is of the essence in completing emergency and other service repairs or replacements. Thus, Provider is required to meet all response times as required by the Facility to return the system to normal operating status. In the event of extraordinary obstacles to service delivery for which Provider exceeds the time-to-service requirement, notification and a detailed plan of service shall be provided to the Facility, and Subscriber shall accept the detailed plan of service.

IV. VIDEO VISITATION SYSTEM

A. Installation of Video Visitation System

Provider shall provide to Subscriber, at no cost, a fully operational, secure and reliable Video Visitation System (VVS) to be installed at the Facility. The VVS shall, depending on the requirements of Subscriber, be capable of completing both on-site (standard) and off-site (remote) visitation sessions, as well as a range of complementary inmate applications such as secure inmate messaging, inmate tickets, and access to third-party applications based on the preferences and allowances of Subscriber. The VVS installed by Provider shall include all equipment, installation, infrastructure and network, training, operation, and

ongoing repairs and maintenance of the entire system and its components which, at a minimum, shall meet Subscriber's requirements and be in compliance with any industry standard.

B. Provider's Responsibilities

Provider shall be responsible for the following with regard to the VVS:

1. Adhering to any and all municipal, state or federal requirements for VVS installation, certification, training or registration during the life of the agreement;
2. Complying with all FCC regulatory requirements and any other requirements imposed by local, state and federal regulatory agencies for all VVS and related services provided throughout the duration of the agreement;
3. Making all VVS modifications necessary to allow inmates to participate in VVS sessions in compliance with any industry requirement change(s) at no cost to Subscriber;
4. Complying with and updating the VVS for any regulatory changes and requirements during the life of the Agreement. These changes include federal, state or local municipal regulatory changes. These changes shall be made within a reasonable time frame at no cost to Subscriber;
5. Providing a comprehensive VVS that will allow for on-site and off-site visitation services based on the needs of Subscriber;
6. Providing a VVS which includes, but is not limited to, system infrastructure, network, database, servers, new visitation processors, communications circuits, visitation monitoring and recording functionality, and any additional required system functionality;
7. Installing new video visitation equipment at all included Facilities and any required station cabling as determined necessary;
8. Providing systems and equipment that support the Facility's or Facilities' visitation monitoring/security needs, including visitation terminals and digital recording equipment as determined necessary;
9. Providing a centralized database which shall contain all data elements necessary for provision of monitoring services, reporting and historical visitation transaction information;
10. Providing personnel to include field repair/site technicians to perform oversight, operational assistance and preventative maintenance/repair to the VVS system and equipment;
11. Providing ongoing maintenance, repair, and/or replacement and/or upgrades of all equipment and systems as determined necessary to ensure adequate service delivery;
12. Providing all required training and instructional materials required for use of the video visitation services as applicable to inmates, families, and/or Facility staff; and
13. Providing all related support services not otherwise indicated herein.

C. VVS Installation

As part of the VVS installation process at the Facility, Provider shall:

1. Provide all required materials, equipment, hardware, software and station cabling (where re-use is unavailable or new locations are required) for installation and maintenance of the VVS;
2. Wherever possible, re-use existing station cabling installed at each Facility for the visitation stations. In cases where existing station cabling cannot be used, Provider shall install new station cabling at no cost. Any new cabling shall include wall plate, cross connection, patch cords, etc. as required. Provider shall comply with all applicable electrical codes;
3. Provider shall comply with the security guidelines on institutional security policies.
4. Provider shall provide all coordination required with any local bandwidth provider and other carriers during installation and for the duration of the Agreement; and
5. Ensure that informational flyers, placards or other media is provided to inmates and visitors showing VVS use instructions, rate information and any other information deemed essential to the utilization of the VVS.

D. VVS System Functionality

The VVS installed by Provider at the Facility shall have the following functions:

1. The VVS will be suitable for a correctional environment, sturdy, tamper-resistant, and will provide high-quality, stereo audio and broadcast-quality video;
2. The VVS shall be capable of completing on-site visitation sessions at no cost to the general public or inmate; however, Provider will charge a per-minute rate for any off-site (remote) visitation sessions connected;
3. Provider shall provide remote access to Subscriber's authorized users for the purpose of managing inmate visitation profiles, monitoring visitation sessions, applying visitation restrictions and managing visitation scheduling;
4. The VVS shall allow Subscriber's authorized users to remotely shut down and/or disable an individual inmate visitation station or group of visitation stations quickly and selectively without affecting other visitation stations. Further, the VVS shall be capable of limiting the length of a video visitation session, providing service at certain designated times of the day/week/month, and allowing a maximum number of video visitation sessions per inmate per week or month;
5. The VVS shall include a web-based scheduling application that allows visitors (public and professional) to register, schedule, fund and/or cancel standard and remote visitation sessions using an internet browser and internet connection; and
6. The VVS shall fully monitor and record all visitation sessions, unless there are restrictions that prohibit the recording and monitoring of certain sessions, such as privileged attorney-client communications.

E. Ownership of Video Visitation Equipment

Throughout the term of the Agreement, Provider shall own all systems and equipment installed at the Facility and shall conduct all maintenance, repairs, upgrades and replacement to systems and equipment at no cost to Subscriber. Provider and Subscriber agree that at no time shall any of the systems and equipment installed at the Facility become a fixture such that it becomes a part of the real property where the Facility is located. Provider and Subscriber agree that all systems and equipment installed at the Facility will remain personal property owned by Provider

F. VVS Commission Payment to Subscriber

Provider will forward a monthly payment to Subscriber on or about the 30th day starting after the initial traffic month to allow for a billing cycle to complete. Such payment shall be equal to **25%** of gross remote visitation session revenue associated with remote visitation originating from the Facility, net of federal, state and local taxes, pre-paid account fees, approved free visitation sessions and any other cost recovery mechanism(s). It is understood that on-site (standard) visitation is typically provided at no cost to inmates and their friends or family. The agreed-upon rates for off-site (remote) visitation sessions are referenced in **Attachment A – Rates, Fees and Commissions** of this Agreement. Provider and Subscriber agree that in the event that rates and fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease VVS commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly revenue statements will be provided to Subscriber for commission payments based on gross revenue upon request.

G. Responsibilities of Subscriber

Subscriber shall be responsible for the following:

1. Obtaining all necessary written consents from any other governmental or private entity for Provider and/or its subcontractors to:
 - a. Access any part of the Facility deemed necessary by Provider;
 - b. Perform any and all work necessary to install the VVS and its components; and
 - c. Perform any contractual duty imposed on Provider in this Agreement.
2. Supplying Provider and/or its subcontractors with security guidelines on institutional security policies;
3. Providing security, where needed, to Provider's employees and/or contractors during the installation, replacement, maintenance, or removal of the VVS and its components;
4. Properly accounting for the commissions received under this Agreement to any other necessary governmental or private entity; and
5. Providing prompt notice to Provider of any damage, defect, or needed repair to the VVS or any of its components.

H. Equipment Service & Maintenance

With regard to the VVS, Provider shall provide equipment to support service delivery as specified herein at all designated Facilities that are fully functional with regard to all labor, materials, service hardware and/or software. Provider shall further warrant that any VVS equipment installed for Subscriber shall be free of defects, irregularities, code violations and shall operate as designed and proposed or negotiated. Time is

of the essence in completing emergency and other service repairs or replacements. Thus, Provider is required to meet all response times as required by the Facility to return the system to normal operating status. In the event of extraordinary obstacles to service delivery for which Provider exceeds the time-to-service requirement, notification and a detailed plan of service shall be provided to the Facility, and Subscriber shall accept the detailed plan of service.

V. INMATE TABLET SYSTEM

A. Provision of Inmate Tablet System

Provider shall provide an Inmate Tablet System designed to provide tablet computers (the "Inmate Tablet") that securely introduce a range of applications and services on each Inmate Tablet to the inmate population at Subscriber's Facility of Facilities. Applications and services on the Inmate Tablet may include educational content, communications services (e.g. inmate calling, inmate messaging and video visitation), entertainment options, religious services and access to approved third-party services. Subscriber shall be solely responsible for approving each application, program, or service on each Inmate Tablet provided to the inmate population at the Facility.

B. Provider's Responsibilities

Provider shall be responsible for the following with regard to the Inmate Tablet System:

1. Adhering to any and all municipal, state or federal requirements for Inmate Tablet installation, certification, training or registration during the life of the agreement;
2. Complying with all FCC regulatory requirements and any other requirements imposed by local, state and federal regulatory agencies for all Inmate Tablets and related services provided throughout the duration of the agreement;
3. Making all Inmate Tablet modifications necessary to allow inmates to utilize tablets in compliance with any industry requirement(s) at no cost to Subscriber;
4. Complying with and updating the Inmate Tablets for any regulatory changes and requirements during the life of the Agreement. These changes include federal, state or local municipal regulatory changes. These changes shall be made within a reasonable time frame at no cost to Subscriber;
5. Providing a comprehensive Inmate Tablet solution that will allow for a range of inmate communication, educational, and facility service applications based on the requirements and approval of Subscriber;
6. Providing a comprehensive Inmate Tablet solution including, but not limited to, system infrastructure, network, database, servers, telecommunications capabilities, monitoring and recording functionality, and any additional required system functionality;
7. Installing new Inmate Tablet equipment at all included Facilities and any required station cabling and wireless infrastructure as determined necessary by Subscriber;
8. Providing systems and equipment that support the Facility's or Facilities' Inmate Tablet monitoring/security needs, including wireless infrastructure, Inmate Tablet charging equipment, proper storage, storage backup, retrieval, and retention of data utilizing equipment supplied by Provider and as determined necessary by Subscriber;

9. Providing a centralized database which shall contain all data elements necessary for provision of monitoring services, reporting and historical Inmate Tablet session transaction information;
10. Providing personnel to include field repair/site technicians to perform oversight, operational assistance and preventative maintenance/repair to the Inmate Tablet system and equipment, as needed;
11. Providing ongoing maintenance, repair, replacement and/or upgrades of all equipment and systems as determined necessary to ensure service delivery;
12. Providing all required training and instructional materials required for use of Inmate Tablet services as applicable to inmates, families, and/or Facility staff, and;
13. Providing all related support services not otherwise indicated herein.

C. Inmate Tablet System Payment

Provider will forward monthly payment to Subscriber on or about the 30th day starting after the initial traffic month to allow for a billing cycle to complete. The agreed-upon rates for all inmate communications services administered through the Inmate Tablets are referenced in **Attachment A – Rates, Fees and Commissions** of this Agreement. Provider and Subscriber agree that in the event that rates and fees are decreased as mandated by any local, state, or federal agency that adversely affects Provider's profitability under this Agreement, Provider shall have the sole right and discretion to decrease Inmate Tablet System commission payments to Subscriber in such a manner as it sees fit in order for the Agreement to be profitable for Provider. Monthly revenue statements will be provided to Subscriber for commission payments based on gross revenue upon request.

D. Equipment Service & Maintenance

With regard to the Inmate Tablet System, Provider shall provide fully functional equipment to support service delivery as specified herein at all designated Facilities in regards to all labor, materials, service hardware and/or software. Provider shall further warrant that any Inmate Tablet System equipment installed for Subscriber shall be free of defects, irregularities, code violations and shall operate as designed and proposed or negotiated. Time is of the essence in completing emergency and other service repairs or replacements. Thus, Provider is required to meet all response times as required by the Facility to return the system to normal operating status. In the event of extraordinary obstacles to service delivery for which Provider exceeds the time-to-service requirement, notification and a detailed plan of service shall be provided to the Facility, and Subscriber shall accept the detailed plan of service.

E. Responsibilities of Subscriber

Subscriber shall be responsible for the following:

1. Obtaining all necessary written consents from any other governmental or private entity for Provider and/or its subcontractors to:
 - a. Access any part of the Facility or Facilities deemed necessary by Provider; and
 - b. Perform any and all work necessary to install the Inmate Tablet System and its components; and
 - c. Perform any contractual duty imposed on Provider in this Agreement;

2. Supplying Provider and/or its subcontractors with security guidelines on institutional security policies;
3. Providing security to Provider's employees and/or contractors during the installation, replacement, maintenance, or removal of the Inmate Tablet System and its components;
4. Properly accounting for the commissions received under this Agreement to any other necessary governmental or private entity; and
5. Providing prompt notice to Provider of any damage, defect, or needed repair to the VVS or any of its components.

VI. MISCELLANEOUS

A. Termination

Either party may terminate this Agreement for cause prior to expiration of the initial term if there is an alleged breach of the term(s) by the offending party. If an alleged breach of this Agreement occurs, the offended party shall provide written notice to the offending party, demanding that the offending party cure said breach within thirty (30) days. The cure period may be extended to a mutually agreeable date up to ninety (90) days if the default cannot be reasonably cured within the specified time and if the defaulting party has begun to cure the default. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

B. Indemnification

Provider shall be liable, and agrees to be liable for, and shall indemnify, defend and hold Subscriber, its employees, agents, officers, heirs, and assignees harmless from any and all demands, claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by Provider, or its employees or agents, in the course of the operations of this Agreement. This obligation by Provider to indemnify, defend, and hold Subscriber harmless includes without limitation all costs, expenses, and attorney's fees incurred on account of any demands, claims, suits, judgments, or damages.

To the extent allowable under Oklahoma law, Subscriber shall be liable, and agrees to be liable for, and shall indemnify, defend and hold Provider, its employees, agents, officers, heirs, and assignees harmless from any and all demands, claims, suits, judgments, or damages including court costs and attorney's fees arising out of intentional acts, negligence, or omissions by Subscriber, or its employees or agents, in the course of the operations of this Agreement. This obligation by Subscriber to indemnify, defend, and hold Provider harmless includes without limitation all costs, expenses, and attorney's fees incurred on account of any demands, claims, suits, judgments, or damages.

C. Provider's Insurance

Provider agrees to maintain the insurance coverage required to be maintained by Provider and to maintain such insurance in effect at all times during the existence of this Agreement.

D. Assignment

In the event that Provider transfers, sells, or assigns its rights under this agreement, there shall be no required consent by Subscriber to the assignment of this Agreement.

E. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

F. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of this Agreement can still be determined and effectuated.

G. Governing Law

This Agreement is executed and entered into in the State of Oklahoma, and shall be construed, performed and enforced in all respects in accordance with the laws, rules and regulations of the State of Oklahoma.

H. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum or exhibit attached hereto, nor term, provision or clause contained therein, shall be construed as being for the benefit of, or providing a benefit to any party not a signatory hereto.

I. Exclusivity and Right of First Refusal

In consideration of compensation and services provided herein, Subscriber grants to Provider the exclusive right to install and maintain telephones and/or inmate communications systems of any type, including the Inmate Telephone System, the Video Visitation System, and the Inmate Tablet System (the "Inmate Communications Systems") within its Facility or on its private property (Location) during the term of this Agreement. Provider and Subscriber have agreed upon specific rates for inmate collect, debit and prepaid collect calls, video visitation sessions, as well as ancillary inmate communications technologies as described in **Attachment A – Rates, Fees and Commissions** of this Agreement.

Except for existing third-party vendors and only until such third-party vendor's contract expires, Subscriber will not allow any products or services that compete with any of those products or services that are or could be supplied by Provider during the term of this Agreement to be, or to remain, installed at Subscriber's Facility, including any present or future Subscriber Facilities. Provider will have the exclusive right to provide those products and services to be installed, implemented, or used at Subscriber's Facility throughout the term of this Agreement, including any renewals and/or extensions of this Agreement, and shall also have the exclusive right to install, monitor, and provide services for any other Inmate Communication Systems, including but not limited to inmate communications, educational or entertainment products or services, deposit kiosk services, inmate banking services, tablets, video visitation, inmate electronic messaging, inmate electronic mail, sought by Subscriber to be used, installed, or implemented at the Facility during the term of this Agreement, whether the products or services are for inmates located at Subscriber's Facility or at third-party Facilities owned and/or managed by Subscriber; however, that Provider shall not be obligated to exercise this exclusive right.

J. Circumstances Uncontrollable by Provider

Provider reserves the right to renegotiate or terminate this Agreement upon thirty (30) days written notice upon the occurrence of circumstances outside Provider's control related to the Facilities including, without limitation, 1) changes in rates, regulations, or operations mandated by law; 2) reduction in inmate population or capacity; 3) changes in jail policy or economic conditions; 4) acts of God or actions constituting force

majeure, as stated in Paragraph IV(E) above; or 5) actions taken by the Facility that negatively impact the Provider's business. Subscriber acknowledges that Provider's provision of the services is subject to certain federal, state or local regulatory requirements and restrictions which are subject to change from time to time and nothing contained herein shall restrict Provider from taking the necessary actions in order to be in compliance with those federal, state, or local regulatory requirements.

K. Suspension of Unused Applications

With regard to applications, software, or products that are licensed to Subscriber such as Voice Biometrics, Call Transcription Services and other features, products or applications licensed as part of the Inmate Telephone System, if the features, products, or applications are not accessed or used within ninety (90) consecutive days, Provider reserves the right to disable such applications and only re-enable such applications when requested.

L. Cooperative Purchasing for other Agencies

Subscriber will permit other County and State agencies to utilize the terms and conditions of this Agreement, offering the prices and the terms and conditions offered herein to other government agencies who wish to participate in a cooperative purchase program with Subscriber's agency, where such cooperative usage will contribute to any volume discounts or incentives for participating agencies. Participating agencies may include the services, purchase and installation, removal, modifications, and maintenance. Other agencies will be responsible for entering into separate Agreements with the Contract and for all payments thereunder.

M. Successors and Assigns

Each of the covenants in this Agreement shall be binding upon and inure to the benefit of the successors and assigns of Provider and Subscriber.

N. Entire Agreement

Unless the parties agree otherwise in a written agreement which specifically identifies this Agreement, including any attachments, by date of execution and signatories, any services requested by Subscriber and any goods, services, or equipment furnished by Provider shall be provided by Provider under the terms of this Agreement. In the event of any conflict between this Agreement and any work order or purchase order, this Agreement shall control. This Agreement supersedes all other agreements, oral or written, previously entered into with respect to the subject matter contained in this Agreement and the transactions which it contemplates, and it contains the entire agreement of the parties, including without limitation all agreements with respect to warranties.

O. Counterpart Execution and Electronic Signatures

This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together constitute but one and the same instrument. All parties consent to the use of DocuSign or a similar electronic document execution service to take place of a physical signature on this Agreement, and that the electronic signatures will be the same as if physically signed by each party.

P. Further Assurances

The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties unless otherwise specifically provided herein. Nonetheless, all parties shall cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the terms of this Agreement.

Q. Dispute Resolution

Prior to the filing of a lawsuit by any party to this Agreement, Provider and Subscriber agree that any disputes between them shall be resolved in the following manner:

- a. The parties shall refer the dispute to a certified mediator in order for the mediator to conduct a mediation of the dispute and attempt to reach a mutual agreement between the parties concerning the dispute. Said mediation shall commence no later than thirty (30) days after the receipt of notice by the other party that mediation of the dispute is requested. The parties shall mediate the dispute in good faith and use all reasonable measures to resolve the dispute. The cost of the mediation shall be divided equally between the parties.
- b. If no timely resolution of the dispute occurs through mediation, any party may demand binding arbitration pursuant to Chapters 171 and 173 of the Texas Civil Practice and Remedies Code only if the parties have previously mediated the dispute.

R. Authority of Signatories

Each of the individuals signing this Agreement have full power and authority to enter into this Agreement on behalf of Provider and Subscriber and to fully bind Provider and Subscriber to the terms of this Agreement.

SIGNED on this _____ day of _____, 2026.

SUBSCRIBER

PROVIDER

Signature

Signature

Print Name

Douglas Morgan

Print Name

Title

Regional Sales Manager

Title

Date

04/13/2026

Date

ATTACHMENT A **RATES, FEES AND COMMISSIONS**

CALL TYPE	PREPAID COLLECT		INMATE DEBIT	
	CONNECTION FEE	PER MINUTE	CONNECTION FEE	PER MINUTE
LOCAL CALLS	\$0.00	\$0.14	\$0.00	\$0. 14
MEXICO	\$0.00	\$0.25	\$0.00	\$0.25
INTERNATIONAL	\$0.00	\$0.35	\$0.00	\$0.35
COMMISSION AMOUNT:	84% of Gross Call Revenue			
ADDITIONAL TECHNOLOGIES				
CHARGE/FEE NAME			COST	
MAIL SCANNING:			\$0.00	
TABLET SYSTEM AND EDUCATION PLATFORM:			\$0.00	
LAW LIBRARY:			\$0.00	
EDUCATIONAL PLATFORM:			\$0.00	
VOICE BIOMETRICS AND TRANSCRIPTIONS:			\$0.00	
REMOTE (OFF-SITE) VIDEO VISITATION – PER MINUTE RATE:			\$0.30	
ON-SITE VIDEO VISITATION – PER MINUTE RATE:			\$0.00	
SECURE INMATE MESSAGING – PER MESSAGE RATE:			\$0.25 (\$0.35 per Attachment)	
REMOTE VIDEO VISITATION and INMATE MESSAGING – COMMISSION:			30% of Gross Visit / Messaging Revenue	

Date: _____

Approved by the Board of County Commissioners:

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

If applicable

ADA _____

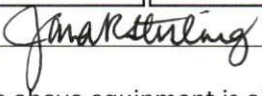
Resolution Number

DECLARATION OF SURPLUS

WHEREAS, in compliance with 19 O.S. §§ 339, & 421 thru 421.2, the Board of County Commissioners of
 Cleveland County, Oklahoma, are required and have power to make all orders
 respecting the property of the county, and to do and perform such other duties and acts as may be
 required by law, and

WHEREAS, the Board of County commissioners of Cleveland County,
 Oklahoma, has under its management and control the following described assets of the
 County Clerk's office or department:

Description	Inventory ID # Original Cost	Serial number Date Acquired
Dell UltraSharp 25 Monitor	F222-357	4FR4923
	\$ 293.20	07/03/2021

Signature of officer requesting declaration of surplus: 

AND, upon proper and careful consideration, find that the above equipment is obsolete and not economical to
 continue to use for county purposes.

The Board further directs that in accordance with 62 O.S. § 335, any proceeds collected from the sale of said property
 be deposited into the Fund.

Passed and approved in open meeting this _____ day of _____, 2026

ATTEST:

 County Clerk

Cleveland

 County, Oklahoma

By: _____
 Deputy

Chairman _____

Member _____

Member _____



Lease Confirmation Delivery and Acceptance

Order Information

Lease # N24063398	Sales Order # 17340098	Customer # 43984276
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Billing Information

Company Name (Full Legal Name) CLEVELAND COUNTY COURT CLERK OFFICE	Phone Number 405-321-6402
Bill-to Address 200 S Peters Ave	City, St., Zip NORMAN, OK, 73069-6029
Customer Contact Name MARILYN WILLIAMS	Customer E-mail Address MARILYN.WILLIAMS@OSCN.NET

Delivery Information (If different from billing)

Installation Address - No PO Box 200 S Peters Ave	City, St., Zip NORMAN, OK, 73069-6029
---	--

Products/Software Installed

Quantity	Model #	Serial #	Description
1	312	31257163	IX7 METER, POC # : 8069009
1	IXWP10	272312052927	IX WEIGHT PLATFORM, 10LB
1	IX7B	ZC2408507340	IX7 MAILING BASE, ID # : 10427
1	IX7MSF	ZH23442084	IX7 MIXED SIZED FEEDER
1	IXDS7	ZS2412601607	IX7 DYNAMIC SCALE

As evidenced by this Lease Confirmation, Delivery, and Acceptance Form, Lessee acknowledges receipt, in good condition and satisfactory installation of all of the items described in the above referenced Lease and certify that the Lessor has fully and satisfactorily performed each, every and all covenants and conditions to be performed by it under the Lease between Lessor and Lessee. By signing below Lessee acknowledges and agrees that the Product that was delivered is what the Lessee ordered from Quadient Leasing and the product was satisfactorily installed, including compliance with a Software Configurations Services SOW if applicable. By signature hereon Lessee accepts the Product and agrees to the terms as outlined in the Lease Agreement.

Lessee - Print Company Name (Full Legal Name)

CLEVELAND COUNTY COURT CLERK OFFICE

Signature

Marilyn Williams

Print Name

Marilyn Williams

Title

Court Clerk

Installation Date

07/26/24

Delivery Date

07/26/24



OMECorp Maintenance Agreement

Billing Information

Customer Name (Full Legal Name): CLEVELAND COUNTY COURT CLERK OFFICE		
Billing Address: 200 S Peters Ave		
Billing City: NORMAN	State: OK	Zip: 73069-6029
Billing Contact Name: MARILYN WILLIAMS	Phone: 405-321-6402	
Billing Contact Title: COUNTY COURT CLERK	Fax:	
Email Address: MARILYN.WILLIAMS@OSCN.NET		
Additional Contact Names:		

Installation Information (If Different than Billing Information)

Customer Name (Full Legal Name): CLEVELAND COUNTY COURT CLERK OFFICE		
DBA:		
Installation Address: 200 S Peters Ave		
Installation City: NORMAN	State: OK	Zip: 73069-6029
Installation Contact Name: MARILYN WILLIAMS	Phone: 405-321-6402	
Installation Contact Title: COUNTY COURT CLERK	Fax:	
Email: MARILYN.WILLIAMS@OSCN.NET	PO #:	

Equipment to Be Covered by This Maintenance Agreement

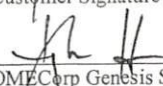
PRODUCT MODEL #	SERIAL #	SERVICE TO BEGIN DATE (WARRANTY EXPIRES)	ANNUAL RENEWAL (INVOICING DATE)	ANNUAL FEE
IX7B	ZC2408507340	07/26/24	N/A	N/A
IX7MSF	ZH23442084			
IXWP10	272312052927			
IXDS7	ZS2412601607			

Special Maintenance Terms and Conditions:

MAINTENANCE INCLUDED IN LEASE N24061339

Your signature constitutes an offer to enter into the OMECorp Maintenance Agreement and, acknowledges that you have received, read, and agree to the Terms and Conditions (version OMEMA-V03-18), which are available at thinkbetterbusiness.com, and that you are authorized to sign the agreements on behalf of the Customer identified above. The applicable agreements will become binding on the Customer (identified above) only after an authorized OMECorp individual accepts our offer by signing below, or when the equipment is delivered to the Installation Address.

APPROVAL

 Authorized Customer Signature	Reba Jones, Deputy Clerk Print Name and Title	7/26/24 Date Accepted
 Authorized OMECorp Genesis Signature	Tyner Hess, Asm Print Name and Title	07/26/24 Date Accepted

OMECorp Genesis Business Systems - 5125 S Garnett Road #F - Tulsa, OK 74146 - www.omecorp.com
OMECorp Maintenance Agreement Revision OMEMA-V03-18

CLEVELAND COUNTY COURT CLERK OFFICE
200 S PETERS AVE
NORMAN, OK 73069-6029
405-321-6402

NASPO - PURCHASE ORDER - LEASE
OKLAHOMA STATE CONTRACT SW1008

NASPO: CTR058809

To:
Quadient Leasing USA, Inc.
478 Wheelers Farms Road
Milford, CT 06461
800-881-6245

SHIP TO:

CLEVELAND COUNTY COURT CLERK OFFICE
200 S PETERS AVE
NORMAN, OK 73069-6029
405-321-6402

P.O. DATE	REQUISITIONER	SHIPPED VIA	PO NUMBER	TERMS

QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	TOTAL
1	IX7	IX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge	\$345.83	\$345.83 per month
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases		
1	IXWP10	IX Series 10 lb Weighing Platform		

Doc#: Z 2024 557
Bk&Pg:
Filed: 06-03-2024 LC
Cleveland County, OK AG

PRICING PROVIDED VIA STATE OF OKLAHOMA CONTRACT SW1008, BASED ON 60 MONTHS LEASE.
\$345.83 PER MONTH, BILLED QUARTERLY, 12 MONTHS W/ 4 RENEWAL PERIODS.
Lease includes Equipment, USPS Rate Changes, Meter Rental, and Maintenance Agreement

SUBTOTAL	\$345.83 per month
SALES TAX	n/a
SHIPPING & HANDLING	n/a
TOTAL	\$345.83 per month

1. Order is governed under the terms and conditions of the NASPO Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2. Payments will be sent to:
Quadient Leasing USA, Inc.
Dept. 3682
PO Box 123682
Dallas, TX 75312-3682
Federal ID Number: 94-2984524

Send all correspondence to:
Quadient Leasing USA, Inc.
478 Wheelers Farms Road
Milford, CT 06461
Phone 203-301-3400 Fax: 203-301-2600

Marilyn Williams 5/30/24
Authorized by Date

Marilyn Williams, Court Clerk
Print Name and Title

82

AGENDA REQUEST FORM

Agenda Item: Court Clerk- postage machine lease
Name of Person Submitting Request: Marilyn Williams
Address: 200 S. Peters Avenue
Phone: 405-321-6402
Date Requested: 05.30.2024

Discussion, Consideration, and/or Action on the following:

Approve payment for lease number N19091403A through end of contract January 2025.

Internal Use Only

Received By: [Signature] (Chairman)

Acknowledge: [Signature] (Member)

[Signature] (Member)

Date Assigned: _____

Applicant Notified: _____

Routine (Consent) Item: _____

Other Parties Notified:

[Signature]
[Signature]





Lease Confirmation Delivery and Acceptance

Order Information

Lease # N24061339	Sales Order # 17329007	Customer # 43984276
----------------------	---------------------------	------------------------

Billing Information

Company Name (Full Legal Name) CLEVELAND COUNTY COURT CLERK - JUVENILE CENTER	Phone Number 405-321-6402
Bill-to Address 200 S Peters Ave	City, St., Zip NORMAN, OK, 73069-6029
Customer Contact Name MARILYN WILLIAMS	Customer E-mail Address MARILYN.WILLIAMS@OSCN.NET

Delivery Information (If different from billing)

Installation Address - No PO Box 1650 W TECUMSEH RD	City, St., Zip NORMAN, OK, 73069-8271
---	--

Products/Software Installed

Quantity	Model #	Serial #	Description
1	302	30269545	IX3 METER, POC # : 8130840
1	IX3IWP	542401000765	IX3 INTEGRATED SCALE
1	IX3B5	ZA2410526722	IX3 MAILING BASE, ID # : 10413
1	IX3HFM	NSN	IX3 HAND FEED TABLE MOISTENER

As evidenced by this Lease Confirmation, Delivery, and Acceptance Form, Lessee acknowledges receipt, in good condition and satisfactory installation of all of the items described in the above referenced Lease and certify that the Lessor has fully and satisfactorily performed each, every and all covenants and conditions to be performed by it under the Lease between Lessor and Lessee. By signing below Lessee acknowledges and agrees that the Product that was delivered is what the Lessee ordered from Quadiant Leasing and the product was satisfactorily installed, including compliance with a Software Configurations Services SOW if applicable. By signature hereon Lessee accepts the Product and agrees to the terms as outlined in the Lease Agreement.

Lessee - Print Company Name (Full Legal Name) CLEVELAND COUNTY COURT CLERK - JUVENILE CENTER
Signature 
Print Name EMILY RAMES
Title SUPERVISOR, DEPUTY COURT CLERK
Installation Date 06/18/24
Delivery Date 06/18/24



OMECorp Maintenance Agreement

Billing Information

Customer Name (Full Legal Name): CLEVELAND COUNTY COURT CLERK - JUVENILE CENTER		
Billing Address: 200 S Peters Ave		
Billing City: NORMAN	State: OK	Zip: 73069-6029
Billing Contact Name: MARILYN WILLIAMS	Phone: 405-321-6402	
Billing Contact Title: COURT CLERK	Fax:	
Email Address: MARILYN.WILLIAMS@OSCN.NET		
Additional Contact Names:		

Installation Information (If Different than Billing Information)

Customer Name (Full Legal Name): CLEVELAND COUNTY COURT CLERK - JUVENILE CENTER		
DBA:		
Installation Address: 1650 W TECUMSEH RD		
Installation City: NORMAN	State: OK	Zip: 73069-8271
Installation Contact Name: MARILYN WILLIAMS	Phone: 405-321-6402	
Installation Contact Title: COURT CLERK	Fax:	
Email: MARILYN.WILLIAMS@OSCN.NET	PO #:	

Equipment to Be Covered by This Maintenance Agreement

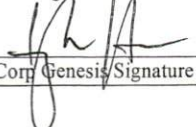
PRODUCT MODEL #	SERIAL #	SERVICE TO BEGIN DATE (WARRANTY EXPIRES)	ANNUAL RENEWAL (INVOICING DATE)	ANNUAL FEE
IX3B5	ZA2410526722		N/A	N/A
IX3IWP	542401000765			N/A
				N/A

Special Maintenance Terms and Conditions:

MAINTENANCE INCLUDED IN LEASE N24061339

Your signature constitutes an offer to enter into the OMECorp Maintenance Agreement and, acknowledges that you have received, read, and agree to the Terms and Conditions (version OMEMA-V03-18), which are available at thinkbetterbusiness.com, and that you are authorized to sign the agreements on behalf of the Customer identified above. The applicable agreements will become binding on the Customer (identified above) only after an authorized OMECorp individual accepts our offer by signing below, or when the equipment is delivered to the Installation Address.

APPROVAL

	EMILY RAMES ; SUPERVISOR, DEPUTY COURT CLERK	6/18/24
Authorized Customer Signature	Print Name and Title	Date Accepted
	Tyler Hess, ASUM	06/18/24
Authorized OMECorp Genesis Signature	Print Name and Title	Date Accepted

OMECorp Genesis Business Systems - 5125 S Garnett Road #F - Tulsa, OK 74146 - www.omecorp.com

OMECorp Maintenance Agreement Revision OMEMA-V03-18

CLEVELAND COUNTY COURT CLERK OFFICE
200 S PETERS AVE
NORMAN, OK 73069-6029
405-321-6402

NASPO - PURCHASE ORDER - LEASE
OKLAHOMA STATE CONTRACT SW1008

Doc#: Z 2024 450
Bk&Pg:
Filed: 05-20-2024 LC
Cleveland County, OK AG

NASPO: CTR058809

To:
Quadient Leasing USA, Inc.
478 Wheelers Farms Road
Milford, CT 06461
800-881-6245

SHIP TO:

ALAN J. COUCH JUVENILE CENTER
1650 W TECUMSEH RD
NORMAN, OK 73069-8271
405-321-6402

P.O. DATE	REQUISITIONER	SHIPPED VIA	PO NUMBER	TERMS

QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	TOTAL
1	IX3-P5	ix-3 Series Base w/5lb Integrated Weigh Platform, Moistener & Catch Tray	\$59.15	\$59.15 per month

PRICING PROVIDED VIA STATE OF OKLAHOMA CONTRACT SW1008, BASED ON 60 MONTHS LEASE.
\$59.15 PER MONTH, BILLED QUARTERLY, 12 MONTHS W/ 4 RENEWAL PERIODS.
Lease includes Equipment, USPS Rate Changes, Meter Rental, and Maintenance Agreement



Approved on this 20 day of May, 2024 by the Board
of Cleveland Commissioners of Cleveland County.

[Signature]
Chairman
[Signature]
Vice Chairman
[Signature]
Member

SUBTOTAL	\$59.15 per month
SALES TAX	n/a
SHIPPING & HANDLING	n/a
TOTAL	\$59.15 per month

- Order is governed under the terms and conditions of the NASPO Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
Quadient Leasing USA, Inc.
Dept. 3882
PO Box 123882
Dallas, TX 75312-3882
Federal ID Number: 94-2984524

Send all correspondence to:
Quadient Leasing USA, Inc.
478 Wheelers Farms Road
Milford, CT 06461
Phone 203-301-3400 Fax: 203-301-2600

Marilyn Williams 5/10/24
Authorized by Date

Marilyn Williams, Court Clerk
Print Name and Title

Approved as to form and legality: *Kristina L. Bell, ADA*

CLEVELAND COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD RENTAL CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the _____ day of _____, 20_26

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

on behalf of: Cleveland County Court Clerk
Contact Person: Marilyn Williams
Telephone Number: (405)321-6402

and the **VENDOR:** Cross Heritage Storage XII LP (Cambridge Mini Storage)

Address: 4336 Marsh Ridge Road
Carrollton, TX 75010

Contact Person: _____
Telephone Number: (405)360-0445

for the rental of the following items:

3 10x20 storage units

County, State or GSA Contract Number:

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

Kristina L. Bell

Assistant District Attorney

06-24-26

Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

ARTICLE 1
EQUIPMENT RENTED

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

3 10x20 storage units #'s 626, 724 & 730

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 rental of this equipment as follows:
\$160 a month per unit. Payable annually in the amount of \$5,760.

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_____.

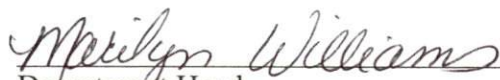
BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA

Chairman _____

Commissioner _____

Commissioner _____

Approved by County Dept.:

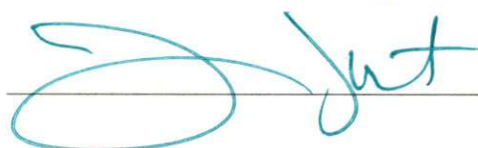

Department Head

ATTEST:

Pam Howlett, County Clerk

VENDOR:



By: 

Attest or Notary:

Requisition Number _____

Blanket Purchase Order Number _____

CLEVELAND COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the _____ day of _____, 20_____

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

on behalf of: Cleveland County Court Clerk
Contact Person: Marilyn Williams
Telephone Number: (405)321-6402

and the **VENDOR:** Absolute Data Shredding
Address: 3505 N. Flood
Norman, OK 73069
Contact Person: Brian Reid
Telephone Number: (405)321-7226
Email: Brian@shredok.com

for the following maintenance or services:

Pickup Shredding service of 1-95 gallon carts every 4 weeks
Courthouse Pickup Shredding service of 3- 95 gallon carts every other week

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

Christina L. Bell

06-23-26

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)

One (1) 95 Gallon Cart @ \$50.00 per cart per service at the Alan J. Couch Juvenile Center
Service Frequency: Once every 4 weeks

Three (3) 95 Gallon Cart @ \$35.00 per cart per service at the Cleveland County Courthouse
Service Frequency: Once every other week

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:

Pickup shredding service once a month for (1) 95 gallon carts @ \$50.00 per cart per service at the Alan J. Couch Juvenile Center.

ARTICLE 5
MISCELLANEOUS PROVISIONS

ARTICLE 6
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 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



ATTEST:

Pamela Howlett, County Clerk

VENDOR:

By: Absolute Data Shredding

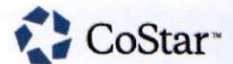
Brian Reid

A handwritten signature in cursive script, appearing to read "Brian Reid", written over a horizontal line.

Attest or Notary:

CoStar License Agreement

FOR INTERNAL ONLY: (Ref ID) 3682313	
AE:	Preston Draper
Location ID:	36331238
Business Code:	Government



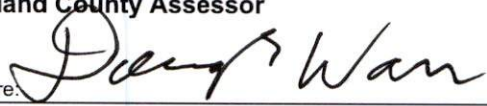
BILL TO:	
Licensee: Cleveland County Assessor	Location ID: 36331238
Address: 201 S Jones Ave	City/State/Zip: Norman, OK 73069
Telephone: (405) 366-0230	
Bill-To Contact: Douglas Warr	Email for Bill-To Contact: DWARR@OKCO14.ORG
USE:	
BILLING CYCLE:	
Total No. Listings: 0	☒ Monthly ☐ Semi-Annually
Total No. Sites: 1	☐ Quarterly ☐ Yearly
Total No. Authorized Users (All Sites): 2	
TERM:	
One Year Initial Term	
INVOICE TYPE/BILLING PREFERRED:	
Single Invoice	START DATE: Immediate Start

SERVICES			
Site	Market	Product Description	Monthly License Fees (Before Tax)
36331238	All Data	CoStar Suite	\$984.49
Total Monthly Fees From Additional Schedule of Services:			
Discount:			
Total Monthly License Fees:			\$984.49
Discounted Monthly License Fees:			

Notes: This Agreement supersedes the agreement between the above-named Customer/Licensee and CoStar/Licensor dated 6/12/2025 relating to the provision of CoStar services, except for those terms that survive termination and any outstanding license fees.

This License Agreement incorporates by reference the Terms and Conditions for the services identified above (available at: <https://www.costar.com/CoStarTerms-and-Conditions>) and any addenda attached hereto between the parties, and establishes the terms and conditions under which CoStar will license the products set forth in this License Agreement. Use of any CoStar product is also subject to the website Terms of Service/Use ("Website Terms of Use") available online for each applicable service provided under this License Agreement. Licensee agrees to comply with such Website Terms of Use and to regularly review them for updates and changes. Any conflict or inconsistency shall be resolved according to the following order of precedence: (1) this License Agreement; (2) the Terms and Conditions; and (3) the Website Terms of Use. Terms used on this License Agreement and not otherwise defined shall have the meanings set forth in the applicable Terms and Conditions.

In the event Licensee does not execute this License Agreement by 6/30/2026, this License Agreement shall become null and void; however, if both parties execute and commence performance of their duties and obligations under this License Agreement after such date, this License Agreement shall continue in full force and effect and be binding on the parties. The person executing this License Agreement on behalf of Licensee represents and warrants having the authority to do so. CoStar hereby provides notice that only an authorized officer of CoStar or its parent company can execute this License Agreement on behalf of CoStar. Delivery of an executed signature page to this License Agreement by electronic means shall be effective and constitute a legal and binding agreement between the parties.

CoStar By:  Name: Chris Lown Title: Chief Financial Officer Date: Address: 1201 Wilson Blvd Address: Arlington, VA 22209-2304	Cleveland County Assessor Signature:  Print Name: Douglas Warr Title: Cleveland County Assessor Date: Address: 201 S Jones Ave, Suite 120 Address: Norman, OK 73069
---	--

AUTHORIZED SITE & USERS LIST

Authorized Site: Cleveland County Assessor	Location ID: 36331238
Address: 201 S Jones Ave	Norman, OK 73069
Total Number of Authorized Users at Site 2	

USERS AT ABOVE LISTED SITE

Contact Name: JD Reed	Phone: (405) 366-0230
Email: jreed@okco14.org	Role: User
Contact Name: Tracy Gainey	Phone: (405) 366-0230
Email: TGAINEY@OKCO14.ORG	Role: User



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

Quote No.	3000203786545.1	Sales Rep	Rosenda De Leon
Total	\$13,553.73	Phone	1(800) 4563355, 80000
Customer #	79361333	Email	Rosenda.De_leon@Dellteam.com
Quoted On	Jun. 12, 2026	Billing To	COMMISSIONERS OFFICE
Expires by	Jul. 27, 2026		CLEVELAND COUNTY I T DEPT
	State of Oklahoma Office of		201 S JONES AVE
Contract Name	Management and		STE 260
	Enterprise Services		NORMAN, OK 73069-6079
	(OMES)		
Contract Code	C000001067537		
Customer Agreement #	SW1020D		
Deal ID	30855451		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online and review quote(s) carefully for accuracy before ordering. Feel free to contact me if you require modifications to your quote or if you will experience error in placing the order.

Regards,
Rosenda De Leon

Shipping Group

Shipping To

JERRY VINCENT
CLEVELAND COUNTY I T DEPT
122 E EUFAULA ST
NORMAN, OK 73069-6017
(405) 366-0691

Product	Subtotal
PowerEdge R550 Upgrades and Extensions	\$2,114.86
Service Tag: 4CXSWM3	
Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance	
Service Contract: Jul. 02, 2026 - Jul. 01, 2027	
Service Tag: 4CXSWM3	
Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch	
Service Contract: Jul. 02, 2026 - Jul. 01, 2027	

PowerEdge R650 Upgrades and Extensions

\$7,318.00

Service Tag: 1TRD6X3
Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 2TRD6X3
Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 1TRD6X3
Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 2TRD6X3
Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

PowerEdge R740 Upgrades and Extensions

\$4,120.87

Service Tag: H456FW2
Service Description: Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H457FW2
Service Description: Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H456FW2
Service Description: Post Standard Support 7x24 Technical Support and Assistance
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H457FW2
Service Description: Post Standard Support 7x24 Technical Support and Assistance
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Subtotal:	\$13,553.73
Shipping & Handling:	\$0.00
Estimated Tax:	\$0.00
Total:	\$13,553.73

PowerEdge R550 Upgrades and Extensions		Unit Price	Quantity	Subtotal
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D		\$2,114.86	1	\$2,114.86
Description	SKU	Unit Price	Quantity	Subtotal
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance	859-4626	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch	859-4616	-	1	-
		Unit Price	Quantity	Subtotal
PowerEdge R650 Upgrades and Extensions		\$7,318.00	1	\$7,318.00
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D				
Description	SKU	Unit Price	Quantity	Subtotal
ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch	853-2185	-	1	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance	853-2195	-	1	-
		Unit Price	Quantity	Subtotal
PowerEdge R740 Upgrades and Extensions		\$4,120.87	1	\$4,120.87
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D				
Description	SKU	Unit Price	Quantity	Subtotal
Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis	879-2657	-	1	-
Post Standard Support 7x24 Technical Support and Assistance	879-2658	-	1	-
		Subtotal:		\$13,553.73
		Shipping:		\$0.00
		Estimated Tax:		\$0.00
		Total:		\$13,553.73

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

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Commercial: <https://www.dell.com/learn/us/en/uscorp1/commercial-sector-auto-renewal-terms>

You may opt out of automatic renewal at any time through the web portal used to manage your subscription. You may update payment and billing information through the [Dell Digital Locker](#).



Software Terms of Service

Powered by **IRIS™**

This *IRIS* Software Terms of Service ("Agreement") is entered into between TechRadium, Inc. ("TechRadium") and You for Your use of the *IRIS* Software. The Software is licensed, not sold. TechRadium is providing the Software as a "Software as a Service" (SaaS). TechRadium and You agree as follows:

1.0 License / Unlimited Use: TechRadium hereby grants You a non-exclusive license (the "License") for unlimited use of the Software for the number of Authorized Seats, unless otherwise restricted as described in the section titled "Additional Services / Provisions." You are also entitled to Software upgrades, if any, at no additional cost. TechRadium remains the owner of all right, title, and interest in the Software and associated documentation.

2.0 Satisfaction Guarantee: During the first year of service, if you are unsatisfied with the performance of the Software and We are unable to resolve any issue that You have brought to Our attention in writing and had a reasonable opportunity to correct, then We will allow You to terminate the remainder of the Software License and refund any portion of the Software License Fee that you have previously paid.

3.0 Party(ies) / Definitions:

Licensor ("TechRadium," "We," "Us," and "Our(s)"):

TechRadium, Inc.
P. O. Box 337
Missouri City, TX 77489
Phone: 281-263-6300
Fax: 281-263-6395

Licensee ("You" and "Your"):

Name: Cleveland County, OK
Address: 201 S. Jones Avenue, Suite 260
Norman Oklahoma, 73069

Phone: 405-366-0200
Fax: 405-366-0618
Email: itsupport@clevelandcountyyok.com

Licensee's Billing Point of Contact:

Name/Title: Cleveland County – IT Department
Address: Same as Above

Phone: 405-366-0200
Fax: 405-366-0618
Email: itsupport@clevelandcountyyok.com

Licensee's Technology Point of Contact:

Name/Title: Cleveland County – IT Department
Address: Same as Above

Phone: 405-366-0200
Fax: 405-366-0618
Email: itsupport@clevelandcountyyok.com

Authorized Seats: Each person who sends ("Administrator") or receives ("Recipient") an *IRIS* message is required to hold an Authorized Seat. Each Administrator and Recipient is considered a User.

4.0 Software: TechRadium owns the software which is a collection of programs and other intellectual properties known as Immediate Response Information System, or "*IRIS*™," including the associated online, electronic and/or printed media, materials, and documentation and updates (if any) (collectively "Software").

5.0 Purpose: The *IRIS* Software and service is an internet based digital notification and response system designed to improve communications between Administrators and Recipients for emergency or cautionary conditions or other general informational notifications. The Software has an Administrator interface that allows an Administrator to author and broadcast prioritized messages to various Recipients on multiple devices using an existing internet connection or dedicated telephone number. The messages are delivered to multiple Recipient devices through simultaneous gateways using grouping information, contact device information and priority order and allows for the return of a response.

6.0 Software License Fee / Term of License / Effective Date: You agree to pay to TechRadium a Software License Fee (USD) as follows:

Term of License ("Term"): 1 Year

Effective Date: 7-1-2026

Software License Fee:

Rate: Software License Fee per Seat
(Connection) per Year:97 cents

Seats: Number of Seats (Connections): ... 600

Annual Service Fee: \$0.00

Total Software License Fee per Year: \$582.00

Billing Period: Annual

Software License Fee due each

Billing Period: \$582.00

Additional Services:

1.) Initial Set-up Fee: WAIVED

2.) Additional Services
(see section titled "Additional
Services / Provisions): N/A

Total Fees Due Upon Execution of Agreement

(Software License Fee due each Billing
Period + Additional Services) \$582.00

In the event You exceed the number of Authorized Seats described above during any billing period, then You agree to pay to TechRadium an additional Software License Fee equal to the number of Authorized Seats exceeding the original number of Authorized Seats multiplied by the rate per Authorized Seat. The increased number of Authorized Seats shall then become the new contracted number of Authorized Seats for the remainder of the Term.

Billing / Invoice: The Software License Fee will be collected by TechRadium from You on each Billing Period described above with the first payment due and payable upon execution of this Agreement and subsequent payments due on each Billing Period anniversary thereafter for the remainder of the Term. You will receive an invoice

from TechRadium for each payment due. Invoice disputes not submitted to TechRadium in writing within 30 days after receipt are waived.

Interest: You agree that TechRadium may charge interest at the lesser of the maximum rate allowed by law or 1% per month on all payments due to TechRadium from You which are not paid on or before the forty-sixth (46th) day after You receive an invoice.

7.0 Term Of License – Additional Provisions: This License will be for the Term described above beginning on the Effective Date. If at any time after termination of this Agreement, You upload data to the Software or log into your account, then You agree to the terms, conditions, and pricing then in effect for a period of one year from the date of upload. After the initial Term, the License will be automatically renewed (absent notice of non-renewal) for successive one-year Terms under TechRadium's then current pricing as provided to you in writing. After the initial Term, either Party may decline to renew this Software License for any reason by providing the other Party with written notice no less than thirty (30) days before the end of the then current Term.

8.0 Start-Up, Data Upload Format, And Availability: Efficient use and function of the *IRIS* Software requires that all data and data updates used by the Software be uploaded by You to TechRadium in "XLS", "XLSX", "CSV", or "tab delimited" formats only and only through FTP or HTTPS methods.

Information on how to upload user data in proper format can be found in the Software Documentation (Home Page; Options; Upload a User Data File; Data Template. Information on how to use the Data Template is found under the Data Format Guidelines link.)

9.0 Training / Support: TechRadium will provide Your Administrator(s) unlimited training on the Software by web conference telephone and unlimited Customer Support through Our telephone Customer Support at 1-800-716-6521. Technical support is also available to You by: 1) Accessing the *IRIS* website at www.irisdispatch.com; 2) Email at support@useiris.com; and 3) through the online Software documentation available at www.irisdispatch.com.

10.0 Limited Warranty: TechRadium warrants to You that We have the right to grant the Software License; and that, to the best of Our knowledge, Your use of the Software will not, in and of itself, infringe any third-party's copyright, patent, or other intellectual property right.

To the extent permitted by applicable law, and except to the extent of TechRadium's indemnity obligations below, **THE FOREGOING LIMITED WARRANTY IS IN LIEU OF, AND TECHRADIIUM DISCLAIMS, ANY AND ALL OTHER WARRANTIES, CONDITIONS, OR REPRESENTATIONS, (EXPRESS OR IMPLIED, ORAL OR WRITTEN) AND, TECHRADIIUM DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OR CONDITIONS, INCLUDING ANY IMPLIED WARRANTY OF TITLE, MERCHANTABILITY, OR FITNESS OR SUITABILITY FOR A PARTICULAR PURPOSE, WHETHER ALLEGED TO ARISE BY LAW, BY REASON OF CUSTOM OR USAGE IN THE TRADE, OR BY COURSE OF DEALING.**

IN ADDITION, TECHRADIIUM EXPRESSLY DISCLAIMS ANY WARRANTY OR REPRESENTATION TO ANY PERSON OTHER THAN YOU WITH RESPECT TO THE SOFTWARE OR ANY PART THEREOF.

11.0 Limited Remedy: Breach/Notice/Cure/Termination: In the event of a breach of any warranty, covenant, or other provision of this Agreement, the following notice and cure procedures shall apply:

- a) The Party not in breach shall give the Party in breach written notice describing the breach;
- b) The Party in breach shall then have forty-five (45) calendar days after the date the notice is received in which to cure the breach.

If the Software does not perform as described in the online Software documentation and We are unable to resolve any issue that You have brought to Our attention in writing and had a reasonable opportunity to correct, then Your sole remedy shall be to terminate this Agreement by providing written notice to TechRadium.

If TechRadium does not receive your Software License Fee within sixty (60) days of the invoice date, TechRadium has the right to terminate Your access to the Software upon written notice to You. Termination of Your access to the Software shall not terminate Your obligation of payment of past due invoices.

12.0 No Incidental Or Consequential Damages: IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING FROM OR CONNECTED WITH THIS AGREEMENT OR YOUR USE OF THE SOFTWARE.

13.0 Responsibility / Indemnity:

Your Responsibility / Indemnity to TechRadium:

Independent of the foregoing provisions, You understand and agree that TechRadium shall not be responsible for, and You agree to defend and indemnify (to the extent permitted by law) TechRadium against and hold TechRadium harmless from, any and all claims, damages, losses, and expenses of any kind arising from or connected with:

1. Your operation of Your business, including, but not limited to:
 - a. Any power failure, computer malfunction, or internet connection loss or interruption;
 - b. Your Administrator failing to send an appropriate notification to appropriate Recipients in a timely manner or at all;
 - c. Your Recipient not receiving, reacting or responding to the notification through no fault of TechRadium; or
 - d. Your notifications sent improperly or erroneously by You resulting in damages to any person or property.
2. Your action or failure to act, or other responsibility of Yours relating to the content of the notification, dispersing notifications, or ensuring that notifications will be sent or ensuring that notifications will be sent to the proper parties.
3. Your sole responsibility and discretion to broadcast appropriate notifications at appropriate times to Your intended Recipients.

TechRadium's Indemnity to You: TechRadium will, at TechRadium's expense, indemnify, defend and hold You harmless from all liability, loss, or expense (including reasonable attorneys' fees and costs) incurred by You in connection with any claim that the Software infringes, violates or misappropriates any intellectual property right of any third-party. TechRadium reserves the right to either defend or settle any such claim or to obtain the right for You to continue using the Software or replace or modify the Software to be non-infringing and of equivalent functionality.

14.0 Intellectual Property: Patents #7130389; 7174005; 7362852; 7418085; 7496183; 7519165; 7624171; 7684548; 7685245; 7769495; 7769496; 7773729; 7869576, 7904208, and 8,165,274 cover the Software and other TechRadium technology. All rights and title to all intellectual property, including but not limited to patents, copyrights, trademarks, trade names, and service marks, in and relating to the Software and any modifications thereof are owned or licensed by TechRadium. All rights not expressly granted are reserved by TechRadium. TechRadium has multiple

additional patents pending before the United States Patent and Trademark Office.

15.0 Force Majeure: Neither Party shall be liable for any loss or delay or failure to perform any obligation under this Agreement resulting from any force majeure event, which the affected Party is unable to overcome by the exercise of its reasonable diligence, including but not limited to acts of God, fire, natural disaster, federal, state or local government agency, war or military hostilities, terrorism, civil disturbance, labor disputes, stoppage or shortages, electrical, mechanical or telecommunications breakdown, inability of carriers to make scheduled deliveries, or any other cause beyond the reasonable control of that Party.

16.0 Notices: All notices required under this Agreement shall be in writing delivered by Certified Mail Return Receipt Requested, proper postage prepaid, and delivered to the Party's address listed herein, and will be effective on the date actually received. Notices to TechRadium shall be sent to the attention of TechRadium's General Counsel.

17.0 Use Of Personal Data: TechRadium agrees that it will not sell or distribute any customer identifiable personal data or other customer identifiable information and shall take appropriate steps to protect the confidentiality of such data and information.

18.0 Availability: TechRadium will make the Software available, as measured over the course of each calendar month, 99.999% of the time, excluding unavailability as a result of the Exceptions described below (the "Availability Percentage"). "Available" means the Software is available for access and use by You over the Internet and operating in material accordance with the Software documentation. In the event the Software is not Available for the Availability Percentage during any calendar month, then, at Your request, the Term of the License Agreement shall be automatically extended by the amount of time the Software was not Available. In order to receive this credit, You must send a written request to TechRadium no later than thirty (30) days after the end of the

calendar month in which the Availability Percentage was not met. For purposes of calculating the Availability Percentage, the following are "Exceptions" to the service level requirement, and the Software shall not be considered unavailable, even if not actually accessible to You, if any such inaccessibility is due to: (i) Your acts or omissions; (ii) Your Internet connectivity; (iii) Internet traffic problems not under TechRadium's reasonable control; (iv) Your failure to meet minimum hardware and/or software requirements set forth in the Agreement, if any; (v) Your hardware, software, or other equipment; (vi) any hardware, software, service, or other equipment used by You to access the Software; (vii) failure of services provided by You, or a third-party under contract to You for provision of such services, that are incorporated into the Software, if any, due to no fault of TechRadium, (viii) unavailability as the result of scheduled maintenance, for which You were notified at least 30 days in advance, (ix) any Force Majeure event, or (x) any other cause beyond the reasonable control of TechRadium.

19.0 Licensee's Grant Of License: You authorize TechRadium to display Your name and logo in TechRadium's client list.

20.0 Additional Services / Provisions:

1. **Restrictions On Use:** You may use the Software to broadcast messages only to continental United States based telephone numbers.
2. Additional Software Terms of Service are available online at https://www.irisdispatch.com/public/iris_sts.cfm.
3. **Additional Services:**
 - a. None
 - Or
 - b. [All API Customization / Other Customization must be approved by Project management and Legal.]

[The remainder of this section is blank.]

Agreed, Accepted, and Executed the dates written below, to be effective as of the Effective Date described above.

LICENSOR:

TechRadium, Inc.

Date: 6-24-2026

By: *Ryan S Rodkey*

Printed Name and Title: Ryan Rodkey - Sales

LICENSEE:

Date: _____

Printed Name of Licensee

By: _____
(Signature)

Printed Name and Title

[The remainder of this page is blank.]



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

Quote No. 3000203786545.1
Total \$13,553.73
Customer # 79361333
Quoted On Jun. 12, 2026
Expires by Jul. 27, 2026
Contract Name State of Oklahoma Office of Management and Enterprise Services (OMES)
Contract Code C000001067537
Customer Agreement # SW1020D
Deal ID 30855451

Sales Rep Rosenda De Leon
Phone 1(800) 4563355, 80000
Email Rosenda.De_leon@Dellteam.com
Billing To COMMISSIONERS OFFICE
CLEVELAND COUNTY I T DEPT
201 S JONES AVE
STE 260
NORMAN, OK 73069-6079

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online and review quote(s) carefully for accuracy before ordering. Feel free to contact me if you require modifications to your quote or if you will experience error in placing the order.

Regards,
Rosenda De Leon

Shipping Group

Shipping To

JERRY VINCENT
CLEVELAND COUNTY I T DEPT
122 E EUFAULA ST
NORMAN, OK 73069-6017
(405) 366-0691

Product

PowerEdge R550 Upgrades and Extensions

Subtotal

\$2,114.86

Service Tag: 4CXSWM3

Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance

Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 4CXSWM3

Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch

Service Contract: Jul. 02, 2026 - Jul. 01, 2027

PowerEdge R650 Upgrades and Extensions

\$7,318.00

Service Tag: 1TRD6X3
Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 2TRD6X3
Service Description: ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 1TRD6X3
Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

Service Tag: 2TRD6X3
Service Description: ProSupport Plus Mission Critical 7x24 Technical Support and Assistance
Service Contract: Jul. 02, 2026 - Jul. 01, 2027

PowerEdge R740 Upgrades and Extensions

\$4,120.87

Service Tag: H456FW2
Service Description: Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H457FW2
Service Description: Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H456FW2
Service Description: Post Standard Support 7x24 Technical Support and Assistance
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Service Tag: H457FW2
Service Description: Post Standard Support 7x24 Technical Support and Assistance
Service Contract: Jun. 12, 2026 - Jun. 11, 2027

Subtotal:	\$13,553.73
Shipping & Handling:	\$0.00
Estimated Tax:	\$0.00
Total:	\$13,553.73

PowerEdge R550 Upgrades and Extensions		Unit Price	Quantity	Subtotal
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D		\$2,114.86	1	\$2,114.86
Description	SKU	Unit Price	Quantity	Subtotal
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance	859-4626	-	1	-
ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch	859-4616	-	1	-
		Unit Price	Quantity	Subtotal
PowerEdge R650 Upgrades and Extensions		\$7,318.00	1	\$7,318.00
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D				
Description	SKU	Unit Price	Quantity	Subtotal
ProSupport Plus Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch	853-2185	-	1	-
ProSupport Plus Mission Critical 7x24 Technical Support and Assistance	853-2195	-	1	-
		Unit Price	Quantity	Subtotal
PowerEdge R740 Upgrades and Extensions		\$4,120.87	1	\$4,120.87
Estimated delivery if purchased today: Jun. 18, 2026 Contract # C000001067537 Customer Agreement # SW1020D				
Description	SKU	Unit Price	Quantity	Subtotal
Post Standard Support 4-Hour 7x24 Onsite Service After Problem Diagnosis	879-2657	-	1	-
Post Standard Support 7x24 Technical Support and Assistance	879-2658	-	1	-
		Subtotal:		\$13,553.73
		Shipping:		\$0.00
		Estimated Tax:		\$0.00
		Total:		\$13,553.73

Important Notes

Terms of Sale

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Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

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Electronically linked terms and descriptions are available in hard copy upon request.

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Other Subscription Customers: By accepting your order confirmation, you are opting into a subscription for the services listed and are allowing Dell to charge your payment method on file on a recurring basis. See the offer specific Terms and Conditions for details.

Commercial: <https://www.dell.com/learn/us/en/uscorp1/commercial-sector-auto-renewal-terms>

You may opt out of automatic renewal at any time through the web portal used to manage your subscription. You may update payment and billing information through the [Dell Digital Locker](#).

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department for The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, extinguishers and monitoring from July 1, 2026, to June 30, 2027

The health department will pay \$400.00 for Fire Sprinkler test and inspection; \$720.00 for Fire Alarm System Inspection and testing; \$85.00 for Portable Fire Extinguisher Inspection and Tagging (all services are extra). All pricing is for one year for The Well. Total cost is \$1,205.00.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified:



FIRETROL
Protection Systems
www.firetrol.net

From Firetrol Protection Systems,
Inc.
108 Northwest 132nd Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No. 2126266
Type Inspection
Prepared By Jody McCain
Created On 06/24/2026

Quote For Cleveland County Health
Department
WELLNESS BUILDINGS
200-210 JAMES GARNER
NORMAN OK 73070
(405) 432-8559

Description of Work

Inspection Agreement: State Contract - SW1048

Contractor shall inspect and/or test the equipment/system(s) described below in accordance with the State Code of Regulations, Local Authority having Jurisdiction and/or any other requirements stated in this agreement. All inspections/tests shall be documented and a copy of work performed will be given to the Owner. Tests will be scheduled in advance, and at the convenience of customers staff. Firetrol will need the assistance from customers staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas.

The inspections and testing provided under this Agreement are NOT a system survey or engineering analysis of the system and/or its design. The inspection and testing services provided by this Agreement are designed to determine the functionality of the inspected systems at the time of the inspection/test. Inspection and testing services under this Agreement are not intended to reveal design or installation flaws or code compliance violations.

Term

The term of this Agreement shall be for one (1) year from **July 1, 2026 to June 30, 2027**.

Owner shall pay Contractor within thirty (30) days after **each** inspection for the above stated Site.

If the Owner fails to make payment in full, the Contractor may, at its option, terminate the contract, and, in the any event, will not be obligated to perform any additional work until such time past due amount is made in full and received by Contractor.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the Site upon receipt of executed Agreement.

Report of Inspection

A copy of the inspection/test report(s) will be provided to Purchaser after work is performed and completed. Firetrol Protection Systems must forward all deficiencies found during the time of inspection to the authority having jurisdiction.

Scope of Work (for applicable services listed below)

Contractor shall inspect and/or test the equipment/system(s) described below in accordance with the State Code of Regulations, Local Authority having Jurisdiction and in accordance with the terms of the State Contract as it applies to this work. All inspections/tests shall be documented and a copy of work performed will be given to the Owner. Tests will be scheduled in advance, and at the convenience of customer's staff. Firetrol will need the assistance from customer's staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas. The inspections and testing provided under this Agreement are NOT a system survey or engineering analysis of the system and/or its design. The inspection and testing services provided by this Agreement are designed to determine the functionality of the inspected systems at the time of the inspection/test. Inspection and testing services under this Agreement are not intended to reveal design or installation flaws or code compliance violations.

Fire Sprinkler Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of the fire sprinkler system(s) in accordance with the following sections (if applicable):

NFPA 25, Current Adopted Edition. *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (or the same sections of the currently adopted Edition of the code).*

- Sprinkler Systems
- Standpipe and Hose Systems
- Private Fire Service Main
- Fire Pumps Section
- Water Storage Tanks
- Water Spray Fixed Systems
- Foam-Water Sprinkler Systems
- Water Mist Systems
- Valve, Valve Components, and Trim
- Pre-Action Valves and Deluge Valves
- Dry Pipe Valves/Quick Opening Devices
- Backflow Prevention Assemblies

Fire Alarm Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of fire alarm system(s) in accordance with the following sections (if applicable):

NFPA 72, Current Adopted Edition. *National Fire Alarm and Signaling Code (or the same sections of the currently adopted Edition of the code).*

- Inspection
- Testing

Portable Fire Extinguisher Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection of the portable fire extinguisher(s) in accordance with the following sections (if applicable):

NFPA 10, Current Adopted Edition. *Standard for Portable Fire Extinguishers (or the same sections of the currently adopted Edition of the code).*

- Inspection Procedures

Pricing

The pricing set forth in this Agreement is based on the number of devices listed below as set forth in *Services to be Completed*. If the actual number of devices installed is different, the price will be adjusted accordingly.

Please be advised that all system devices are required by NFPA to be inspected 100%. The Customer is expected to provide access to all areas, if access is not provided, there may be an additional charge for a return trip to complete the inspection.

LOCAL AHJ RECORD KEEPING FEES IF APPLICABLE

Unless specifically noted in your proposal, the Contract Pricing does not include any record keeping and/or processing fees incurred by the local AHJ and will be added to your invoices as applicable.

PRICING, TERMS AND CONDITIONS PER STATE CONTRACT SW1048F.

Services to be completed

[Alarm Systems] Alarm System - Alarm

ANNUAL FIRE ALARM INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Sprinkler] Wet Sprinkler - Wet Sprinkler

ANNUAL WET SPRINKLER INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Sprinkler] Dry Sprinkler - Dry Sprinkler

ANNUAL DRY SPRINKLER INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Backflow] Backflow - Backflow

ANNUAL BACKFLOW INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Portable Extinguishers] Portable Fire Extinguisher - Extinguisher

ANNUAL FIRE EXTINGUISHER INSPECTION (5 EXT)

Estimated Completion: 10/01/2026 to 10/31/2026

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	ANNUAL FIRE ALARM INSPECTION	1	\$720.00	\$720.00
	ANNUAL SPRINKLER INSPECTION	1	\$400.00	\$400.00
	ANNUAL FIRE EXTINGUISHER INSPECTION	1	\$85.00	\$85.00
			GRAND TOTAL	\$1,205.00

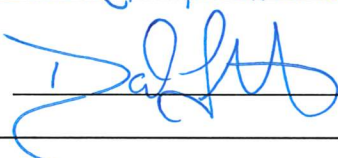
Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-24-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, and Kitchen Hood Systems, extinguishers and monitoring from July 1, 2026 to June 30, 2027.

The health department will pay **\$275.00** for Fire Sprinkler test and inspection; **\$702.00** for Fire Alarm System Inspection and testing; **\$128.00** for Portable Fire Extinguisher Inspection and Tagging (all services are extra); and **\$340.00** for Kitchen Hood Suppression System Test and Inspection. All pricing is for one year for the Moore office. Total cost is **\$1,445.00**.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified:



FIRETROL
Protection Systems
www.firetrol.net

From

**Firetrol Protection
Systems, Inc.**

108 Northwest 132nd
Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No.

2126263

Type

Inspection

Prepared By

Jody McCain

Created On

06/24/2026

Quote For

**Cleveland County Health
Department**

424 South Eastern Avenue
Moore OK 73160
(405) 794-1591

Description of Work

Inspection Agreement: State Contract - SW1048

Contractor shall inspect and/or test the equipment/system(s) described below in accordance with the State Code of Regulations, Local Authority having Jurisdiction and/or any other requirements stated in this agreement. All inspections/tests shall be documented and a copy of work performed will be given to the Owner. Tests will be scheduled in advance, and at the convenience of customers staff. Firetrol will need the assistance from customers staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas.

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Term

The term of this Agreement shall be for one **(1) year** from **July 1, 2026 to June 30, 2027**.

Owner shall pay Contractor within thirty (30) days after **each** inspection for the above stated Site.

If the Owner fails to make payment in full, the Contractor may, at its option, terminate the contract, and, in the any event, will not be obligated to perform any additional work until such time past due amount is made in full and received by Contractor.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the Site upon receipt of executed Agreement.

Report of Inspection

A copy of the inspection/test report(s) will be provided to Purchaser after work is performed and completed. Firetrol Protection Systems must forward all deficiencies found during the time of inspection to the authority having jurisdiction.

Scope of Work (for applicable services listed below)

Contractor shall inspect and/or test the equipment/system(s) described below in accordance with the State Code of Regulations, Local Authority having Jurisdiction and in accordance with the terms of the State Contract as it applies to this work. All inspections/tests shall be documented and a copy of work performed will be given to the Owner. Tests will be scheduled in advance, and at the convenience of customer's staff. Firetrol will need the assistance from customer's staff for access to all areas of the facility in order to locate devices and ensure efficient transition between areas. The inspections and testing provided under this Agreement are NOT a system survey or

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Fire Sprinkler Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of the fire sprinkler system(s) in accordance with the following sections (if applicable):

NFPA 25, Current Adopted Edition. *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems (or the same sections of the currently adopted Edition of the code).*

- Sprinkler Systems
- Standpipe and Hose Systems
- Private Fire Service Main
- Fire Pumps Section
- Water Storage Tanks
- Water Spray Fixed Systems
- Foam-Water Sprinkler Systems
- Water Mist Systems
- Valve, Valve Components, and Trim
- Pre-Action Valves and Deluge Valves
- Dry Pipe Valves/Quick Opening Devices
- Backflow Prevention Assemblies

Fire Alarm Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection(s) and testing of fire alarm system(s) in accordance with the following sections (if applicable):

NFPA 72, Current Adopted Edition. *National Fire Alarm and Signaling Code (or the same sections of the currently adopted Edition of the code).*

- Inspection
- Testing

Portable Fire Extinguisher Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform an annual inspection of the portable fire extinguisher(s) in accordance with the following sections (if applicable):

NFPA 10, Current Adopted Edition. *Standard for Portable Fire Extinguishers (or the same sections of the currently adopted Edition of the code).*

- Inspection Procedures

Kitchen Hood System Test and Inspection Services: Under this agreement, Firetrol's State licensed inspectors will perform semi-annual inspections and maintenance of the kitchen hood system(s) in accordance with the following sections (if applicable):

NFPA 17A, Current Adopted Edition. *Standard for Wet Chemical Extinguishing Systems (or the same sections of the currently adopted Edition of the code).*

- Semi-Annual Inspection

NFPA 96, Current Adopted Edition. *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (or the same sections of the currently adopted Edition of the code).*

Inspection and Testing

Pricing

The pricing set forth in this Agreement is based on the number of devices listed below as set forth in *Services to be Completed*. If the actual number of devices installed is different, the price will be adjusted accordingly.

Please be advised that all system devices are required by NFPA to be inspected 100%. The Customer is expected to provide access to all areas, if access is not provided, there may be an additional charge for a return trip to complete the inspection.

LOCAL AHJ RECORD KEEPING FEES IF APPLICABLE

Unless specifically noted in your proposal, the Contract Pricing does not include any record keeping and/or processing fees incurred by the local AHJ and will be added to your invoices as applicable.

PRICING, TERMS AND CONDITIONS PER STATE CONTRACT SW1048F.

Services to be completed

[Alarm Systems] Alarm System - Firelite MS9600LS

ANNUAL FIRE ALARM INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Sprinkler] Wet Sprinkler - Wet Sprinkler System

ANNUAL WET SPRINKLER INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Backflow] Backflow - Backflow Device

ANNUAL BACKFLOW INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Portable Extinguishers] Portable Fire Extinguisher - Portable Fire Extinguishers

ANNUAL FIRE EXTINGUISHER INSPECTION (12 EXT)

Estimated Completion: 10/01/2026 to 10/31/2026

[Kitchen Suppression] Kitchen Fire Suppression - Kitchen Fire Suppression System

SEMI-ANNUAL KITCHEN HOOD INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Kitchen Suppression] Kitchen Fire Suppression - Kitchen Fire Suppression System

SEMI-ANNUAL KITCHEN HOOD INSPECTION

Estimated Completion: 04/01/2027 to 04/30/2027

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	ANNUAL FIRE ALARM INSPECTION	1	\$702.00	\$702.00
	ANNUAL SPRINKLER INSPECTION	1	\$275.00	\$275.00
	ANNUAL FIRE EXTINGUISHER INSPECTION	1	\$128.00	\$128.00
	SEMI-ANNUAL KITCHEN HOOD INSPECTION	2	\$170.00	\$340.00
			GRAND TOTAL	\$1,445.00

Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-25-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide services to inspect and/or test Fire Alarm, Fire Sprinkler, and Kitchen Hood Systems, extinguishers and monitoring from July 1, 2026 to June 30, 2027.

The health department will pay **\$275.00** for Fire Sprinkler test and inspection; **\$992.00** for Fire Alarm System Inspection and testing; **\$128.00** for Portable Fire Extinguisher Inspection and Tagging (all services are extra); and **\$368.00** for Kitchen Hood Suppression System Test and Inspection. All pricing is for one year for the Norman office. Total cost is **\$1763.00**.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified:



FIRETROL
Protection Systems
www.firetrol.net

From

**Firetrol Protection
Systems, Inc.**

108 Northwest 132nd
Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No.

2126261

Type

Inspection

Prepared By

Jody McCain

Created On

06/24/2026

Quote For

**Cleveland County Health
Department**

250 12th Avenue Northeast
Norman OK 73071
(405) 794-1591

Description of Work

Inspection Agreement: State Contract - SW1048

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- Inspection
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- Inspection Procedures

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- Semi-Annual Inspection

NFPA 96, Current Adopted Edition. *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations (or the same sections of the currently adopted Edition of the code).*

Inspection and Testing

Pricing

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PRICING, TERMS AND CONDITIONS PER STATE CONTRACT SW1048F.

Services to be completed

[Alarm Systems] Alarm System - FireLite MS10

ANNUAL FIRE ALARM INSPECTION

Estimated Completion: 04/01/2027 to 04/30/2027

[Sprinkler] Wet Sprinkler - Wet Sprinkler System

ANNUAL WET SPRINKLER INSPECTION

Estimated Completion: 04/01/2027 to 04/30/2027

[Backflow] Backflow - Backflow Device

ANNUAL BACKFLOW INSPECTION

Estimated Completion: 04/01/2027 to 04/30/2027

[Portable Extinguishers] Portable Fire Extinguisher - Portable Fire Extinguishers

ANNUAL FIRE EXTINGUISHER INSPECTION (12 EXT)

Estimated Completion: 04/01/2027 to 04/30/2027

[Kitchen Suppression] Kitchen Fire Suppression - Kitchen Fire Suppression System

SEMI-ANNUAL KITCHEN HOOD INSPECTION

Estimated Completion: 10/01/2026 to 10/31/2026

[Kitchen Suppression] Kitchen Fire Suppression - Kitchen Fire Suppression System

SEMI-ANNUAL KITCHEN HOOD INSPECTION

Estimated Completion: 04/01/2027 to 04/30/2027

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	ANNUAL FIRE ALARM INSPECTION	1	\$992.00	\$992.00
	ANNUAL SPRINKLER INSPECTION	1	\$275.00	\$275.00
	ANNUAL FIRE EXTINGUISHER INSPECTION	1	\$128.00	\$128.00
	SEMI-ANNUAL KITCHEN HOOD INSPECTION	2	\$184.00	\$368.00
GRAND TOTAL				\$1,763.00

Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-24-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Florentine Compter to provide line dancing classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Florentine Compter to provide line dancing classes at The Well.

The Health Department will pay \$40 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Florentina Compter ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Florentina Compter

2301 County Rd 1332, Blanchard, OK 73010

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$40.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:	Tai Chi Yoga Zumba High Intensity Interval Training Other: <u>Line Dancing</u>
-Nutrition Education:	Cooking Horticulture Dietetics Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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APPROVED this 23rd day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-23-26

Florentina Compter
Name: Florentina Compter
Contractor

Date: 6-22-2026

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Barbara Pyle to provide yoga classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Barbara Pyle to provide yoga classes at The Well.

The Health Department will pay \$35 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Barbara Ryle ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Barbara Ryle

331 Timberwind Dr, Norman, OK 73072

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$35.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: Yoga sub

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 23rd day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-23-26

Barbara Pyle
Name: Barbara Pyle
Contractor

Date: 6/19/2026

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2214

Date Requested: 06-24-2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for The Well.

The charge is \$30.00 for (1) ShredVantage Collection Container 10% for Fuel & Environmental Fee every 4 weeks. Special Purges - Quote Upon Request. Service will be every four weeks.

This agreement is for one year beginning July 1, 2026 to June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



ONSITE SHREDDING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY WELLNESS SQUARE

This confidential Document Destruction Service Agreement ("Agreement") is entered as of this 1ST DAY OF JULY 2026 ("Effective Date") by and between Absolute Data Shredding, having a place of business at 3505 N Flood Ave, Norman, Oklahoma, 73069 and Cleveland County Wellness Square having a place of business at 210 South James Garner Avenue, Norman, Oklahoma 73069.

Service Provided: ADS shall provide said business with secure document destruction. ADS shall furnish locked containers for office grade paper. ADS agrees to pick up this material. Containers and boxed paper will be picked up by identifiable ADS employees and transferred to a roll cart. ADS personnel will then take the cart to our mobile shredding unit on Customer's property and shred material while customer representative observes the shredding process. The paper documents will be shredded and then transported to the ADS facility, where it will be baled and recycled at an Oklahoma Paper Mill.

Certificate of Destruction: A certificate of destruction will be submitted to the Customer as soon as the material is destroyed.

Obligations: The Customer agrees to maintain the locked containers in a covered, dry area and use them only for paper destruction; and exclusively use the professional shredding services of ADS for the duration of this agreement. Customer will do its best to keep the containers free from contamination. Customer assumes all responsibilities for the replacement cost of each said container if said collection container(s) become damaged either by abuse, neglect or any act of God.

Duration of Agreement: This agreement will be in effect for **ONE (1) year**. At the end of the agreement, if Customer wishes to discontinue service, Customer shall allow ADS employee(s) access to retrieve all delivered containers from Customer.

Pricing Structure: ADS will invoice Customer at the beginning of the month following the month service was provided in.

Price is based on: ONE (1) ShredVantage Collection Container @ \$30.00 per service.

Fuel & Environmental is 10% of the invoice total.

Service Frequency: Once every four (4) weeks – additional service available by request

Terms: Net 30 days.

Non-Disclosure Clause: ADS will keep all information provided by Customer for the purpose of destruction or recycling strictly confidential. Our mobile unit is always locked when not attended. ADS has an automated system which includes a no-touch, no-see policy for all paper shredded. All employees of ADS undergo background checks & drug screenings before having access to any material received from customer. Under no circumstances shall ADS disclose protected information provided by Customer.

Breach Notification: ADS agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of ADS's security obligations, ADS agrees to notify Customer by telephone and e-mail of such an event immediately of discovery.

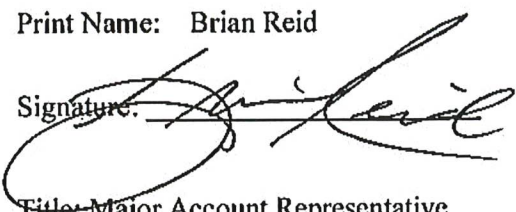
Damage to Pavement: Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

Changes: This agreement may not be modified, waived or amended unless agreed to in writing by the parties hereto.

Agreement Executed on this date: July 1st, 2026

Absolute Data Shredding:

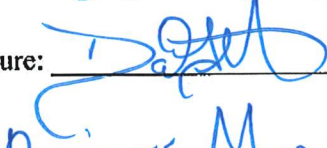
Print Name: Brian Reid

Signature: 

Title: Major Account Representative

Cleveland County Wellness Square

Print Name: Daniel Thatcher

Signature: 

Title: Business Manager

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and David Boeck to provide Sketching classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2025

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and David Boeck to provide Sketching classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and David Boeck ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: David Boeck

922 Schulze Dr., Norman, OK 73071

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: Sketching / beginners' sketching

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out of the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 23rd day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-23-26

[Signature]
Name: DAVID BOECK
Contractor

Date: 06-22-2026

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Fire and Security Alarm System Monitoring from July 1, 2026 to June 30, 2027

The health department will pay \$900.00 (\$468 for Fire and \$432 for Security) for this service at the Norman office.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



FIRETROL
Protection Systems
www.firetrol.net

From **Firetrol Protection Systems, Inc.**
108 Northwest 132nd Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No. 2126260
Type Service Call
Prepared By Jody McCain
Created On 06/24/2026

Quote For **Cleveland County Health Department**
250 12th Avenue Northeast
Norman OK 73071
(405) 794-1591

Description of Work

We propose to monitor your system for activation conditions as indicated below. We can provide labor and materials to install and/or program a Communicator (Monitoring Panel) at your job site address set up as a separate project.

Monitoring Service Type: Fire/Security

(Fire / Security / Elevator / Temperature / Video / Custom)

Site's Monitoring Equipment: FCI-Fire/ Vista-Security

(Manufacture and Model)

Site's Transmission Channel(s): Cellular-Fire / Cellular- Security

(Phone line / AES Radio / Cellular / IP with the switch having 24-hour power supply back up / Other...)

Estimated Start Date: _July 1, 2026

Additional Services Described: Monitoring price change for Fire only.

SUBSCRIBERS BASIC RESPONSIBILITIES

1. It is the customer's responsibility to maintain a 24-hour power supply backup on all communication equipment, including network switches relating to Internet protocol (IP) communicators.
2. The customer must provide access to the communication equipment as it relates to monitoring services.
3. Additions or changes to any of your account's personnel list, site contact list, and/or changes to your existing system must be provided to FIRETROL PROTECTION SYSTEMS, INC. in writing and may result in a minimal service charge.
4. Additions or changes to the existing system's monitoring equipment must be approved in writing by FIRETROL PROTECTION SYSTEMS, INC. and may result in a change of the annual fee.
5. Additional charges or the blocking of your transmitter may result if your system goes into a "runaway state" locking the monitoring stations' receiver.

EXCLUSIONS: Maintenance of the alarm system is the Subscriber's responsibility and is not included in this Proposal/Contract.

Alarm permit – Contact your City or Police Department, you may need an Alarm Permit.

If this proposal is accepted, please sign and initial the attachment below and return the original to our office. Upon receipt, we shall execute and return one copy for your files. This proposal is valid for 30 days from the proposal date. If accepted the installation will be completed as your job conditions allow (if applicable). Either party may terminate this contract with 30 days written notice. This proposal/contract is subject to the terms and conditions listed in Exhibit A (attached). This contract has no termination date and shall continue until canceled.

In signing this document I am acknowledging that I understand, and am authorized to accept and accept this Proposal/Contract in its entirety.

Services to be completed

[Alarm Monitoring] Location - Building

Monitoring Agreement

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	Monitoring Annual Fee - Fire	1	\$468.00	\$468.00
	Monitoring Annual Fee - Security	1	\$432.00	\$432.00
			GRAND TOTAL	\$900.00

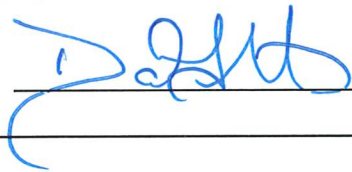
Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-24-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Security and Fire Alarm System Monitoring from July 1, 2026 to June 30, 2027.

The health department will pay \$762.00 (\$330 for Fire and \$432 for Security) for this service at the Moore office.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



FIRETROL
Protection Systems
www.firetrol.net

From

**Firetrol Protection
Systems, Inc.**

108 Northwest 132nd
Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No.

2126264

Type

Service Call

Prepared By

Jody McCain

Created On

06/24/2026

Quote For

**Cleveland County Health
Department**

424 South Eastern Avenue
Moore OK 73160
(405) 794-1591

Description of Work

We propose to monitor your system for activation conditions as indicated below. We can provide labor and materials to install and/or program a Communicator (Monitoring Panel) at your job site address set up as a separate project.

Monitoring Service Type: Security

(Fire / Security / Elevator / Temperature / Video / Custom)

Site's Monitoring Equipment: Vista

(Manufacture and Model)

Site's Transmission Channel(s): Cellular

(Phone line / AES Radio / Cellular / IP with the switch having 24-hour power supply backup / Other...)

Estimated Start Date: _July 1, 2026

SUBSCRIBERS BASIC RESPONSIBILITIES

1. It is the customer's responsibility to maintain a 24-hour power supply backup on all communication equipment, including network switches relating to Internet protocol (IP) communicators.
2. The customer must provide access to the communication equipment as it relates to monitoring services.
3. Additions or changes to any of your account's personnel list, site contact list, and/or changes to your existing system must be provided to FIRETROL PROTECTION SYSTEMS, INC. in writing and may result in a minimal service charge.
4. Additions or changes to the existing system's monitoring equipment must be approved in writing by FIRETROL PROTECTION SYSTEMS, INC. and may result in a change of the annual fee.
5. Additional charges or the blocking of your transmitter may result if your system goes into a "runaway state" locking the monitoring stations' receiver.

EXCLUSIONS: Maintenance of the alarm system is the Subscriber's responsibility and is not included in this Proposal/Contract.

Alarm permit – Contact your City or Police Department, you may need an Alarm Permit.

If this proposal is accepted, please sign and initial the attachment below and return the original to our office. Upon receipt, we shall execute and return one copy for your files. This proposal is valid for 30 days from the proposal date. If accepted the installation will be completed as your job conditions allow (if applicable). Either party may terminate this contract with 30 days written notice. This proposal/contract is subject to the terms and conditions listed in Exhibit A (attached). This contract has no termination date and shall continue until canceled.

In signing this document I am acknowledging that I understand, and am authorized to accept and accept this Proposal/Contract in its entirety.

Services to be completed

Alarm Monitoring

Monitoring Agreement

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	Monitoring Annual Fee - Fire	1	\$330.00	\$330.00
	Monitoring Annual Fee - Security	1	\$432.00	\$432.00
GRAND TOTAL				\$762.00

Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-24-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract for Services between Firetrol Protection Systems and Cleveland County Health Department.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/24/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract for Services between Cleveland County Health Department and Firetrol Protection Systems to provide Fire Alarm System Monitoring from July 1, 2026 to June 30, 2027. The health department will pay \$660.00 (\$330 for each building) for this service at the The Well at 200/210 James Garner Ave.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified:



FIRETROL Protection Systems

www.firetrol.net

From

Firetrol Protection
Systems, Inc.

108 Northwest 132nd
Street
Oklahoma City OK 73114
405-752-2330
<https://www.firetrol.net/>

Quote No.

2126265

Quote For

Cleveland County Health
Department

Type
Prepared By
Created On

Service Call
Jody McCain
06/24/2026

WELLNESS BUILDINGS
200-210 JAMES GARNER
NORMAN OK 73070
(405) 432-8559

Description of Work

Renewal Contract:

We propose to monitor your system for activation conditions as indicated below. We can provide labor and material to install and/or program a Communicator (Monitoring Panel) at your job sites address set up as a separate project, if needed.

Monitoring Service Type: _Fire_

(Fire / Security / Elevator / Temperature / Video / Custom)

Site's Monitoring Equipment: _Notifier_

(Manufacture and Model)

Site's Transmission Channel(s): _Cellular_

(Phone line / AES Radio / Cellular / IP with the switch having 24 hour power supply back up / Other...)

Estimated Start Date: _July 1, 2026_

Additional Services Described: _____

Cleveland County Wellness Center:

CLSS3068-200 James Garner Ave Bldg 200

CLSS3069-200 James Garner Ave Bldg 210

SUBSCRIBERS BASIC RESPONSIBILITIES

1. It is the customer's responsibility to maintain a 24 hour power supply back-up on all communication equipment, including network switches relating to internet protocol (IP) communicators.
2. Customer must provide access to the communication equipment as it relates to monitoring services.
3. Additions or changes to your any of your account's personnel list, site contact list and/or changes to your existing system must be provided to FIRETROL PROTECTION SYSTEMS, INC. in writing and may result in a minimal service charge.
4. Additions or changes to the existing system's monitoring equipment must be approved in writing by FIRETROL PROTECTION SYSTEMS, INC. and may result in a change of the annual fee.
5. Additional charges or the blocking of your transmitter may result if your system goes into a "runaway state" locking the monitoring stations' receiver.

EXCLUSIONS: Maintenance of the alarm system is the Subscriber responsibility and is not included in this Proposal/Contract.

Alarm permit – Contact your City or Police Department, you may need an Alarm Permit.

If this proposal is accepted, please sign and initial the attachment below and return the original to our office. Upon receipt, we shall execute and return one copy for your files. This proposal is valid for 30 days from the proposal date. If accepted the installation will be completed as your job conditions allow (if applicable). Either party may terminate this contract with 30 day written notice. This proposal/contract is subject to the terms and conditions listed in exhibit A (attached). This contract has no termination date and shall continue until cancelled.

In signing this document I am acknowledging that I understand, am authorized to accept, and accept this Proposal/Contract in its entirety.

Services to be completed

[Alarm Monitoring] Alarm System - Alarm
Monitoring Agreement

Code	Parts, Labor, and Items	Quantity	Unit Price	Total
	Monitoring Annual Fee	2	\$330.00	\$660.00
			GRAND TOTAL	\$660.00

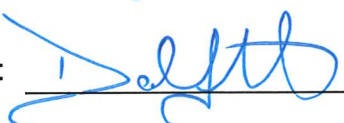
Terms and Conditions

Pricing, Terms and Conditions per State Contract SW1048M. Customer must provide PO referencing State Contract SW1048M.

This Proposal includes a one (1) year Standard Parts and Labor Warranty. Pricing is valid for 30 days from the date of this proposal.

By my signature below, I authorize work to begin and agree to pay the Grand Total according to the terms and conditions of this agreement.

Name: Daniel Thatcher Date: 6-24-26

Signature: 

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for the Norman and Moore offices.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2214

Date Requested: 06-24-2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Service Agreement between Cleveland County Health Department and Absolute Data Shredding for document destruction services for the Norman and Moore offices.

The charge for Norman and Moore is \$18.75 per secure consoles (8 total) and \$40.00 per secure poly cart (3 total), plus 10% for Fuel & Environmental Fee every 4 weeks. Special Purges - Quote Upon Request. Service will be every four weeks for Norman and Moore.

This agreement is for one year beginning July 1, 2026 to June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



ONSITE SHREDDING
Service Agreement
Between
Absolute Data Shredding (ADS)
And CLEVELAND COUNTY HEALTH

This confidential Document Destruction Service Agreement ("Agreement") is entered as of this 1ST DAY OF JULY 2026 ("Effective Date") by and between Absolute Data Shredding, having a place of business at 3505 N Flood Ave, Norman, Oklahoma, 73069 and Cleveland County Health having a place of business at 250 12th Avenue SE, Norman, Oklahoma 73071 (Corporate Location).

Service Provided: ADS shall provide said business with secure document destruction. ADS shall furnish locked containers for office grade paper. ADS agrees to pick up this material. Containers and boxed paper will be picked up by identifiable ADS employees and transferred to a roll cart. ADS personnel will then take the cart to our mobile shredding unit on Customer's property and shred material while customer representative observes the shredding process. The paper documents will be shredded and then transported to the ADS facility, where it will be baled and recycled at an Oklahoma Paper Mill.

Certificate of Destruction: A certificate of destruction will be submitted to the Customer as soon as the material is destroyed.

Obligations: The Customer agrees to maintain the locked containers in a covered, dry area and use them only for paper destruction; and exclusively use the professional shredding services of ADS for the duration of this agreement. Customer will do their best to keep the containers free from contamination. Customer assumes all responsibilities for the replacement cost of each said container if said collection container(s) become damaged either by abuse, neglect or any act of God.

Duration of Agreement: This agreement will be in effect for **ONE (1) year**. At the end of the agreement, if Customer wishes to discontinue service, Customer shall allow ADS employee(s) access to retrieve all delivered containers from Customer.

Pricing Structure: ADS will invoice Customer at the beginning of the month following the month service was provided in.

**Price is based on: EIGHT (8) Executive Shred Consoles @ \$18.75 per container, per service
THREE (3) 95-gal Secure Carts @ \$40.00 per cart, per service**

Service locations: Norman – Five (5) consoles & two (2) Secure Carts

Moore – Three (3) Consoles & One (1) Secure Cart

Special purges upon request

Fuel & Environmental is 10% of invoice total.

Service Frequency: Once every four (4) weeks – additional service available by request

Terms: Net 30 days.

Non-Disclosure Clause: ADS will keep all information provided by Customer for the purpose of destruction or recycling strictly confidential. Our mobile unit is always locked when not attended. ADS has an automated system which includes a no-touch, no-see policy for all paper shredded. All employees of ADS undergo background checks & drug screenings before having access to any material received from customer. Under no circumstances shall ADS disclose protected information provided by Customer.

Breach Notification: ADS agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of ADS's security obligations, ADS agrees to notify Customer by telephone and e-mail of such an event immediately of discovery.

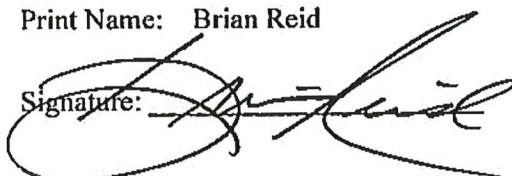
Damage to Pavement: Customer acknowledges that ADS shall not be liable for any damages to pavement, curbing or driving surface resulting from its trucks servicing an agreed upon area.

Changes: This agreement may not be modified, waived or amended unless agreed to in writing by the parties hereto.

Agreement Executed on this date: July 1st, 2026

Absolute Data Shredding:

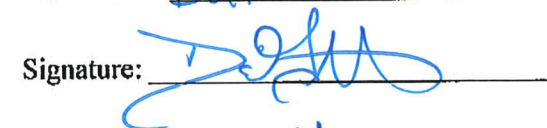
Print Name: Brian Reid

Signature: 

Title: Major Account Representative

Cleveland County Health

Print Name: Daniel Thatcher

Signature: 

Title: Business Manager

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Matthew Collier to provide Mindfulness Meditation, Art of Change and Emotions 101 Classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Matthew Collier to provide Mindfulness Meditation, Art of Change and Emotions 101 Classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1 2026 through June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:	Tai Chi Yoga Zumba High Intensity Interval Training Other: <u>Mindful Meditation, Art of Change, Emotions 101</u>
-Nutrition Education:	Cooking Horticulture Dietetics Other: _____
-Financial Literacy	
-Health Promotion and Education	
-Other:	_____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Registered Nurse, Helen Shin . The Cleveland County Health Department agrees to pay \$65 per hour worked and \$96.00 per overtime hour worked, and .725/mile (or current gsa rate) for mileage. This agreement is for July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Alma Logan to provide Strength Training and Cardio classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Alma Logan to provide Strength Training and Cardio classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

- Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: Dance, Cardio, endurance
 training
- Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____
- Financial Literacy
- Health Promotion and Education
- Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Shannon Cretsinger to provide Mommy and Me classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Shannon Cretsinger to provide Mommy and Me classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: Mommy + Me

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Maria Leticia G Moreira to provide English classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Maria Leticia G Moreira to provide English classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: English class

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Jamie Belknap to provide Line Dancing, Children's Oral Health, and Substitute Instruction at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Jamie Belknap to provide Line Dancing, Children's Oral Health, and Substitute Instruction at The Well.

The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Anne Roberts to provide Yoga classes and Substitute Instruction at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Anne Roberts to provide Yoga classes and Substitute Instruction at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: Yoga sub

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Shayda Omoumi to provide Zumba classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Shayda Omoumi to provide Zumba classes at The Well.

The Health Department will pay \$35 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Shayda Omoumi ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Shayda Omoumi

1222 Westbrook Terrace, Norman, OK 73072

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$35.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: _____

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out of the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

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APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-12-26

Shayda Omsumi
Name: Shayda Omsumi
Contractor

Date: June 8, 2026

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Registered Nurse, Claire Richards . The Cleveland County Health Department agrees to pay \$65 per hour worked and \$96.00 per overtime hour worked, and .725/mile (or current gsa rate) for mileage. This agreement is for July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Representative (bilingual), Rebecca Posadas. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



Employee Assignment Confirmation

Facility Name:	Cleveland County Health Department
Confirmation Date:	6/10/2026
Candidate Name, Discipline	Rebecca Posadas, Customer Service Rep
Assignment Start Date:	7/1/26
Assignment End Date:	06/30/27
Assigned Schedule:	M-F Days
Guaranteed Weekly Hours:	40, depending on Holidays
Hourly Bill Rate:	\$43
OT and Holidays:	\$64.50
Mileage Billed Reimbursement	\$.72.50 per mile ; Or the current GSA mileage rate

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Tracy Gibson to provide Art classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Tracy Gibson to provide Art classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Tracy Gibson ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Tracy Gibson
433 Forest Drive, Norman, OK 73069

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

- Physical activity: Tai Chi
Yoga
Zumba
High Intensity Interval Training
Other: art classes, painting
for kids sub, art sub,
youth crafts
- Nutrition Education: Cooking
Horticulture
Dietetics
Other: _____
- Financial Literacy
- Health Promotion and Education
- Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 17th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

[Signature]
Name: Tracy Gibson
Contractor

Date: 6-17-26

Date: 6-12-26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and David Shroyer to provide entertainment services at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and David Shroyer to provide entertainment services at The Well. Funded through ARPA funding, project #2.013, object code 54825 for Youth Wellness.

The Health Department will pay \$150 per performance at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and David Shroyer ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide entertainment services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through December 31, 2026, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued. This program will be funded through ARPA funding, Project #2.013, object code 54825, for ~~Paid-Partner Programming~~: Youth Wellness

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: David Shroyer
15900 Cordova Ct Norman OK 73026

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor up to, but not exceeding \$150.00 per performance, as negotiated beforehand.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide entertainment services as negotiated beforehand.
2. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
3. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 17th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-17-26

David Shyer
Name: David Shyer
Contractor

Date: 6/8/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Jeri Smalley to provide ballet classes and substitute teach yoga at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Jeri Smalley to provide ballet classes and substitute teach yoga at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Jeri Smalley ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Jeri Smalley
210 Femill St., Norman, OK 73069

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other: Yoga sub, ballet

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out of the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 18th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Jeri Smalley
Name: Jeri Smalley
Contractor

Date: 6-18-26

Date: 6/18/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Robert Egle to provide yoga classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Robert Egle to provide yoga classes at The Well.

The Health Department will pay \$40 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Robert Egle ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Robert Egle

401 Shriii St, Norman OK 73071

RS

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$40.00 per class.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi
Yoga
Zumba

High Intensity Interval Training

Other: _____

-Nutrition Education:

Cooking
Horticulture
Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 18th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-18-26

Robert Egle
Name: Robert Egle
Contractor

Date: 6/18/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Debbie Poland to provide Line Dancing classes and Substitute Instruction at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Debbie Poland to provide Line Dancing classes and Substitute Instruction at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Debbie Poland ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Debbie Poland
425 Chautauqua, Norman, OK 73069

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other:

Line Dancing

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other:

Substitute Instruction

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 17th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-17-26

Debbie Poland
Name: Debbie Poland
Contractor

Date: 6-16-26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

Deputy _____

ADA _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Ariel Anglin to provide Gymnastics and Tumbling classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Ariel Anglin to provide Gymnastics and Tumbling classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

**CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027**

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Ariel Anglin ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Ariel Anglin

8901 78th St, Noble, OK 73068

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other: Tumbling / gymnastics

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

[Signature]
Name: Ariel Anglin
Contractor

Date: 6/8/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Saffron Fletcher to provide Yoga classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Saffron Fletcher to provide Yoga classes at The Well.

The Health Department will pay \$35 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____(Chairman)

Date Assigned: _____

_____(Member)

Applicant Notified: _____

_____(Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Saffron Fletcher ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Saffron Fletcher

2812 Misty Ridge Dr., Norman, OK 73071

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$35.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other: _____

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-12-26

Saffron Fletcher
Name: Saffron Fletcher
Contractor

Date: 6/10/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Rep, Jennifer Holder. The Cleveland County Health Department agrees to pay \$40 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



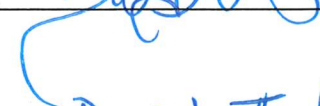
Employee Assignment Confirmation

Facility Name:	Cleveland County Health Department
Confirmation Date:	6/10/2026
Candidate Name, Discipline	Jennifer Holder, Customer Service Rep
Assignment Start Date:	7/1/26
Assignment End Date:	6/30/27
Assigned Schedule:	M-F Days
Guaranteed Weekly Hours:	40, depending on Holidays
Hourly Bill Rate:	\$40
OT and Holidays:	\$64.50
Mileage Reimbursement	\$.72.50/mile or current GSA rate
Requested Time Off:	None

Authorized Signature: _____

Printed Name & Title: _____

Date: _____



Daniel Thatcher, Business Manager
6-12-26

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Patient Care Assistant (bilingual), Alba Ramirez. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

Date: _____

By: _____
Chairman

By: _____
Vice-Chairman

By: _____
Member

Attest: _____

By: _____
Deputy

ADA _____



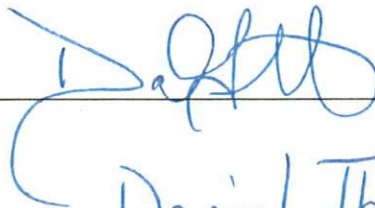
Employee Assignment Confirmation

Facility Name:	Cleveland County Health Department
Confirmation Date:	6/10/2026
Candidate Name, Discipline	Alba Ramirez, PCA
Assignment Start Date:	7/1/26
Assignment End Date:	06/30/27
Assigned Schedule:	M-F Days
Guaranteed Weekly Hours:	40, depending on Holidays
Hourly Bill Rate:	\$43
OT and Holidays:	\$64.50
Mileage Billed Reimbursement:	\$.72.50 per mile ; Or the current GSA mileage rate

Authorized Signature: _____

Printed Name & Title: _____

Date: _____


Daniel Thatcher, Business Manager

6-12-26

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Customer Service Rep, NyBrittany Brown. The Cleveland County Health Department agrees to pay \$40 per hour worked, \$60 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for June 29, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



Employee Assignment Confirmation

Facility Name:	Cleveland County Health Department
Confirmation Date:	6/17/2026
Candidate Name, Discipline	Nybrittany Brown, Customer Service Rep
Assignment Start Date:	6/29/26
Assignment End Date:	6/30/27
Assigned Schedule:	M-F Days
Guaranteed Weekly Hours:	40, depending on Holidays
Hourly Bill Rate:	\$40
OT and Holidays:	\$60
Mileage Reimbursement	\$.72.50/mile or current GSA rate
Requested Time Off:	None

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Aisha Ali to provide Zumba classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/22/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Aisha Ali to provide Zumba classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____(Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Aisha Ali ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Aisha Ali

1627 Brookhaven Blvd, Norman, OK 73072

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other: Zumba toning / Zumba

sub

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 17th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-17-26

[Signature]
Name: Aisha Ali
Contractor

Date: 6/11/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Maya Read to provide Ballet and Ballet Barre classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Maya Read to provide Ballet and Ballet Barre classes at The Well.

The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Maya Read ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Maya Read

121 West Himes St., Norman, OK 73069

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per class.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:	Tai Chi Yoga Zumba High Intensity Interval Training Other: <u>Ballet, Ballet Barre</u>
-Nutrition Education:	Cooking Horticulture Dietetics Other: _____
-Financial Literacy	
-Health Promotion and Education	
-Other:	_____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

[Signature]
Name: Maya Read
Contractor

Date: 06/08/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Laura “Elle” Shroyer to provide Young Innovators Market Classes at The Well during 2nd Friday Art Walk

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Laura “Elle” Shroyer to provide Young Innovators Market Classes at The Well.

The Health Department will pay \$200.00 per Young Innovators Market class at The Well during 2nd Friday Art Walks. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

**CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027**

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Laura (Elle) Shroyer ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Laura Shroyer

15900 Cordova Ct Norman OK 73026

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$200.00 per event.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide instruction in the areas of:
 - a. Other: Young Innovators Market at The Well during 2nd Friday Art Walk, also known as Just 4 Kids Event
2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

[Signature]
Name: Laura Smyer
Contractor

Date: 6/8/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Member Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Laura "Elle" Shroyer to provide Power of Produce Club facilitation services for the Norman Farm Market. ARPA project #2.013 object code 54825.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Laura "Elle" Shroyer to provide Power of Produce facilitation services at The Well.

The Health Department will pay \$20/hour for an anticipated 6 hours per week that the farm market is active. The contract is to be effective July 1, 2026 through December 31, 2026. ARPA project #2.013 object code 54825.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

**CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027**

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Laura (Elle) Shroyer ("Contractor"), for the purpose of Contractor providing professional services for the Norman Farm Market under the Power of Produce project line item for approved ARPA project #2.013.

I. Purpose

The purpose of this Agreement is to provide temporary services to assist with the Farm Market Power of Produce Club at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through December 31, 2026, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued. This program will be funded through ARPA funding, Project #2.013, object code 54825, for Power of Produce.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Laura Shroyer

15900 Cordova Ct Norman OK 73026

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor up to, but not exceeding \$20.00 per hour for planning time and execution time, as negotiated beforehand.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to: tara.mcclain@health.ok.gov

V. Scope of Services

Contractor will provide Power of Produce Club facilitation services for the Norman Farm Market. Such services include planning and utilizing provide materials to create opportunities for children to engage in the local food system. Included will be educational games, demonstrations and opportunities for exposure to new fruit and vegetables.

Contractor hereby acknowledges and agrees that execution of this Agreement is not a guarantee of any number of shifts or hours, and the Norman Farm Market retains the right to adjust schedules as needed in its sole discretion for the effective and consistent operation of the market.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XIV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XV. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVI. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

[Signature]
Name: Laura Shryver
Contractor

Date: 6/8/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Kelly Haggard to provide Senior Fitness and CardioTraining classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Kelly Haggard to provide Senior Fitness and CardioTraining classes at The Well.

The Health Department will pay \$30 per class at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

**CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027**

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Kelly Haggard ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Kelly Haggard
1911 Elmhurst Dr. Norman, OK 73071

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per class.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity:

Tai Chi

Yoga

Zumba

High Intensity Interval Training

Other:

Sr. fitness, cardio training,

-Nutrition Education:

Cooking

Horticulture

Dietetics

Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

[Signature]
Name: Kelly Haggard
Contractor

Date: 6/10/26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Gwenn Agiapal to provide Yoga classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Gwenn Agiapal to provide yoga and cooking classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Gwenn Agiapal ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programming. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Gwenn Agiapal
505 Boulder Court, Norman, OK 73072

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: Kundalini Yoga

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy
-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays
Melody Bays
Administrator

Date: 6-12-26

Gwenn Agiapa
Name: Gwenn Agiapa
Contractor

Date: 6-10-26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 06/18/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Facility Assignment Confirmation for services between Amergis Healthcare Services and the Cleveland County Health Department per the statewide contract SW1032 for staffing Patient Care Assistant (bilingual), Vanessa Berry. The Cleveland County Health Department agrees to pay \$43 per hour worked, \$64.50 per overtime hour worked, and .725/mile or current GSA Rate for travel. This agreement is for July 1, 2026 to June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____



Employee Assignment Confirmation

Facility Name:	Cleveland County Health Department
Confirmation Date:	6/10/2026
Candidate Name, Discipline	Vanessa Berry, Patient Care Asst. (bilingual)
Assignment Start Date:	7/01/26
Assignment End Date:	06/30/27
Assigned Schedule:	M-F Days
Guaranteed Weekly Hours:	40, depending on Holidays
Hourly Bill Rate:	\$43
OT and Holidays:	\$64.50
Mileage Billed Reimbursement:	\$.72.50 per mile ; Or the current GSA mileage rate

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

AGENDA REQUEST FORM

Agenda Item: To consider and/or approve a Contract between Cleveland County Health Department and Ella Anglin to provide Gymnastics classes at The Well.

Name of Person Submitting Request: Melody Bays, Regional Director

Address: Cleveland County Health Department
250 12th Ave. NE
Norman, OK 73071

Phone: (405) 579-2261

Date Requested: 6/19/2026

Description of Agenda Item including purpose for consideration by Board of County Commissioners (include type of Motion requested).

To consider and/or approve a Contract between Cleveland County Health Department and Ella Anglin to provide Gymnastics classes at The Well.

The Health Department will pay \$30 per hour at The Well. The contract is to be effective July 1, 2026 through June 30, 2027.

Internal Use Only

Received by: _____

Acknowledge: _____ (Chairman)

Date Assigned: _____

_____ (Member)

Applicant Notified: _____

_____ (Member)

Routine (Consent) Item: _____

Other Parties Notified: _____

CLEVELAND COUNTY HEALTH DEPARTMENT
Independent Contractor Agreement FY 2027

This Independent Contractor Agreement ("Agreement") is entered into between the Cleveland County Health Department ("CCHD") and Ella Anglin ("Contractor"), for the purpose of Contractor providing professional services as described herein in order to support the mission of the Cleveland County Wellness Square to make Cleveland County the healthiest and happiest it can be through the provision of access, education, programs, events, and activities for all residents.

I. Purpose

The purpose of this Agreement is to provide instructor services at the Cleveland County Wellness Square, a community hub providing public health programing. The Well is a cooperative effort of the Cleveland County Health Department and Cleveland County.

II. Term

This Agreement is to be effective on July 1, 2026 through June 30, 2027, and may be renewed annually by mutual written approval by both parties. This Agreement shall not take effect until the CCHD receives copy containing original signatures of both parties and a purchase order has been issued.

III. Termination

This Agreement may be terminated by either party with thirty (30) days written notice. CCHD reserves the exclusive right to schedule or not schedule certain classes and/or programs in its sole discretion based on its overall programming needs and availability. Any written notice shall be mailed to the other party at the following addresses:

CCHD
The Well
210 S. James Garner
Norman, OK 73069

Contractor: Ella Anglin

8901 78th St, Noble, OK 73068

Unavailability of Funding: In the event county, state, or federal funds used to support this Agreement become unavailable, either in full or in part, due to reductions in appropriations, the CCHD may terminate or reduce this Agreement upon notice in writing to the Contractor by Certified Mail. The CCHD shall be the final authority as to the availability of funds. The effective date of such contract termination or reduction shall be specified in the notice. In the event of a reduction, the Contractor may cancel this contract as of the effective date of the proposed reduction upon advance written notice to the CCHD.

IV. Compensation

In exchange for the services provided by Contractor to CCHD, CCHD shall pay Contractor \$30.00 per hour.

No payments in advance of, or in anticipation of, goods or services to be provided under this contract shall be made by CCHD.

A properly completed invoice must be submitted within 30 days of the end of the month in which services were delivered and include the following items:

1. Name, address, telephone number, and social security number of the Contractor;
2. Name and address to whom payment is to be sent;
3. Invoice date;
4. Period covered by invoice; and
5. Detail of date and scope of services provided.

The invoice shall be submitted to:

Cleveland County Health Department
ATTN: Daniel Thatcher
250 12th Ave. N.E.
Norman, OK 73071

V. Scope of Services

In exchange for the compensation outlined in Section IV, Contractor shall perform the following Contractor Duties:

1. Contractor shall provide teaching instruction in the areas of: (Circle all that apply)

-Physical activity: Tai Chi
 Yoga
 Zumba
 High Intensity Interval Training
 Other: gymnastics

-Nutrition Education: Cooking
 Horticulture
 Dietetics
 Other: _____

-Financial Literacy

-Health Promotion and Education

-Other: _____

2. Contractor shall maintain licensure in areas of instruction when required.
3. Other than the facility space provided by the CCHD, Contractor shall be responsible to provide all other materials, equipment, supplies, etc.
4. Contractor shall agree to abide by all CCHD and/or The Well policies and procedures.

VI. Amendments

Any modifications or amendments to this Agreement shall be in writing, dated and executed by both the Contractor and CCHD.

VII. Applicable Law and Venue

This contract shall be governed in all respects by the laws of the State of Oklahoma. Any legal cause of action arising out the obligations in this Agreement shall be brought solely in the Oklahoma District Court of Cleveland County or the United States District Court for the Western District of Oklahoma.

VIII. Indemnity and Liability

Contractor hereby acknowledges and agrees that it is responsible for any damage caused by Contractor to CCHD property and that it will indemnify and hold harmless the CCHD for any claim or cause of action brought against the CCHD arising out of any act or omission of Contractor or its agents arising out of the duties imposed by Contractor in this Agreement.

IX. CCHD Contact Person

For the purposes of this Agreement, all contacts with The Well shall be directed to its representative, Tara McClain, at tara.mcclain@health.ok.gov.

X. Contractor's Relation to CCHD

Contractor is in all respects an Independent Contractor and is neither an agent nor an employee of the CCHD. Neither the Contractor nor any of its officers, employees, agents, or members shall have authority to bind the CCHD nor are they entitled to any of the benefits or workers compensation provided by the CCHD to its employees.

XI. Entire Agreement

This Agreement represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

XII. Failure to Comply Statement

Contractor shall be subject to applicable state and federal laws, rules and regulations, and all amendments thereto. Contractor agrees that noncompliance may result in this Agreement being suspended or canceled in part or in whole.

XIII. Non-Collusion

Contractor shall complete and return a non-collusion affidavit.

XIV. Tobacco Free Policy

The Well is a tobacco-free facility. To the extent allowed by Oklahoma law, the Contractor providing services to the public on behalf of the CCHD shall follow the OSDH tobacco-free policy in performance of services for the CCHD.

XV. Waiver of Breach

No failure by the CCHD to enforce any provisions hereof after any event of default by the Contractor shall be deemed a waiver of the CCHD rights with regard to that event, or any subsequent event. Waiver shall not be construed to be a modification of the terms of the contract.

XVI. Workers Compensation and Employer's Liability

Contractor is required to comply with applicable federal and state workers compensation statutes. Contractor shall be responsible for maintaining insurability as required by state and federal ordinances, statutes, or regulations, including workers compensation, automobile insurance, or general liability, as applicable.

XVII. Procurement Integrity

By signing this Agreement, Contractor attests and assures it has made no payment or donation, either directly or indirectly, to any elected or appointed official, officer or employee of the State of Oklahoma or its political subdivisions, nor waived payment of any money or other thing of value due to Contractor in order to obtain this Agreement or other contracts. Nor has Contractor entered into this Agreement with this or any other state agency that would result in a substantial duplication of the services or duplication of the end product rendered by Contractor or its employees.

[The rest of this page is intentionally left blank.]

APPROVED this 12th day of June, 2026.

By: Cleveland County Health Department
250 12th Ave.
Norman, OK 73071

Melody Bays by [Signature]
Melody Bays
Administrator

Date: 6-12-26

Ella Anglin
Name: Ella Anglin
Contractor

Date: 6-8-26

APPROVED by the Board of County Commissioners this ____ day of _____, 2026.

Chairman Jacob McHughes

Vice-Chairman Rusty Grissom

Member Rod Cleveland

Attest:

Pam Howlett
County Clerk

Maintenance Agreement

Standley Systems LLC | 528 Iowa Avenue | PO Box 460 | Chickasha, OK 73023 | Phone: 405-224-0819

The words "you" and "your" refer to the client. "Vendor," "we," "us," and "our" refer to Standley Systems LLC.

CLIENT INFORMATION

FULL LEGAL NAME:

Cleveland County Treasurer's Office

BILLING ADDRESS:

201 S Jones Ave Ste 100 Norman, OK 73069-6076

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE):

EQUIPMENT INFORMATION

☐ SEE ATTACHED SCHEDULE FOR ADDITIONAL

ID NUMBER	MODEL	SERIAL NUMBER	MONO CPC RATE	COLOR CPC RATE
50975	Savin/Ricoh C4504EX	C737MB42262	.01	.06
47371	HP LJ M602N	CNBCD3W1DG	.0243	
47370	HP LJ M602N	CNCCDBJ07T	.0243	

BASE, OVERAGE, AND TERM INFORMATION

BASE BILLING CYCLE	OVERAGE BILLING CYCLE
☐ MONTHLY	☒ MONTHLY
☐ QUARTERLY	☐ QUARTERLY
☐ SEMI-ANNUALLY	☐ SEMI-ANNUALLY
☐ ANNUALLY	☐ ANNUALLY
BASE RATE	OVERAGE RATES
	for MONO pages over
BASE INCLUSIONS	for COLOR pages over
	TERM
	7/1/2026-6/30/2027

CLIENT'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

DATE	(As Stated Above)	<i>Jimmy Richards</i>	Treasurer
	CLIENT	SIGNATURE	TITLE

OUR ACCEPTANCE

DATE	Standley Systems LLC	X	
	VENDOR	SIGNATURE	TITLE

ADDITIONAL TERMS AND CONDITIONS

INSPECTIONS. We shall provide inspections as required, which may be made in conjunction with regular or emergency service calls. Inspections as well as all service calls shall be made during normal business hours.

PARTS. During the term of this Agreement, we will replace without charge parts which have been broken or worn through normal use and are necessary for servicing and maintenance adjustments. Except as herein stated, parts will be billed to you at our then-prevailing rates.

SUPPLIES. (a) During the term of this Agreement, upon your notification, we will send you new supply cartridges to replace depleted or nearly depleted cartridges in the equipment covered by this Agreement. Your notification of a need for replacement supplies must allow time for standard shipping. If you fail to notify us of your need for replacement supplies in a timely manner and you require expedited delivery, you agree to pay our then-prevailing fee for rush delivery. (b) You agree that you will not replace a depleted cartridge with a new cartridge until the depleted cartridge is empty. (c) The Base Rate and the Overage Rates in this Agreement are based upon you consuming supplies within manufacture specifications. If we determine that you have used more supplies than the manufacturer's recommended specifications, then you agree to pay reasonable charges for those excess supplies.

MEDIA. All media, including paper, you use to operate the equipment covered by this Agreement shall meet or exceed manufacturer specifications.

OEM. All supplies, including toner, you use to operate the equipment covered by this Agreement shall be Original Equipment Manufacturer (OEM) supplies.

NON-COVERED SERVICE AND REPAIRS. This Agreement shall not require us to provide services or repairs to any equipment made necessary (a) by accident, misuse, abuse, neglect, theft, riot, vandalism, electrical power failure, fire, water, natural disaster, or other casualty, (b) by your failure to abide by the Media or OEM requirements above, or (c) as a result of service by personnel who do not work for us. Separate charges for service, repairs, or replacements due to the foregoing shall be borne by you at our then-prevailing rates for parts, labor, and travel from time to time.

ACCESS. You agree to provide us access free of charge as may be reasonably necessary to maintain the equipment covered by this Agreement. This access includes but is not limited to parking, grounds, facility, "360 degree" equipment access, network, and systems.

NORMAL BUSINESS HOURS. All service calls under this Agreement on the equipment described on the face hereof will be made by us during our normal business hours.

IMAGE CHARGES AND OVERAGES. You are entitled to make the total number of images shown under the Image Allowances each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Image charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree to allow us to install a Data Collection Agent ("DCA") to facilitate the processing of meter readings. If a DCA is not installed or is disabled, you will provide us by telephone, email or facsimile with the actual meter readings when we so request. If we request you to provide us with meter readings and you fail to do so within seven days of our request, then we may estimate the number of images made and invoice you accordingly. If three consecutive requests for actual meter readings go unanswered, a technician shall be dispatched to the Equipment to gather the meter readings and a charge of \$25.00 per device will be assessed to you. No retroactive adjustments will be made to the estimated meter readings. You agree that the Base Payment Amount and the Excess Image charges may be proportionately increased at any time if our estimated average page coverage is exceeded. ~~After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Image charges (and, at our election, the Base Payment Amount and Excess Image charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 15% of the then-existing payment or charge.~~ Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

TAXES AND FEES. This Agreement does not include taxes. All taxes levied or imposed now or hereafter by any governmental authority shall be paid by you in accordance with law. You agree to pay when due all taxes, including fines and penalties, relating to this Agreement. If we pay any of the above for you, you agree to reimburse us and to repay us a processing fee for each payment we make on your behalf. We may charge you a reasonable fee to cover documentation and investigation costs.

ASSIGNMENT. This Agreement may not be assigned by you.

TERMINATION. This Agreement may be terminated by either party with thirty (30) days' written notice.

END OF TERM. At the end of the Term of this Agreement (or any renewal term) (the "End Date"), this agreement shall renew month to month unless you provide us with written notice at least thirty (30) days prior to the End Date.

SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason. You assume all liability for the disclosure of said data and/or images, and you hold us harmless from any and all claims, including attorney fees and costs, for any disclosure of said data and/or images. You acknowledge your full responsibility for any damages and/or financial penalties which may be incurred.

EQUIPMENT USE. You will keep the Equipment in good working order. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment.

MISCELLANEOUS. This Agreement constitutes the entire agreement between you and us with respect to our service of the equipment identified on the face hereof. The provisions hereof shall be deemed to accurately represent the intent of both parties, notwithstanding any variance with the terms and conditions of any other information submitted by you in respect to our service. This Agreement shall remain in full force and effect for the Term noted on the face hereof. Your obligation to pay all accrued charges shall survive any termination of this Agreement.

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS, CLEVELAND COUNTY

APPROVED this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA

Chairman _____

Commissioner _____

Commissioner _____

Approved by County Dept:

Department Head

Sammy Richards

ATTEST:

Pam Howlett, County Clerk

Approved as to Form and Legality:

Assistant District Attorney

Maintenance Agreement

Standley Systems LLC | 528 Iowa Avenue | PO Box 460 | Chickasha, OK 73023 | Phone: 405-224-0819

The words "you" and "your" refer to the client. "Vendor," "we," "us," and "our" refer to Standley Systems LLC.

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Cleveland County Treasurer's Office

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201 S Jones Ave Ste 100 Norman, OK 73069-6076

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EQUIPMENT INFORMATION

□ SEE ATTACHED SCHEDULE FOR ADDITIONAL

ID NUMBER	MODEL	SERIAL NUMBER	MONO START METER	COLOR START METER
50519	Savin IM C4500	3121R201746		
50506	Savin IM C4500	3121R100867		
50498	Savin IM C4500	3120RB00931		
50497	Savin IM C4500	3121R301752		
50489	Savin IM C4500	3121R201858		
50477	Savin IM C4500	3121R201859		
50476	Savin IM C4500	3121R301308		
50463	Savin IM C4500	3121R301347		

BASE, OVERAGE, AND TERM INFORMATION

BASE BILLING CYCLE	OVERAGE BILLING CYCLE
☐ MONTHLY ☐ QUARTERLY ☐ SEMI-ANNUALLY ☐ ANNUALLY	☒ MONTHLY ☐ QUARTERLY ☐ SEMI-ANNUALLY ☐ ANNUALLY
BASE RATE	OVERAGE RATES
	.008 for MONO pages over
BASE INCLUSIONS	.045 for COLOR pages over
	TERM
	7/1/2026-6/30/2027

CLIENT'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

DATE	(As Stated Above)	<i>Jammy Richards</i>	Treasurer
	CLIENT	SIGNATURE	TITLE

OUR ACCEPTANCE

DATE	Standley Systems LLC	X	
	VENDOR	SIGNATURE	TITLE

ADDITIONAL TERMS AND CONDITIONS

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EQUIPMENT USE. You will keep the Equipment in good working order. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment.

MISCELLANEOUS. This Agreement constitutes the entire agreement between you and us with respect to our service of the equipment identified on the face hereof. The provisions hereof shall be deemed to accurately represent the intent of both parties, notwithstanding any variance with the terms and conditions of any other information submitted by you in respect to our service. This Agreement shall remain in full force and effect for the Term noted on the face hereof. Your obligation to pay all accrued charges shall survive any termination of this Agreement.

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS, CLEVELAND COUNTY

APPROVED this _____ day of _____, 20_____.

BOARD OF COUNTY COMMISSIONERS
CLEVELAND COUNTY, OKLAHOMA

Chairman _____

Commissioner _____

Commissioner _____

Approved by County Dept:

Department Head

Zammy Richards

ATTEST:

Pam Howlett, County Clerk

Approved as to Form and Legality:

Assistant District Attorney

Steve Owens Insurance Group
3311 W Rock Creek Rd Suite 130
Norman, OK 73072
(405) 321-0244

July 1, 2026

Cleveland County
201 S Jones
Norman, OK 73069

Invoice – Insurance Renewal

Effective Date:	TRN	Description	Amount
07-01-2026	Renewal	All Lines Renewal	\$1,924,710.89

Make Check Payable to: Steve Owens Insurance Group

Chairman

Vice Chairman

Member

Attest

ADA

Date



Commercial Insurance Proposal

Cleveland County

Presented By

The Chestnut Team

July 1, 2026

Hub International Mid-America
13100 N. Western, Ste 115
Oklahoma City, OK 73114
(800) 375-8631
www.hubinternational.com

Service Team

Senior Account Manager Marketing, coverage questions, policy questions, policy changes, billing questions	 Taylor Fulford 918-712-5282 Office taylor.fulford@hubinternational.com
Account Administrator Policy change requests, certificates, auto ID cards	 Zac Feist 918-712-5210 Office Zac.feist@hubinternational.com
Risk Consultant Handles strategic concepts, insurance program design, and any problems that are not able to be solved through prior channels	 Amanda Upton 918-330-2222 Mobile amanda.upton@hubinternational.com
Sr. Risk Services Consultant Handles all questions relating to Risk Services. Point person for all environmental, health & safety, as well as OSHA resources	 Alexander Washington 405-826-4233 Mobile alexander.washington@hubinternational.com
Executive Risk Consultant / Area President Handles strategic concepts, insurance program design, and any problems that are not able to be solved through prior channels	 Travis Biggert 918-491-8543 Office 918-625-7759 Mobile travis.biggert@hubinternational.com
Risk Consultant / Vice President Commercial Lines Handles strategic concepts, insurance program design, and any problems that are not able to be solved through prior channels	 Whitney Chestnut 405-863-9801 Office whitney.chestnut@hubinternational.com

Claims Team

Centralized Claims Mailbox Mid-AmericaClaimsGroup@hubinternational.com	
Claims Coordinator Process new claim submissions on GL, Auto & Property and assign to Specialist. Claims mail & project assistance.	 Julie Sellers 918-712-5264 Office 918-392-7347 Mobile julie.sellers@hubinternational.com
Liability Coordinates claims handling for General Liability & Management Liability including EPLI, D&O and E&O.	 Charles "CJ" Ledbetter (A-M) 918-712-5269 Office 918-908-9036 Mobile charles.ledbetter@hubinternational.com
	 Brett Ayotte (N-Z) 816-839-6791 Office 435-720-3583 Mobile brett.ayotte@hubinternational.com
Auto Coordinate claims handling for Auto Liability and Auto Physical Damage.	 Victor "David" Sepulveda 918-712-5253 Office 918-605-6280 Mobile victor.sepulveda@hubinternational.com
Property Coordinates all property claims including Property, Inland Marine, Surety.	 Talen Hobson 405-841-0116 Office 405-623-1162 Mobile talen.hobson@hubinternational.com
Workers' Compensation Coordinate handling first responder on serious injuries, onboarding of new clients, critical date reviews, interim claims reviews.	 Detra Burdine (A-D) 918-712-5206 Office 918-760-0149 Mobile detra.burdine@hubinternational.com
	 Rhonda McAlister (E-O) 918-712-5271 Office 918-694-7549 Mobile rhonda.mcalister@hubinternational.com
Workers' Compensation & Cyber/Crime Coordinate handling first responder on serious injuries, onboarding of new clients, critical date reviews, interim claims reviews & Cyber/Crime	 Jared Lemmon (P-Z) 405-841-0115 Office 405-615-8313 Mobile jared.lemmon@hubinternational.com
West Regional Claims Lead Project Management & Coordination of Client Deliverables.	 Hollie Stout, AIC, AINS 918-712-5258 Office 918-381-7702 Mobile hollie.stout@hubinternational.com

Executive Summary

PREMIUM by LINE OF COVERAGE	Expiring Program	Adjusted Expiring (this year' exposures w/ last year's rates)	Renewal Premium	% Diff
Workers Compensation All States No Deductible	\$ 410,097	\$ 451,210.78	\$ 523,765	24.39%
OPTIONAL Medical Indemnity Deductibles				
\$1,000 Deductible			\$ 505,051	-4%
\$2,000 Deductible			\$ 493,737	-6%
\$3,000 Deductible	\$ 380,015		\$ 483,737	-8%
\$4,000 Deductible			\$ 475,939	-9%
\$5,000 Deductible			\$ 468,661	-11%

RATES (based on averages)	Expiring Rate	Renewal Rate	% Diff
Workers Compensation All States Rate per \$100 Payroll	\$1.82	\$2.28	25.3%

EXPOSURES	Expiring Exposure	Renewal Exposure	% Diff
Workers Compensation -All States <i>Total Payroll</i>	\$ 22,537,999	\$ 24,791,801	10%
EMOD	2025-2026	2026-2027	% Diff
Experience Modifier	\$0.92	\$1.03	11.96%

MARKET SUMMARY	DECLINED/QUOTED	RESPONSE
LUBA	Declined	Fire & Police Departments are outside of appetite
TRAVELERS	Declined	Carrier does not write stand-alone workers comp
HARTFORD	Declined	Outside of carrier appetite
GUARD	Declined	Outside of carrier appetite

LOSS RATIO	143.95%
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Named Insureds

Cleveland County

NOTE: Review Named Insureds and Property Owners

Please check to ensure all appropriate entities are named. Any entity (including partnerships, corporations, joint ventures, individuals, etc.) not listed above is not included as a Named Insured. Entities with limited interests in policies, such as those who are to be included as an Additional Insured, Loss Payee, Lessor, or Mortgagee, are listed in the relevant coverage sections of this proposal.

Information Summary

First Named Insured: Cleveland County

The First Named Insured will be the insured that is:

- A. Responsible for payment of premium
- B. Authorized to make changes in policy with approval of insurance company
- C. Authorized to cancel the policy
- D. Designated to receive notice of cancellation

Mailing Address: 201 S. Jones, Suite 210
Norman, OK 73069

Coverage Becomes Effective 12:01 A.M. Standard Time at your mailing address.

Effective Date: 7/1/2026

DISCLAIMER: This document contains only a summary of your insurance coverage. It is your responsibility to carefully and completely review the actual policies for actual terms, limits and conditions. In the event of any inconsistency between the terms of the policies and the provisions of this document, the terms of the policies will govern and control.

Workers' Compensation

Client: Cleveland County
Carrier: Comp Source
A.M. Best Rating: A
Policy Term: 7/1/2026 to 7/1/2027

State law may require that every employer provide Workers' Compensation insurance for their employees. This insurance provides coverage for accidents or disease arising from employment as prescribed by these state laws. Benefits may include lost wages, medical expenses, and permanent disfigurement/disability payments. Various additional endorsements can also be added to ensure that adequate protection is being provided for your particular situation.

STATUTORY AND EMPLOYER'S LIABILITY

Covers your statutory liability under the workers' compensation laws of the state(s) your employees are hired in, and live in, and your legal liability as an employer, for the selected limit of liability per accident, plus defense cost.

Location Information

Address	City	State	Postal Code
201 S. Jones	Norman	OK	73069
114 E. Comanche	Norman	OK	73069
14701 S. Westminster Rd	Oklahoma City	OK	73165
6706 E. Alameda	Norman	OK	73026
9050 S. Highway 77	Noble	OK	73068
200 S. Peters	Norman	OK	73069
2550 W. Franklin Rd	Norman	OK	73069
641 E. Robinson	Norman	OK	73071
615 E. Robinson	Norman	OK	73071
122 E. Eufala	Norman	OK	73069
128 S. Peters	Norman	OK	73069
10501 Hwy 77	Slaughterville	OK	73051
111 E Symmes	Norman	OK	73069
111 N Peters	Norman	OK	73069

State Information

Part 1 – Workers Compensation (States)	Employer #
OK	73-6006354

Part 3 – Other States Insurance

Employers Liability Information

Coverage Description	Limits
Each Accident	\$1,000,000
Disease-Policy Limit	\$1,000,000
Disease-Each Employee	\$1,000,000

Partners, Officers Information

Sole proprietors, partners and stockholders-employees of a corporation may be excluded from coverage but may elect to be covered. The following individuals have elected to remain INCLUDED or EXCLUDED (as shown below) for this Workers Compensation quotation:

Name	Title	Ownership %	Include/Exclude

Workers' Compensation Rating Basis GC

State	Class Code	Categories, Duties, Classifications	2025-2026			2026-2027		
			Exposure	Rate	Premium	Exposure	Rate	Premium
OK	7720	Police Officers & Drivers	\$ 10,412,552	2.81	\$ 292,593	\$ \$11,453,807	3.536	\$ 405,007
OK	8810	Clerical Office Employees	\$ 6,571,488	0.10	\$ 6,571	\$ 7,228,637	0.127	\$ 9,180
OK	9410	Municipal, Township, County	\$ 1,493,547	1.22	\$ 18,221	\$ 1,642,902	1.578	\$ 25,925
OK	9015	Building Operations	\$ 1,052,660	1.79	\$ 18,843	\$ 1,157,926	2.397	\$ 27,755
OK	5611	Street Maintenance	\$ 3,007,752	6.74	\$ 202,722	\$ 3,308,527	8.785	\$ 290,654
Standard Premium			\$ 538,951			\$758,521		
	9812	Increase E.L. Limits		0.014	\$ 7,545		0.014	\$ 10,619
Subtotal			\$ 546,496			\$		
	9898	Experience Modifier		0.92	\$ (43,720)		1.03	\$ 23,074
	9887	Scheduled Modifier		0.92	\$ (40,222)		0.75	\$ (198,054)
	0063	Premium Discount			\$ (56,037)			\$ (74,314)
		Expense Constant			\$ 200			\$ 200
	9740	Terrorism			\$ 1,127			\$ 1,240
	9741	Catastrophe			\$ 2,254			\$ 2,479
Total			\$ 410,097			\$523,765		

You must notify us immediately if you hire employees or begin operations in any state not listed in "Covered States" above. "Other States" coverage provides LIMITED, TEMPORARY coverage if you have or begin operations in one of the "Other States" defined above. However, you must notify us IMMEDIATELY of any work in one of the "Other States". Note: No coverage is offered for monopolistic states (ND, OH, WA, and WY). Coverage for monopolistic states must be arranged with the appropriate state agencies.



Confirmation to Bind

CONFIRMATION TO BIND AGREEMENT

I, Cleveland County, acknowledge that we have reviewed the enclosed proposal and confirm HUB's acknowledgment to bind the programs described within:

As Proposed: _____

Changes as Follows:

Binding Subjectivities:

-
-

Accepted By: _____
Name & Title

Date: _____

Electronic Documents

CONSENT TO RECEIVE ELECTRONIC DOCUMENTS

Cleveland County (Client) hereby consents and agrees to receive electronic documents related to insurance coverage procured or quoted by, or Client's business relationship with, Hub International Mid-America (HUB). In addition to traditional manners of delivery, Hub may transmit documents to Client through electronic means, such as electronic mail, facsimile and client portal. The documents that may be transmitted electronically include, but are not limited to, the following: insurance policies; policy information pages; coverage forms; endorsements; applications; binders; certificates and evidence of insurance; invoices; premium finance agreements; audit statements; loss control reports; claim reports; correspondences; notices of cancellation and non-renewal; and policies related to the operation of HUB's business.

Please provide e-mail address of proper recipient below.

I approve of receiving policies and other documentation, when available, via electronic mail or through client portal.

 Please consider the Environment

Signature

Date

Carrier Rating

A.M. Best Company is the leading provider of ratings, news and financial data for the insurance industry worldwide. Their Best Financial strength rating is an independent opinion of the insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive and qualitative evaluation of a company's balance sheet, strength, operating performance and business profile.

As professional agents it has long been our established policy to make every effort to deal only with companies having a Best's Rating of A++, A+, A or A-, which are the four highest ratings available, and a minimum of \$50 million in Policyholders' Surplus. **It must be noted that neither HUB International nor any affiliated company guarantees the financial solvency of any insurance carrier.** The following list outlines the A. M. Best Company rating scale and associated descriptions.

Financial Strength Ratings: An A.M. Best's Financial Strength Rating is an opinion of an insurer's ability to meet its obligation to policyholders.

A.M. Best Rating			
A++, A+	Superior	C, C-	Weak
A, A-	Excellent	D	Poor
B++, B+	Very Good	E	Under Regulatory Supervision
B, B-	Good	F	In Liquidation
C++, C+	Marginal		

Financial Size Categories: A.M. Best assigns each letter rated insurance company a Financial Size Category. This is designed to provide a convenient indicator of the size of a company in terms of its statutory surplus and related accounts.

Financial Size Categories (In millions of U.S. dollars)			
Class I	Up to 1	Class IX	250 to 500
Class II	1 to 2	Class X	500 to 750
Class III	2 to 5	Class XI	750 to 1,000
Class IV	5 to 10	Class XII	1,000 to 1,250
Class V	10 to 25	Class XIII	1,250 to 1,500
Class VI	25 to 50	Class XIV	1,500 to 2,000
Class VII	50 to 100	Class XV	Greater than 2,000
Class VIII	100 to 250		

General Statement

Coverage and Limits

This exhibit describes coverage, amounts, limits, etc., but it does not take the place of the actual insurance policies. While we have made every effort to remove inaccuracies from this report, some may exist. For definitive coverage provisions and exclusions, refer to the policies, endorsements and amendments.

For property quotes, we have used values that you provided. Please carefully examine these values and/or secure an outside appraisal to ensure their accuracy and adequacy.

This proposal is based upon exposures to loss that currently exist and were made known to the agency. All changes and new exposures need to be reported by you, so that proper coverage may be offered.

Higher limits of liability may be available for additional premium.

Insurer Solvency

Hub International is not technically qualified to comment on the solvency or claims-paying ability of any insurer. In an effort to help you assess the quality of the carrier(s), we have provided rating information from the A.M. Best rating organization. A more detailed report is available on request.

We caution you that catastrophic occurrences or other business matters can quickly have a negative impact on any insurer's financial condition. State "guarantee" funds created for the protection of policyholders may limit or preclude access to reimbursement for certain types of claims and/or to companies with significant net worth.

Non-Admitted Insurer

If coverage is placed with a non-admitted carrier, it is doing business in the state as a surplus line or non-admitted carrier and is neither subject to the same regulations as an admitted carrier nor do they participate in any state insurance guarantee fund. Hub International makes no representations and warranties concerning the solvency of any surplus lines or non-admitted carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

Premium Payment

Regardless of the payment method you choose, it is important to note that **carriers are not obligated to reinstate cancelled policies.**

Agency Bill Items: If your premium is billed by Hub International, payment is due on the effective date of the coverage or installment. Endorsement and audit premium adjustments are due on the date billed. Failure to promptly remit may result in cancellation of your coverage.

Company Bill Items: If your policy is a "company bill" contract, you must remit your payment directly to the insurance company on a timely basis. Unfortunately, insurers do not always notify us about the status of a "company bill" payment, so you can't rely on us to remind you about overdue premiums or policy cancellations. If you encounter any billing problem or have a billing concern, please call us immediately, so that we can investigate for you.

Premium Financing: You may ask us to "finance" your premium through an independent finance company. This is an unforgiving payment system. Please carefully review the finance agreement for full details on the late payment and finance charges that apply. Your insurance policy is collateral for the loan. If you miss a payment, coverage will be cancelled. Because we may not always receive late notices, Hub International cannot accept responsibility for following up on late payments or threatened "non-payment" cancellations. Please do not count on us to remind you to make the payment.

This proposal contains only a summary of your insurance coverage and policy. It is your responsibility to carefully and completely review the entire policy for its actual terms, limits and conditions. In the event of any inconsistency between the terms of the policy and the provisions of this proposal, the terms of the policy will govern and control.

How We Get Paid

HUB International takes pride in the services our brokerages provide to you, our client, for insurance and risk management programs. For our efforts we are compensated in a variety of ways, primarily in the form of commissions and contingency amounts paid by insurance companies and, in some cases, fees paid by clients or third parties. The means by which we are compensated are described below.

Commission income – Commission, normally calculated as a percentage of the premium paid to the insurer for the specific policy, is paid to us by the insurer to distribute and service your insurance policy. Our commission is included in the premium paid by you. The individuals at HUB International who place and service your insurance may be paid compensation that varies directly with the commissions we receive.

Contingency income – We also receive income through contingency arrangements with most insurers. They are called “contingent” because to qualify for payment we normally need to meet certain criteria, usually measured on an annual basis. Contingency arrangements vary, but payment under these agreements is normally the result of growing the business by attracting new customers, helping the insurance company gather and assess underwriting information and/or working to renew the policies of existing insureds. There is currently no meaningful method to determine the exact impact that any particular insurance policy has on contingency arrangements. However, brokers tend to receive higher contingency payments when they grow their business and retain clients through better service. In other words, the amount of earned contingency income depends on the overall size and/or profitability of all of a group of accounts, as opposed to the placement or profitability of any particular insurance policy. For this reason, the individuals involved in placing or servicing insurance are rarely, if ever, compensated directly for the contingent income that we receive.

Supplemental Commissions – Some insurance companies have recently replaced contingent commissions with supplemental commissions. These commissions, in fixed amounts, are established annually in advance based on historical performance measured by criteria comparable to those by which contingent commissions are calculated. We refer to these commissions as guaranteed supplemental commissions, or “GSCs”.

Fees paid by clients – On occasion, with more complex business insurance programs and where additional resources, products or services are appropriate, a fee may be negotiated for placement of insurance coverage or additional services. Fees charged for the placement of insurance will be outlined in a proposal and approved, usually in writing, prior to the insurer binding coverage. On occasion, we may receive both commissions and client-paid fees for placing insurance, which generally will be disclosed in writing to you in advance. In certain circumstances clients pay us mutually agreed upon fees for additional services, such as third party administration of employee benefits or workers’ compensation programs.

Wholesale Operations – We own wholesale insurance brokerages in both the U.S and Canada. These are intermediaries through which other brokers, typically retail brokers that have a relationship and deal directly with their clients, place coverage. Our own retail brokers may place client policies through HUB-owned wholesale brokers. In such cases, both the HUB retail broker and the HUB wholesale broker will earn commissions, and they are included in the client’s premium payment. Ordinarily wholesale brokers, whether owned by HUB International or not, are included in the transaction because they offer products that are particularly suitable to a client’s needs that are not available through normal insurance brokerage retail channels.

Other Compensation and Benefits – We may receive revenue or further benefits from our insurance brokerage activities in other ways, including, but not limited to, from insurance company promotional events, payments from insurers for promotional marketing and/or employee training and development, fees or a percentage of the interest paid to us for the administration of premium finance contracts, interest paid to us by financial institutions earned on fiduciary or trust accounts in which we hold your premium payments pending remittance to the insurance company, and fees paid to us for policy and/or claims administration and/or loss control services that we provide.

Related Party Transactions – In limited circumstances, our subsidiaries or employees may have interests in insurers and reinsurers with whom policies are placed. We own a reinsurance broker that arranges reinsurance for carriers. It is possible that coverage placed by our retail brokers could be reinsured pursuant to placements made by our reinsurance subsidiary. Ownership of a reinsurance broker also creates an additional, mutually beneficial dimension to our relationships with insurance companies.

Customer Centric Carriers – We have access to the products and services of hundreds of insurers. However, we believe our ability to provide the best combination of products, service, value and ongoing access to capacity is enhanced by focusing on a manageable number of carrier relationships. These strategic relationships include many of the most respected national and regional insurance companies in the insurance industry (the “Strategic Carriers”). Although we will continue to access our other insurance company relationships where appropriate, we expect that many of our clients’ insurance needs may be met through the Strategic Carriers. The Strategic Carriers may pay us enhanced compensation, which we intend to use in part to invest in initiatives to improve our ability to serve our customers’ and to optimize their insurance buying experience. A portion of any enhanced compensation from our Strategic Carriers may be used to incentivize our employees to prioritize, investigate and access the products and services of our Strategic Carriers for the purpose of consolidating the number of insurance markets we deal with, while at the same time addressing the needs of our clients. More information regarding our Strategic Carrier relationships is available upon request from your HUB International insurance advisor or by visiting our website at www.hubinternational.com.

Our goal is to be your insurance brokerage of choice. We know you have many brokerages to choose from, so to earn your confidence, we hold ourselves to the highest standard of service, a standard reflected in our written Client Commitment – we call it the “The HUB Advantage”. We hope you will review the principles embodied in “The HUB Advantage”, a copy of which is attached for your convenience. Feel free to visit our website at www.hubinternational.com for more information regarding HUB International and how we do business.

Please also feel free to ask any questions about our compensation generally, or as to your specific insurance proposal or placement, by contacting your HUB broker or customer service representative directly, or by calling our client hotline at 1-866-857-4073.

We want you to choose a HUB International broker to be your insurance advisor – and we intend to make your decision an educated one.

Privacy Policy

To view our privacy policy, please visit: www.hubinternational.com/about-us/privacy-policy/

The HUB Advantage

Our Commitment - The HUB Advantage

HUB International is dedicated to maintaining and upholding the highest standards of ethical conduct and integrity in all of our dealings with you, our client. We want to be your trusted risk advisor, and as such, we need to earn your confidence. So we are making a promise. We call it The HUB Advantage. Our mission is to make the advantage yours - and this is our commitment.

- We strive to secure the most favorable terms from insurers, taking into account all of the circumstances – the risk you need to insure, the cost of insurance, the financial condition of the insurer, the insurer's reputation for service, and any other factors that are specific to your situation.
- We are open and honest as to how we are paid for placing your insurance. Our answers to your questions will be forthright and understandable. When we intend to seek a fixed fee for our efforts, we will disclose it to you in writing and obtain your approval prior to coverage being bound.
- You make the ultimate decision as to both the terms of insurance and the company providing your coverage. Our objective is to provide you with choices that meet your insurance needs, and to educate you so your decision is fully informed and best suited to your circumstances.
- We comply with the laws of every jurisdiction in which we operate, including those that apply to how insurance brokerages and agencies are paid. If the laws change, we will respond in a timely and appropriate manner.

We take our responsibility to our customers very seriously. If at any time you feel that we are not fulfilling your expectations – that we are not meeting our Client Commitment – please contact your account executive or call our toll free client hotline at 1-866-857-4073, and your concerns will be addressed as soon as possible.

The HUB Advantage

The privilege is ours, but the advantage is yours.

Retirement Plans

Our passion is assisting you with the design of a retirement plan that best suits the needs of both your company and your workforce. We adhere to a high fiduciary standard of care while seeking to help you offer an appropriate mix of investment options, education and personalized counseling to your employees as they pursue their retirement goals. Best of all, we are able to instill the confidence you seek, knowing your interests and those of your employees always come first.

FIDUCIARY INVESTMENT REVIEW	PROVIDER ANALYSIS
• Investment Policy Statement Review • Investment Selection • Performance Monitoring and Reporting • Selection and Monitoring of QDIAs	• Fee and Service Review • Benchmarking of Fees and Services • Review ERISA Spending Accounts or PERAs • Generate/Evaluate Service Provider RFPs • Service Provider Transition or Plan Conversion
EMPLOYEE ENGAGEMENT	PLAN GOVERNANCE CONSULTING
• Group Education Meetings • Support Individual Employee Questions • Quarterly Newsletter / Learning Webinars • One-on-one meetings • Financial Wellness	• Guidance Regarding Plan Objectives/Options • Retirement Plan Committee Structure and Governance Best Practices • ERISA Rule 404(a) Support • Fiduciary Audit File Guidance • Retirement Plan Committee Meeting Support



Best Practices Approach

We work with retirement plan committees to deliver an integrated, best practices approach that puts in place tools, processes, and organizational structures leading to well-informed decision-making, risk management and, potentially, a higher probability of successful outcomes for your plan.



Employee Benefits

You have a lot on your plate. Acquiring and keeping the talent needed to run your organization. Complying with constant regulatory changes. Supporting a changing workforce that wants more from their benefits. It all requires a comprehensive, strategic approach with an employee benefits partner who can help you proactively address the challenges and complexity you face every day.

Together, we can develop a multi-year strategy that helps your organization prepare for, adapt to and get ahead of workforce challenges. From optimizing your spend to supporting your employees at every stage of their careers, we'll help you power forward with the right strategy for your organization.

Rely on HUB for the expertise, capabilities and analytic tools you need to achieve your short- and long- term goals.



Manage Costs

Avoid the annual renewal fire drill when you partner with us. We'll help you understand your cost drivers and develop a multi-year plan to achieve sustainable results and optimize every dollar spent.



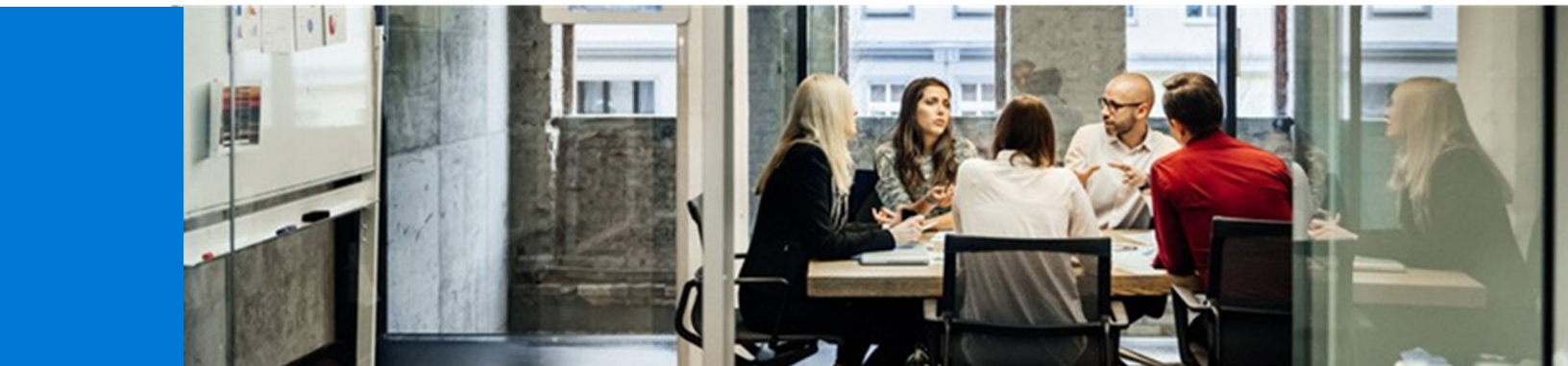
Personalize Benefits

The era of one-size-fits-all benefits is over. We'll help you craft affordable employee benefit options that meet the unique needs of your workforce, wherever they are in their life and career journey.



Engage Your People

Delivering a positive experience is key to retaining talent, and that means ensuring your team understands its employee benefits. We'll bring the right tools and resources to help your people achieve their health and financial goals.



Multi-Year Strategy To Achieve Your Goals

CLIENT ADVOCACY	COST MANAGEMENT
• Human Resources Consulting • Compensation Consulting • Employee Advocacy • Online Training Resources	• Underwriting and Actuarial Support • Funding & Contribution Analysis • Claims & Eligibility Audits • Pharmacy & Medical Cost Analysis • Carrier Renewal Negotiation
COMPLIANCE CONSULTING	EMPLOYEE ENGAGEMENT
• In-house ERISA attorneys • Compliance Audits • Form 5500 Management • Plan Documents • Health Care Reform Guidance	• Communication & Design Team • Multi-channel open enrollment support • Employee portals • Individual, voluntary, and executive benefits
HEALTH & PERFORMANCE	HR TECHNOLOGY SOLUTIONS
• Certified Health & Performance Consultants • Wellness Consulting • Vendor Management • Financial Wellness • Absence Management	• Technology Practice Leaders • HRIS analysis & system selection • Benefit Administration evaluation • Preferred Partner solutions



Claims Management

Claims Management Overview

In many organizations the cost of claims and resulting premiums is significant, including direct and indirect costs. Litigation, employee injuries and property losses can be devastating to any corporation, operation, and their employees. Whether it's general liability, workers compensation, or property claims, a poorly designed claims management program can be as detrimental as having no program, and claims that are not continually reviewed or managed can result in unintended outcomes.

HUB's Claim Consultants partner with our clients to understand their goals, objectives, and challenges. We work with our clients to develop and implement claims management solutions that minimize their Total Cost of Risk. One of HUB's many strengths is our collaborative approach amongst our Claims, Risk Services Team, the producer and account manager and our colleagues throughout HUB worldwide. Our Teams regularly work together, across regions and countries to continue to bring the depth of our expertise to every corner of the globe.

Claims Management Services Available To Our Clients

HUB is committed to providing a wide range of services to our clients. We work to implement best practice claims management processes, claims analysis, serving as an advocate, and addressing specific issues before and as they occur.

- **Client Advocacy / Carrier Oversight**
 - Oversight/Coordination of carrier claims handling activities
 - Regular communication between clients and claims service providers
 - Providing outsourced expertise for complex & challenging claims
- **Claims Reviews**
 - Facilitated between the HUB Claim Consultant, Insurance Carrier, and Client Representative(s)
 - Establish claim file expectations and action plans
- **Reserve Analysis**
 - Review of claim providers reserving practices
 - Ensures that excess funds are not tied up in reserves
 - Ensure that financial liabilities are divulged clearly and accurately
- **Coverage Disputes**
 - Advocating and providing assistance with evaluating and challenging insurance carrier coverage denials on your behalf
- **Claim Audits**
 - Strategic audit of client's claim files to uncover opportunities to improve quality and reduce claim costs
 - Ensures that claims service providers are performing properly for the client
- **Preloss Planning**
 - Strategic planning based on past results
 - Provide training in identifying information key to the defense of a claim & incident response
 - Create incident reports for insured as a tool for incident response
 - Ensures a fair understanding of claims process in advance of the loss and helps mitigate downtime
 - Identifies issues before they arise
- **Third Party Administrator (TPA) Selection**
 - Assistance with selecting a Third-Party Administrator (TPA)
 - Development of the best in class program/process to manage claims
- **Claim Data Analysis**
 - Review of claim data to identify trends and primary cost drivers
 - Results in action plans that can be implemented with the designated HUB Risk Consultant
- **Settlement Evaluation**
 - Assistance in analyzing and structuring settlements, executing early resolutions, and exploring alternative dispute resolution options
- **Litigation Management**
 - Assistance with managing and minimizing legal defense costs during claim resolution
 - Executing communication, developing accepted activities, and creating a litigation plan
 - Review leases and contracts to identify risk transfer opportunities
 - Tender claims on behalf of clients as necessary
- **Employer Claim Management Practices**
 - Best Practice benchmarking of client's claims practices
 - Development of internal claims practices to reduce costs
- **Medical Case Management Program Design**
 - Assistance with developing Medical Case Management Programs, including aggressive treatment plans that incorporate cost control techniques
- **Dispute Resolution Options**
 - Guidance with options necessary to bring matter to ultimate resolution
- **Subrogation/Second Injury Fund Recoveries**
 - Ensuring the claims service provider has a process for identifying opportunities and maximizing recovery of expenses when a third party is negligent or when the state provides second injury funds

This list is not all-inclusive. Your designated HUB Claims Services team member(s) will meet with you to confirm goals and develop a customized service plan, deliverables and timelines that will address your needs and exceed expectations.

Risk Services

Risk Services Overview

Risks emerge and evolve, and the exposures always have the potential for high frequency and high costs. Injuries/illnesses, downtime, reputational issues, and losses can result in significant direct and indirect costs that can devastate any corporation, operation, and its employees. Additionally, monitoring and following regulatory requirements and industry best practices requires significant knowledge and a wide range of expertise, and a partner that stays focused on protecting your organization.

As a leading provider for risk management services, HUB International partners with our clients to work towards common goals, reducing their Total Cost of Risk (TCOR) and making our client's organizations more resilient. With experts in all functional areas and over 100 industries, our team has the proven knowledge and experience to assist our clients in identifying current/ potential risks and implementing controls to reduce exposure to loss. Our team members include:

- Board-Certified Safety Professionals
- Certified Risk Managers
- Certified Occupational Health Nurses
- Certified Construction Risk Specialists
- Environmental Risk Managers
- Property Protection Specialists
- Certified Hazardous Materials Managers
- Certified Industrial Hygienists
- Security Professionals
- Toxicologists
- Risk Technology Experts
- Workers Compensation Experts
- Professional Engineers
- Business Continuity Planning Experts
- Emergency Response Professionals
- Cyber Risk Management Experts
- Absence Management Professionals
- Product Liability Professionals
- General Liability Experts
- Tribometrists (Slip/Fall Experts)
- Travel Risk Management Professionals

Our team has the proven knowledge and experience to assist our clients in identifying current / potential risks and implementing controls to reduce exposure to loss.

Consulting Methodology & Approach

Our consulting approach is designed to be timely, result-oriented, and focused where it counts - minimizing hazardous exposures and claims. Our five-step consulting approach:

1. Identify exposures, hazards, and losses
2. Evaluate current controls
3. Develop solutions
4. Implement solutions
5. Ongoing Measurement and Evaluation

This partnership approach builds the framework to create and implement effective, long-range solutions.

Risk Services Available to Our Clients

HUB International specializes in a wide variety of risk services products and consultancy services. The specific services to be provided by the HUB Risk Services Division will be based on your goals as well as the application of our consulting approach and methodology.

Risk Control Services:

- Regulatory Compliance
- Ergonomics Improvement
- Client Advocacy / Carrier Oversight
- Property Risk Engineering
- Safety & Environmental Management
- Fleet Risk Management
- Construction Safety Management
- Environmental Management
- OSHA 10/30hr Courses
- Management/Employee Training
- Audit and Inspections
- Safety Project Review / New Facility Protection Reviews
- Product Liability Assessments
- Hazard Assessments

Specialty Risk Services:

- Cyber Risk Management
- Enterprise Risk Management
- Workforce Productivity
- Crisis Management
- Business Continuity Management
- Emergency Management
- Security Management
- High Net Worth/Family Office Risk Management
- Clinical Risk Management
- Entertainment Risk Management
- Travel Risk Management
- Industrial Hygiene
- Environmental Compliance
- Risk Management Information System (HUB RMIS)

Strategic Partnerships:

- Online Training Providers/Developers
- Property/Process Engineering Firms
- Web-Based Continuity Planning Systems
- Environmental Testing Firms
- Art Preservation/Recovery Firms
- High - Risk Claims Identification Tools
- Pre-Hire Screening Tools
- Actuarial / Forensic Accounting Firms
- Telematics Providers
- Cyber Risk Assessment Firms
- Disaster Recovery Firms
- Outsourced Health Services Providers

This variety of disciplines enables HUB to respond to your specific risk control needs and objectives. Because we serve clients of all sizes, we can offer solutions that are properly scaled to meet the needs of your business.

Recommendations

BUILDING AND PERSONAL PROPERTY FORM

Coinurance. Buildings and Business Personal Property limits should be reviewed to determine if they are adequate and in compliance with the coinsurance requirements under your policy.

Off-Premises Services – Direct Damage. Coverage for damage resulting from an off-premises interruption of power or other utility service is excluded. This coverage can be added by endorsement and is recommended if your property is subject to this exposure. Coverage is available with and without spoilage.

Replacement Cost. Loss settlement under the form is on an actual cash value basis which is defined as current replacement cost less physical depreciation. Replacement cost coverage would eliminate depreciation if property is actually repaired or replaced. We recommend this coverage enhancement.

Signs and Glass. Coverage applying to outdoor signs and building glass is extremely limited under the form. Separate coverage is available for this property and is recommended if there is an exposure.

Incidental Property. Coverage on outdoor fences, radio and television antennas, trees, shrubs and plants, including debris removal expense is covered only for fire, lightning, explosion, riot or civil commotion or aircraft. The maximum which will be paid is \$1,000 with a limit of \$250 for any one tree, shrub or plant. Coverage is available by endorsement and is recommended if there is an exposure.

Debris Removal. The cost to remove debris of covered property under the form is extremely limited. Coverage is available by endorsement and is recommended.

Ordinance or Law. The form excludes any loss, or increase of loss, caused by the enforcement of any ordinance or law regulating the construction, use, or repair of any property. Coverage for loss to the undamaged portion of the building, demolition cost and increased cost of construction arising out of ordinances or laws can be provided by endorsement and is recommended.

BUSINESS INCOME AND/OR EXTRA EXPENSE COVERAGE FORM

This coverage is designed to provide protection against loss of income, payment of necessary continuing expenses, and extra expenses from a covered cause of loss. Flood is a standard exclusion on these form.

It may be possible to purchase higher limits as well as Flood Coverage for Business Income and Extra Expense on a limited basis.

Business Income. Business Income coverage is recommended to provide protection against loss of income and payment of necessary continuing expenses arising from suspension of your operations due to physical damage to your property by an insured cause of loss.

Extra Expense. Extra Expense is recommended to pay for costs in excess of normal operating expenses which you incur to continue operations without interruption after a direct property damage loss.

Rental Income. Coverage for loss of rental income resulting from untenability of all, or a portion, of the insured building due to damage or destruction of real or personal property by an insured peril is available and is recommended if your operations include this exposure.

Coinurance. Limits under these forms should be reviewed to determine if they are adequate and in compliance with any coinsurance requirements under your policy.

Off-Premises Services – Time Element. Coverage for damage resulting from an off-premises interruption of power or other utility service is excluded. Coverage is available by endorsement and is recommended if your operations are subject to this exposure.

COMMERCIAL GENERAL LIABILITY FORM

Pollution. Pollution is an excluded peril under the Commercial General Liability and Garage Liability policies. Oil and other waste storage on your premises may subject you to potential pollution liability. Coverage is available subject to high minimum premiums.

Underground Storage Tanks Liability. If you have underground storage tanks subject to 1988 EPA regulations, insurance covering this exposure should be pursued.

Liquor Liability. This form excludes liquor liability exposures of insured whose business is the manufacture, sale, or serving of alcoholic beverages. Separate liquor liability coverage is available and recommended if your operations include these exposures.

Care, Custody and Control. This form excludes coverage for property damage to property in your care, custody or control. If your operations include these exposures, separate coverage is available and recommended.

Watercraft. This form excludes coverage on owned watercraft and non-owned watercraft over 25 feet. If your operations include these exposures, separate coverage is available and recommended.

Aircraft. This form excludes coverage on owned and non-owned aircraft. If your operations include these exposures, separate coverage is available and recommended.

EMPLOYEE BENEFIT LIABILITY

Provides coverage for negligent acts, errors or omissions in management of employee benefit plans.

FIDUCIARY LIABILITY

Provides coverage for ERISA (Employee Retirement Income Security Act) exposures of fiduciaries for specifically designated plans to the extent that they are caused by a "wrongful act".

COMMERCIAL CRIME FORM

Employee Dishonesty. Employee Dishonesty is recommended to provide coverage for the loss of money, securities and other property arising out of dishonest acts of your employees. Coverage is required by law for your pension plan.

Depositor's Forgery. Forgery or alteration coverage is recommended to protect you against loss due to the forgery or alteration of checks, bank draft, promissory notes, and similar financial instruments drawn on your bank account.

Theft, Disappearance and Destruction. Theft, Disappearance and Destruction including coverage for loss inside and outside premises is recommended to protect your money and securities from loss while within your premises and while outside the premises while in the care and custody of a messenger.

BOILER AND MACHINERY COVERAGE FORM

Property coverage excludes explosion of steam boilers, steam pipes, steam turbines, or steam engines; loss caused by mechanical breakdown, including rupture or bursting caused by centrifugal force including loss to refrigeration equipment and damage to electrical and electronic equipment due to electrical arcing and power surges. The Boiler and Machinery policy is designed to cover these losses to your property and loss to property of others.

COMMERCIAL INLAND MARINE FORM

Accounts Receivable. Accounts Receivable coverage is recommended to protect against loss arising out of destruction to your accounts receivable records. Coverages include amounts due from customers that the insured cannot collect, collection expenses in excess of normal, expenses incurred in reconstructing accounts receivable records and interest charges on loans to offset uncollectible amounts pending loss settlement.

Valuable Papers and Records. Valuable Papers and Records coverage is recommended to protect you against accidental loss or damage from a covered cause of loss to valuable papers and records that belong to you or are in your care, custody, and control.

Electronic Data Processing (EDP) Form. EDP coverage is recommended to provide specialized insurance on your computer equipment, information storage media and expenses or income loss related to EDP losses.

Motor Truck Cargo Form. Motor Truck Cargo coverage is recommended if you carry property of others for a fee. Coverage can also be provided on an owners form motor truck cargo policy insuring your goods being transported by your trucks.

Annual Transportation Form. This form is recommended if you ship goods by common (or contract) carrier. Most forms cover your property and property of others for which you are liable, including property that has been sold but not delivered.

Fuel Plus Endorsement. This endorsement is available for fuel wholesalers and provides coverage for Terminal Access Cards, Erroneous Delivery or Mis-delivery and Gas or Oil Contamination.

COMMERCIAL UMBRELLA COVERAGE

Umbrella coverage is recommended to provide catastrophic coverage for liability claims which exceed your underlying liability insurance or to provide replacement coverage for underlying liability policies which are reduced or exhausted by loss. Minimum limits of \$5,000,000 are recommended.

FLOOD INSURANCE

Coverage for Flood, whether from rising water or wind-driven water, is a standard exclusion on Buildings, Business Personal Property and Business Income and Extra Expense coverages. Limited coverage can be obtained from the National Flood Program for Buildings and Business Personal Property but not Business Income or Extra Expense.

Primary Flood coverage, as well as Excess Flood coverage, may be available on a limited basis.

DIRECTORS & OFFICERS LIABILITY

Directors and officers can be held personally liable if their negligent acts result in loss to the company or its shareholders. Claims can be initiated by shareholders, employees (wrongful termination, discrimination, defamation), customers (restraint of trade, deceptive trade practices), competitors (copyright, patent or business interference), and government regulators. Coverage is available and should be considered.

CYBER LIABILITY

This coverage provides protection against loss due most notably, but not exclusively, to a business' liability for a data breach. Several types of exposures can exist which require consideration when analyzing your cyber protection insurance.

EMPLOYMENT PRACTICES ERRORS & OMISSIONS

Commercial General Liability and Garage Liability policies generally do not provide coverage for employment-related injury to employees arising out of wrongful termination, discrimination and sexual harassment. The Employment Practices E&O policy provides this coverage. It is written specifically to provide coverage for indemnification and/or legal expense reimbursement arising out of wrongful discharge, discrimination and sexual harassment. Coverage can be provided for legal expenses only or indemnification for damages awarded.

GARAGE LIABILITY COVERAGE FORM

Broad Form Drive Other Car Coverage. This endorsement is used to afford liability, auto medical payments, uninsured/underinsured motorist, and physical damage coverage for specifically named individuals (and those individuals' spouses) while they are using a non-owned auto for their own personal use. If your owners, executive officers, partners, or employees are furnished company autos and have no personally owned autos, this coverage is recommended.

Pollution. Your Garage Liability policy includes what constitutes an almost total exclusion of coverage for incidents involving pollutants. Coverage is available subject to high minimum premiums.

Dealers Physical Damage. Provides Collision, Comprehensive or Specified Peril coverage on owned, floor planned or non-floor planned vehicles.

False Pretense. Your Garage Liability policy excludes coverage for theft of your vehicles if someone causes you to voluntarily part with the auto by trick, scheme or under false pretense or if you acquire an auto from a seller who did not have legal title. False Pretense provides this coverage.

Dealers' Drive Away Collision. This endorsement deletes the exclusion applying to collision loss to autos driven or transported more than fifty road miles from the point of purchase or distribution to their destination.

Broad Form Products Coverage. This deletes the defective products exclusion which excludes property damage to any of your products if caused by a defect existing in the product at the time it was transferred to another. It is subject to a \$250 deductible.

Broadened Coverage – Garages. This endorsement provides Personal Injury and Advertising Injury Liability, Host Liquor Liability, Fire Legal Liability, Incidental Medical Malpractice Liability, Non-Owned Watercraft or Aircraft, Additional Persons Insured Coverage, Automatic Liability Coverage-Newly Acquired Garage Businesses (90 days) and Limited Worldwide Liability.

Hired Auto Liability. Provides liability coverage on autos you lease, hire, rent or borrow (except from employee or partners).

Hired Auto Physical Damage. Provides physical damage coverage on autos you lease, hire, rent or borrow (except from employee or partners).

Non-Owned Auto Liability. Provides liability coverage for your business on autos owned by your employees' or partners while used in your business or your personal affairs.

WORKERS COMPENSATION & EMPLOYERS LIABILITY COVERAGE

Workers Compensation coverage may be mandatory under your State statutes.

BUSINESS AUTO COVERAGE

Hired Auto Liability. Provides liability coverage on autos you lease, hire, rent or borrow (except from employee or partners).

Hired Auto Physical Damage. Provides physical damage coverage on autos you lease, hire, rent or borrow (except from employee or partners).

Non-Owned Auto Liability. Provides liability coverage for your business on autos owned by your employees or partners while used in your business or your personal affairs.

Broad Form Drive Other Car Coverage. This endorsement is used to afford liability, auto medical payments, uninsured/underinsured motorist, and physical damage coverage for specifically named individuals (and those individuals' spouses) while they are using a non-owned auto for their own personal use. If your owners, executive officers, partners, or employees are furnished company autos and have no personally owned autos, this coverage is recommended.

Collision. Pays for loss of or damage to your owned automobiles from collision with another object or upset.

Comprehensive. Pays for loss of or damage to owned automobiles from perils other than collision.

Specified Perils. Pays for loss caused by fire, theft, wind, hail, earthquake, explosion, flood, vandalism, and the sinking, burning, collision or derailment of any conveyance transporting the covered auto.

Pollution. Your Business Auto policy includes what constitutes an almost total exclusion of coverage for incidents involving pollutants. Coverage is available subject to high minimum premiums.

Rental Reimbursement. For specified autos and coverages, pays rental cost of substitute auto after covered loss to scheduled auto.

TERRORISM

You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102 (1) of the Act: The term "act of terrorism" means any act or acts that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the Attorney General of the United States – to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as a part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under the coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect the coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018, 81% beginning on January 1, 2019 and; 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceed \$100 billion in any one calendar year. If the aggregate insured losses for all insured exceed \$100 billion, your coverage may be reduced. The portion of the annual premium that is attributable to coverage for acts of terrorism is \$0.00 per \$100. Of payroll and does not include any charges for the portion of losses covered by the United States government under the Act.

California Agency Producer License Numbers

Entity Name	License Number
Agency Two Insurance Marketing Group, LLC, d/b/a AgencyOne	0H44808
All World Insurance Services, Inc.	0F69702
Avant Brokerage LLC	0I77138
Avant Specialty Claims, LLC	6003211
Avant Underwriters, LLC	0G67877
Brokers' Service Marketing Group II LLC	0E02001
Business Underwriters Associates Agency Inc.	0C26183
Chun-Ha Insurance Services, Inc.	0F71901
Dale Barton Agency	0137389
FNA Insurance Services Inc	0I72746
HUB Heartland, LLC	0H15020
HUB International Insurance Services Inc.	0757776
HUB International Iowa, LLC	0K02887
HUB International Mid-Atlantic Inc.	0D58520
HUB International Midwest Limited (MWW)	0D08495
HUB International Mountain States Limited	0A96371
HUB International New England, LLC	0F79381
HUB International Northeast Limited	0E16962
HUB International Northwest LLC	0D08450
HUB International Texas, Inc.	0E24644
HUB International Transportation Insurance Services Inc	0D43442
ISR Marine Insurance Services LLC.	0I67807
Program Brokerage Corporation	0B27851
Sadler & Company, Inc.	0B57651
SBR Services, LLC	6007384
Silverstone Group, LLC	0D79635
Specialty Program Group LLC	0L09546
Squemouth LLC	0H58357
The HDH Group, Inc.	0C66771
VIU by HUB	6010202

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #BE-2209

Name of Person Submitting Request: Keri Lyles

Address: Purchasing Department

Phone: (405) 366-0224

Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #BE-2209 - One-Year (1) Service/ Maintenance agreement for the Kitchen Appliances and Equipment at the Cleveland County Detention Center located at 2550 W. Franklin Rd, Norman, OK.

The agreement will include Inspections, Maintenance and Repairs (within 24 hours).

The Maintenance Agreement will be from July 1, 2026 thru June 30, 2027 w/option to renew for one (1) year.

Internal Use Only

Received By: _____

Acknowledge:	_____	(Chairman)	Date Assigned:	_____
	_____	(Member)	Applicant Notified:	_____
	_____	(Member)	Routine (Consent) Item:	_____

Other Parties Notified:



**CLEVELAND COUNTY PURCHASING DEPARTMENT
CLEVELAND COUNTY OFFICE BUILDING
NORMAN, OKLAHOMA**

INVITATION TO BID

Please review the terms & conditions and bid regulations on pages 2, 3 & 4 relating to submission of this bid.

Please mark your bid envelope clearly,
"SEALED BID #BE-2208/CLOSING 6/18/26"

BID NUMBER: #BE-2208

ISSUE DATE: 6/2/26

BID CLOSING DATE & HOUR
6/18/26 @ 4:30 P.M.

BID OPENING DATE & HOUR
6/22/26 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
CLEVELAND COUNTY PURCHASING DEPARTMENT
201 S. Jones, Suite 240
Norman, OK 73069
Phone Number: 405-366-0224
Email: kyles@clevelandcountyyok.com

DESCRIPTION:

One-Year (1) Maintenance Agreement for Fire Life Safety Inspection and Service for twelve (12) different locations for Cleveland County. This includes the Courthouse and Office Building, Detention Center, Sheriff's Office, Election Board/OSU Extension, Alan J. Couch Center, South Annex, Building Maintenance, Fairgrounds, Sheriff-OPS, Financial Building, 718 N. Potter Building and the Arvest Building.

Bid term is from July 1, 2026 through June 30, 2027, with the option to renew for up to one (1) year.

Pricing Sheet on Page 7

Bidders's FEI/SSN: _____

Company: _____

Address: _____

Contact Name: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

AFFIDAVIT: I, the undersigned of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any County Official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between bidders and any County Official concerning exchange of money or thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of Cleveland County (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): _____

Bidder's Signature: _____

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires: _____

NOTARY PUBLIC (CLERK)

**CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS**

1. Contract Type:

This is a firm fixed price contract for the supplies/services specified. Firm Prices will be F.O.B destination.

2. Preparation of Bids:

- a. Bidders are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the bidder's risk.
- b. Each bidder shall provide the information required by the solicitation. Bids shall be typewritten or written in ink. Penciled bids, faxed or emailed bids will not be accepted. The person signing the bid shall initial erasures or other changes.
- c. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn "Statement of Non-Collusion" with original signatures. Bids without a notarized signature or seal will be rejected. Affidavit is supplied on front page of Invitation to Bid.
- d. Unit prices will be guaranteed correct by the bidder.
- e. Recipients of this solicitation not responding with a bid shall write **"NO BID"** on the front of the envelope being mailed.

3. FOB Destination and Shipping Instructions:

Unless otherwise specified, all goods are to be shipped pre-paid, F.O.B. Destination. F.O.B. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The county assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

4. Delivery:

For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval thereto from the Purchasing Agent or appropriate buyer with respect to delivery under this contract. Time is of the essence and the order is subject to termination for failure to deliver as specified.

5. Amendments to Invitation to Bid:

- a. If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.
- b. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment form. The Cleveland County Purchasing Department must receive the acknowledgement by the opening time and date specified for receipt of bids.

6. Rejection:

All goods or materials purchased herein are subject to approval by the end user. Any rejection of goods or materials resulting because of nonconformity to the terms and specifications of this order, whether held by the end user or returned, will be at the Vendor's risk and expense.

7. Bid Compliance:

The County reserves the right to reject any bid that does not comply with the requirements and specifications of the solicitation. A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidders liability to the County.

8. Evaluation and Award:

- a. The County shall evaluate bids in response to this solicitation and will award a contract based on lowest and best criteria in accordance with Oklahoma Statute Title 19, Section 1505.
- b. Acquisition based on lowest and best criteria which includes, but not limited to, the operational cost the County, quality and/or technical competency, delivery and /or implementation schedule, maximum facilitation, data exchange and/or integration, warranties, guarantees, return policy, vendor stability, best solution to proposed planning documents and/or strategic program, vendor experience, vendor prior performance, vendor expertise with similar scope, extent and quality of proposed participation and acceptance of all user groups, proven methodology and tools, innovative use of current technologies and quality results by vendor.
- c. The County may (1) reject any or all bids, (2) accept other than the lowest bid, and (3) waive informalities or minor irregularities in bids received.
- d. The County reserves the right to accept by item, group of items or by the total bid.
- e. The County may award multiple contracts for the same or similar to two or more sources under this solicitation.

CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS CONTINUED

9. Notice of Award/Rejection Letter:

A letter and bid summary will be furnished to each bidder after bid is approved/awarded by the Board of County Commissioners. The awarded vendor must contact the Department listed for order information. No order may be placed without a purchase order being issued by Cleveland County.

10. State and Federal Taxes:

Purchases by the County are not subject to any sales tax or federal excise tax. Exemption certificates will be furnished upon request.

PURCHASING AND BID REGULATIONS:

BID PROCEDURES

A Bid selection. If no bids are received and a new bid is not issued, the County Purchasing Agent may solicit telephone quotes from three or more vendors selected at random and select the lowest and best bid.

B Formal requirements on bid form.

1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted on the approved form. All bids, quotations, and contracts shall be typewritten or written in ink. Any corrections to this instrument shall be initialed in ink.
2. This form must be made out in the name of the bidder and must be properly executed by an authorized person, in ink, and notarized with full knowledge and acceptance of all its provisions.
3. Bids and any bid amendments thereto shall be submitted in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package or container. **BIDDER NAME, BID NUMBER AND BID OPENING DATE MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**

C Bid Contents – Terms and Conditions

1. **Entire Agreement.** The General Terms & Conditions of this solicitation, together with the specifications and any other documents made a part of the bid package, shall constitute the entire agreement between the parties. The selected bidder will be required to enter into a contract approved by the Cleveland County District Attorney's office within 30-days. Failure to do so will result in the bid award being retracted and the award going to the next selected bidder or rebid.
2. **Amendments.** An amendment will be issued for any changes or waivers of specifications, terms, or conditions of a bid. This amendment must be issued by the County Purchasing Department.
3. **Offer Firm for Thirty Days.** Bid prices will be firm until approved by the Board of County Commissioners or for 30 calendar days from the bid opening date.
4. **Unit and Total Prices.** Prices per unit should be clearly shown and extended. Bidder guarantees the unit price to be correct.
5. **Items to be New.** Unless otherwise stated with the solicitation, goods, materials or equipment offered are to be new and of current design.
6. **Shipping Instruction.** Firm price should be F.O.B. destination unless otherwise specified. The bidder shall prepay all packaging, handling, shipping & delivery charges.
7. **Inspection and Rejections.** All goods and materials shall be subject to inspection by the receiving officer. Any goods not in complete conformance with the contract specifications, defective in material or workmanship, or found to contain latent defects, may be rejected. Such goods are to be removed and replaced by and at the cost of the vendor promptly after notification. The costs of inspection and risk of loss shall be borne by the vendor.
8. **Exemption from Taxes.** Purchases made by the County are exempt from State Sales Taxes (68 Okla. Stat. 71&23532) and from Federal Excise Taxes (Chapter #32 of the Internal Revenue Code). These taxes should not be included in price quotation.

D Submission Procedures

1. **Sealed Envelope.** Bids must be submitted in a sealed envelope with the name and address of the vendor, the bid number and date and time of closing clearly marked on the outside of the envelope. See illustration.

Vendor name Vendor address	Cleveland County Purchasing Attn: Keri Lyles 201 S. Jones, Suite 240 Norman, OK 73069
Bid # _____ Date _____ Time _____	

PURCHASING AND BID REGULATIONS CONTINUED:

2. **Where to Submit.** File the bid proposal with the Cleveland County Purchasing Agent, either by mail or in person, before 4:30 p.m., on Thursday, June 18, 2026. Bids received after this time will be rejected and returned unopened. All bids will be opened at 1:00 p.m., Monday, June 22, 2026, during the County Commissioners' meeting held at 201 S. Jones, Suite 200, Norman, OK 73069.
3. **Change or Withdrawal of Bid.** A bid may not be changed or withdrawn after it has been received unless changes are to be made by submission of a substitute bid or a letter may be submitted to the Purchasing Agent withdrawing a bid before the bid due date which will be returned to the vendor.
4. **Late Bids.** The time/date stamp in the Cleveland County Purchasing Department shall be the official time of receipt. Bids received after the due date & time listed on the solicitation will be rejected. Late bids shall not be accepted. Late bids will be returned to the vendor unopened.
5. **Bid Questions**
If you have any questions regarding the bid specifications, contact Lisa Painter at (405) 366-0685.
If you have any questions regarding the bid deadlines, etc., contact Keri Lyles, Purchasing Agent at (405) 366-0224.
6. **Payments.** For prompt payment of all invoices, please submit original invoice with reference to the Cleveland County purchase order number, to the ordering agency. Upon receipt of properly executed invoice and receiving report from the ordering agency, payment will be processed. If the original invoice and receiving report are received by the Invoice Clerk by 11:00 a.m. on Fridays, payment will be processed for the following second Monday. If the invoice totals \$25,000.00 or more, the attached SA&I Form 427 "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" must be filled out, notarized and attached to the original invoice. Only one (1) "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" is required per fiscal year (July 1 through June 30). A new "AFFIDAVIT FOR PAYMENTS IN EXCESS OF \$25,000.00" dated July 1 or later must be resubmitted at the beginning of each new fiscal year.

E Grounds for Rejection

Any bid which does not meet the requirements or specifications of the solicitation or is unsuitable for the intended use, or does not comply with these rules and regulations may be rejected. The County Commissioners reserve the right to reject any or all bids when such is deemed in the best interest of the County.

TERMINATION

Subject to the provisions below, the contract award derived from this Invitation to Bid may be terminated by either party upon thirty (30) days advance written notice to the other party: but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination of Convenience

This contract award shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

2. Termination for Default

Termination by the County for cause, default, or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

3. Immediate Termination

Immediate termination shall be administered when violations are found to be an impediment to the function of the County and detrimental to its cause, or when conditions preclude the 30 day notice.

BUSINESS RELATIONSHIP AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF _____)
) S. S.
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that (s) he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships hereinabove mentioned exist, Affiant should so state. Attach additional sheet if necessary.)

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public, Clerk or Judge)

My Commission Expires: _____

SPECIFICATIONS FOR CLEVELAND COUNTY BID #BE-2208

The specifications provided for this bid are guidelines intended to insure adequate and quality products and services for the County. The Board of County Commissioners may accept any variation from these specifications if the changes are found to be in the best interest of the County. The intent of the Board of County Commissioners is to provide the best product or service available for the lowest price.

Cleveland County is looking for a company to provide Fire Life Safety Inspections and Service for twelve (12) different locations. The awarded company is to provide inspections on fire sprinklers, fire extinguishers and kitchen vent hoods as applicable and in accordance with local, state and federal laws.

All twelve (12) locations need to be invoiced separately as services are performed. Any deficiencies noted by the inspections will need to be included with service report/invoice. A quote to fix the deficiency may be included with the report/invoice but does not guarantee that the awarded company will be used to rectify any deficiencies found.

VENDOR QUALIFICATIONS:

Vendor must be able to exhibit that the company is a professional company with all necessary licenses to provide safety inspections in accordance with all current local, state and federal laws.

NOTE: Contractor agrees to furnish material, labor, equipment, complete and adequate workmen's compensation, public liability and property damage insurance.

If there are additional charges that are not stated in these specifications, please list them below and state what they are for:

The Board of County Commissioners reserves the right to reject any and all bids, to waive any informality in bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

Please fill in the following:

Company Name: _____
Contact Person: _____
Address: _____
Telephone Number: _____
Fax Number: _____

Fire Life Safety-Inspection & Service Pricing Sheet

All locations in this maintenance contract must be invoiced separately.

1. Location: Cleveland Co. Detention Center-2550 W. Franklin Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers, Kitchen Vent Hood

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

Kitchen Vent Hood _____

2. Location: Sheriff's Office-2600 W. Franklin Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

3. Location: Election Board/OSU Extension 631&641 E. Robinson St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

4. Location: Alan J. Couch Center-1650 W. Tecumseh Rd. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

5. Location: South Annex-122 E. Eufaula St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

6. Location: Building Maintenance-111 E. Symmes St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

7. Location: Fairgrounds-615 E. Robinson St. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

Fire Life Safety-Inspection & Service Pricing Sheet Cont.

All locations in this maintenance contract must be invoiced separately.

8. Location: Sheriff OPS-10501 US-77 Slaughterville, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

9. Location: Financial Building-111 N. Peters Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

10. Location: Service Oklahoma-718 N. Porter Ave. Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

11. Location: Arvest Building-210 & 212 Main St. Norman, OK

Equipment: Fire Extinguishers

Price per inspection: Fire Extinguishers _____

12. Location: Courthouse and Office Building-200 S. Peters/201 S. Jones Norman, OK

Equipment: Fire Sprinklers, Fire Extinguishers

Price per inspection: Fire Sprinklers _____

Fire Extinguishers _____

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid # COM-2203
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Dept.
Phone: (405) 366-0224
Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid # COM -2203 Replacement of HVAC system and electrical panel at 122 E. Eufaula Norman, OK and replacement of electrical panel in the basement of the Cleveland County Courthouse.

ARPA Proj #7.001 Obj. #55065

Internal Use Only

Received By: _____	
Acknowledge: _____ (Chairman)	Date Assigned: _____
_____ (Member)	Applicant Notified: _____
_____ (Member)	Routine (Consent) Item: _____

Other Parties Notified: _____

Linda Atkins



CLEVELAND COUNTY PURCHASING
CLEVELAND COUNTY OFFICE BUILDING
NORMAN, OKLAHOMA

INVITATION TO BID

Please review the terms & conditions and bid regulations on
pages 2, 3 & 4 relating to submission of this bid.

Please mark your bid envelope clearly,
"SEALED BID #FB-2204/CLOSING 6-18-26

BID NUMBER: #FB-2204

ISSUE DATE: 5-26-26

BID CLOSING DATE & HOUR
6-18-26 @ 4:30 P.M.

BID OPENING DATE & HOUR
6-22-26 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
CLEVELAND COUNTY PURCHASING
201 S. Jones, Suite 240
Norman, OK 73069
Phone Number: 405-366-0224
Email: klyles@clevelandcountyoak.com

DESCRIPTION: Complete irrigation system designed and installed for the Cleveland County Fairgrounds. The system should be divided into four (4) zones based on how the property is laid out. The location is 615 E Robinson - Cleveland County Fairgrounds. There will be a Mandatory Meeting on Wednesday, June 10, 2026 at 10:00 a.m. at Cleveland County Fairgrounds located at 615 E. Robinson, Norman.

Did you attend the Mandatory Meeting? Yes ___ No ___

Installation Start: _____
Completion Date: _____

Installation Warranty: _____

BID TOTAL: \$ _____

Please attach to the bid a detailed proposal of the job you are bidding.

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

AFFIDAVIT: I, the undersigned of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any County Official or employee as to quantity, quality or price in the perspective contract or any other terms of said prospective contract; or in any discussion between bidders and any County Official concerning exchange of money or thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of Cleveland County (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, and corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): _____

Bidder's Signature: _____

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires: _____

NOTARY PUBLIC (CLERK)

CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS

1. Contract Type:

This bid is submitted as a legal offer and any bid when accepted constitutes a firm contract. **HOWEVER, COUNTY RESERVES RIGHT TO RE-BID AT ANY TIME.** Firm Prices will be F.O.B destination.

2. Preparation of Bids:

- a. Bidders are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the bidder's risk.
- b. Each bidder shall provide the information required by the solicitation. Bids shall be typewritten or written in ink. Penciled bids, faxed or emailed bids will not be accepted. The person signing the bid shall initial erasures or other changes.
- c. Oklahoma laws require each bidder submitting a bid to a county for goods or services to furnish a notarized sworn "Statement of Non-Collusion" with original signatures. Bids without a notarized signature or seal will be rejected. Affidavit is supplied on front page of Invitation to Bid. **NOTE: NEW REQUIREMENT!! "AFFIDAVIT FOR PAYMENTS AND CONTRACTS" MUST BE SIGNED AND NOTARIZED AND INCLUDED WITH YOUR BID.**
- d. Unit prices will be guaranteed correct by the bidder.
- e. Recipients of this solicitation not responding with a bid shall write **"NO BID"** on the front of the envelope being mailed.
- f. **PLEASE PUT ADDITIONAL BIDS IN SEPARATE SEALED ENVELOPES.**

3. FOB Destination and Shipping Instructions:

Unless otherwise specified, all goods are to be shipped pre-paid, F.O.B. Destination. F.O.B. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The county assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

4. Delivery:

For any exception to the delivery date as specified on this order, vendor shall give prior notification and obtain written approval thereto from the Purchasing Agent or appropriate buyer with respect to delivery under this contract. Time is of the essence and the order is subject to termination for failure to deliver as specified.

5. Amendments to Invitation to Bid:

- a. If this solicitation is amended, then all terms and conditions, which are not modified, remain unchanged.
- b. Bidders shall acknowledge receipt of any amendment to this solicitation by signing and returning the amendment form. The Cleveland County Purchasing Department must receive the acknowledgement by the opening time and date specified for receipt of bids.

6. Rejection:

All goods or materials purchased herein are subject to approval by the end user. Any rejection of goods or materials resulting because of nonconformity to the terms and specifications of this order, whether held by the end user or returned, will be at the Vendor's risk and expense.

7. Bid Compliance:

The County reserves the right to reject any bid that does not comply with the requirements and specifications of the solicitation. A bid shall be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidders liability to the County.

8. Evaluation and Award:

- a. The County shall evaluate bids in response to this solicitation and will award a contract based on lowest and best criteria in accordance with Oklahoma Statutes.
- b. Acquisition based on lowest and best criteria which includes, but not limited to, the operational cost the County, quality and/or technical competency, delivery and /or implementation schedule, maximum facilitation, data exchange and/or integration, warranties, guarantees, return policy, vendor stability, best solution to proposed planning documents and/or strategic program, vendor experience, vendor prior performance, vendor expertise with similar scope, extent and quality of proposed participation and acceptance of all user groups, proven methodology and tools, innovative use of current technologies and quality results by vendor.
- c. The County may (1) reject any or all bids, (2) accept other than the lowest bid, and (3) waive informalities or minor irregularities in bids received.
- d. The County reserves the right to accept by item, group of items or by the total bid.
- e. The County may award multiple contracts for the same or similar to two or more sources under this solicitation.

CLEVELAND COUNTY
GENERAL TERMS AND CONDITIONS CONTINUED

9. Notice of Award/Rejection Letter:

A letter and bid summary will be furnished to each bidder after bid is approved/awarded by the Board of County Commissioners. The awarded vendor must contact the Department listed for order information. No order may be placed without a purchase order being issued by Cleveland County.

PURCHASING AND BID REGULATIONS:

BID PROCEDURES

A Bid selection. If no bids are received and a new bid is not issued, the County Purchasing Agent may solicit telephone quotes from three or more vendors selected at random and select the lowest and best bid.

B Formal requirements on bid form.

1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted on the approved form. All bids, quotations, and contracts shall be typewritten or written in ink. Any corrections to this instrument shall be initialed in ink.
2. This form must be made out in the name of the bidder and must be properly executed by an authorized person, in ink, and notarized with full knowledge and acceptance of all its provisions.
3. Bids and any bid amendments thereto shall be submitted in a single envelope, package, or container and shall be sealed. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package or container. **BIDDER NAME, BID NUMBER AND BID CLOSING DATE MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.**

C Bid Contents – Terms and Conditions

1. **Entire Agreement.** The General Terms & Conditions of this solicitation, together with the specifications and any other documents made a part of the bid package, shall constitute the entire agreement between the parties. The selected bidder will be required to enter into a contract approved by the Cleveland County District Attorney's office within 30-days. Failure to do so will result in the bid award being retracted and the award going to the next selected bidder or rebid.
2. **Addendums.** An addendum will be issued for any changes or waivers of specifications, terms, or conditions of a bid. This addendum must be issued by the County Purchasing Department.
3. **Offer Firm for Thirty Days.** Bid prices will be firm until approved by the Board of County Commissioners or for 30 calendar days from the bid opening date.
4. **Unit and Total Prices.** Prices per unit should be clearly shown and extended. Bidder guarantees the unit price to be correct.
5. **Items to be New.** Unless otherwise stated with the solicitation, goods, materials or equipment offered are to be new and of current design.
6. **Shipping Instruction.** Firm price should be F.O.B. destination unless otherwise specified. The bidder shall prepay all packaging, handling, shipping & delivery charges.
7. **Inspection and Rejections.** All goods and materials shall be subject to inspection by the receiving officer. Any goods not in complete conformance with the contract specifications, defective in material or workmanship, or found to contain latent defects, may be rejected. Such goods are to be removed and replaced by and at the cost of the vendor promptly after notification. The costs of inspection and risk of loss shall be borne by the vendor.
8. **Exemption from Taxes.** Purchases made by the County are exempt from State Sales Taxes (68 Okla. Stat. 71&23532) and from Federal Excise Taxes (Chapter #32 of the Internal Revenue Code). These taxes should not be included in price quotation.

D Submission Procedures

1. **Sealed Envelope.** Bids must be submitted in a sealed envelope with the name and address of the vendor, the bid number and date and time of closing clearly marked on the outside of the envelope. See illustration.

Vendor name Vendor address Cleveland County Purchasing Attn: Keri Lyles 201 S. Jones, Suite 240 Norman, OK 73069 Bid # _____ Date _____ Time _____	
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PURCHASING AND BID REGULATIONS CONTINUED:

2. **Where to Submit.** File the bid proposal with Cleveland County Purchasing, either by mail or in person, before 4:30 p.m., on Thursday, June 18, 2026. Bids received after this time will be rejected and returned unopened. All bids will be opened at 1:00 p.m., Monday, June 22, 2026, during the County Commissioners' meeting held at 201 S. Jones, Suite 200, Norman, OK 73069.
3. **Change or Withdrawal of Bid.** A bid may not be changed or withdrawn after it has been received unless changes are to be made by submission of a substitute bid or a letter may be submitted to the Purchasing Agent withdrawing a bid before the bid due date which will be returned to the vendor.
4. **Late Bids.** The time/date stamp in the Cleveland County Purchasing Department shall be the official time of receipt. Bids received after the due date & time listed on the solicitation will be rejected. Late bids shall not be accepted. Late bids will be returned to the vendor unopened.
5. **Bid Questions**
If you have any questions regarding the bid specifications, contact Charles Hamilton, Fair Grounds Manager, (405) 360-4721.
If you have any questions regarding the bid deadlines, etc., contact Keri Lyles, Purchasing at (405) 366-0224.
6. **Payments.** For prompt payment of all invoices, please submit original invoice with reference to the Cleveland County purchase order number, to the ordering agency. Upon receipt of properly executed invoice and receiving report from the ordering agency, payment will be processed. If the original invoice and receiving report are received by the Invoice Clerk by 11:00 a.m. on Fridays, payment will be processed for the following second Monday. If the invoice totals \$25,000.00 or more, the attached "AFFIDAVIT FOR CONTRACTS AND PAYMENTS" must be filled out, notarized and included with this sealed Invitation to Bid.

E Grounds for Rejection

Any bid which does not meet the requirements or specifications of the solicitation or is unsuitable for the intended use, or does not comply with these rules and regulations may be rejected. The County Commissioners reserve the right to reject any or all bids when such is deemed in the best interest of the County.

F. Open Records

All bids received are subject to the Oklahoma Open Records Act, and as such, may be acquired and distributed by the County as requested.

TERMINATION

Subject to the provisions below, the contract award derived from this Invitation to Bid may be terminated by either party upon thirty (30) days advance written notice to the other party: but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

1. Termination of Convenience

This contract award shall be considered to be in force until the expiration date or until 30 days after notice has been given by either party of its desire to terminate the contract.

2. Termination for Default

Termination by the County for cause, default, or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

3. Immediate Termination

Immediate termination shall be administered when violations are found to be an impediment to the function of the County and detrimental to its cause, or when conditions preclude the 30 day notice.

AFFIDAVIT FOR CONTRACTS AND PAYMENTS

Cleveland County Oklahoma

STATE OF OKLAHOMA]
] ss
COUNTY OF CLEVELAND]

The undersigned (architect, contractor, supplier or engineer), of lawful age, being the first duly sworn, on oath says that this contract is true and correct. Affiant further states that the (work, services or materials) will be (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official, officer or employee of the State of Oklahoma, any County or local subdivision of the state, of money or other thing of value to obtain or procure the contract or purchase order.

(Contractor, architect, supplier or engineer)

Attested to before me this _____ day of _____, 20____.

(Notary Public (or Clerk or Judge)

Note: Any county, municipality or school district executing a contract with any architect, contractor, supplier or engineer for construction work, services or materials which are needed on a continual basis from such architect, contractor, supplier or engineer, may require that the architect, contractor, supplier or engineer complete a signed affidavit as provided for in Title 62 Sect. 310.9.A which shall apply to all work, services or materials completed or supplied under the terms of the contract or contracts.

Internal Use Only:

Business or Individual name: _____

Address: _____

Contact: _____

Telephone Number: _____

Affidavit good thru: _____

BUSINESS RELATIONSHIP AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF _____)
) S. S.
COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that (s) he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships hereinabove mentioned exist, Affiant should so state. Attach additional sheet if necessary.)

Subscribed and sworn to before me this ____ day of _____, 20____.

(Notary Public, Clerk or Judge)

My Commission Expires: _____

SPECIFICATIONS FOR CLEVELAND COUNTY BID #FB-2204:

The specifications provided for this bid are guidelines intended to insure adequate and quality products for the County. The Board of County Commissioners may accept any variation from these specifications if the changes are found to be in the best interest of the County. The intent of the Board of County Commissioners is to provide the best product or service available for the lowest price.

Cleveland County reserves the right to reject any and all bids, to award the bid to other than the low proposal, to waive irregularities and/or formalities, and in general to make award in the manner as determined to be in the Board's best interest and its sole discretion.

The bid specifications are not intended to mention every particular item which is required for this project, but is intended to provide a basic description and requirements. The contractor shall include with their bid, a written proposal of all items proposed for installation and/or procedure to be followed. Each such proposal shall include a complete description of the proposed product and/or procedure, including all data necessary to demonstrate acceptability. The contractor shall not purchase materials or execute any procedure before receiving approval from Cleveland County.

GENERAL:

The specifications provided for this bid are guidelines intended to seek a qualified vendor for the installation of a New Irrigation System located at the Cleveland County Fair Grounds, located at 615 E. Robinson St, Norman, OK. The system will need to have four (4) zones.

SPECIFICATIONS FOR CLEVELAND COUNTY BID #FB-2204 CONTINUED:

MINIMUM REQUIREMENTS:

An on-site MANDATORY MEETING will be held on June 10, 2026 at 10:00 a.m. If the meeting is not attended you are not eligible to bid the project. This is to ensure accurate measurements and scope of work is explained. All Vendors will be responsible for obtaining their own measurements. Cleveland County will not be responsible for Vendors mis-measurements.

- ◆ A Licensed Contractor must perform the Construction!
- ◆ The Contractor shall include with their bid, a written proposal of all items proposed for this type of service. Each such proposal shall include a complete description of the proposed products and procedures to be done, name of equipment being used and the warranty, as well as the installation warranty.

- ◆ The Contractor shall warranty all work at the completion of the project for a minimum of 2 years and materials for a minimum of 20 years manufacturer's warranty.
- ◆ All work performed and equipment and materials furnished shall meet requirements and recommendations of applicable portions of governing local, state and national ordinances, codes and regulations.
- ◆ Contractor shall give to the proper authorities all requisite notice relating to the project. Contractor shall have authorized inspectors inspect the facility and all violations of the law shall be the responsibility of the contractor.
- ◆ Invoices will be submitted upon completion of project. Payment will be made within established Cleveland County Purchasing guidelines.

An executed Business Relationship Affidavit and Non-Collusion Affidavit are required from all bidders.

The vendor shall coordinate with Charles Hamilton, Fair Grounds Manager, at 405-360-4721, for all work and timing.

Project summary:

We need a complete irrigation system designed and installed for the Cleveland County Fairgrounds. The system should be divided into four (4) zones based on how the property is laid out.

- New Convention Center Grounds.
- West Entrance off Porter Avenue
- Extension Center Grounds
- Southwest Parking Lot Perimeter & Islands

Zone Details:

1. New Convention Center Grounds

- Rotary heads for large turf areas
- Vacuum Breaker
- Timer/controller system
- Pressure-regulated spray heads for consistent coverage

2. West Entrance off Porter

- Rotary Heads for large turf areas
- Vacuum breaker
- Timer/controller system
- Pressure-regulated spray heads for consistent coverage

3. Extension Center

- Rotary heads for large turf areas
- Vacuum breaker
- Timer/controller system
- Pressure-regulated spray heads for consistent coverage

4. Southwest Parking Lot

- Rotary heads for large turf areas
- Vacuum breaker
- Timer/controller system
- Pressure-regulated spray heads for consistent coverage

CLEAN UP:

- Awarded vendor will be responsible for protecting the work area or site and maintaining it in a safe condition at all times.
- Work area or sites shall be free from accumulation of excess debris at all times.
- No equipment or material may be stored on County property without the prior approval of Cleveland County. Vendor is solely responsible for the security of all equipment and material during the performance of the job.

CERTIFICATIONS OF INSURANCE:

Certifications of Insurance: Liability Insurance, Workers' Compensation Insurance, in reasonable amounts. The Contractor shall name **Cleveland County** as an additional insured under said Public Liability Insurance.

The Board of County Commissioners reserves the right to reject any or all bids, to waive informality in bids, to accept in whole or in part such bid or bids as may be deemed in the best interest of the County.

LIST EXCEPTIONS TO BID SPECIFICATIONS:

Fill in the following contact person information:

Name: _____
Title: _____
Address: _____
Telephone: _____
Fax: _____

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #HD-2205
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Dept.
Phone: (405) 366-0224
Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #HD-2205-One (1) year agreement for HVAC maintenance for the Moore and Norman Health

Departments, and The Well.

Internal Use Only

Received By: _____

Acknowledge: _____

(Chairman)

(Member)

(Member)

Date Assigned: 6-22-24

Applicant Notified: _____

Routine (Consent) Item: _____

Other Parties Notified: Attor.

Deputy:

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #BE-2206
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Department
Phone: (405) 366-0224
Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #BE-2206 - One-Year (1) Maintenance Contract for Lawn Treatment & Weed Prevention Services
for the Cleveland County Courthouse, North Lot, East Parking Lot, Detention Center, Sheriff's Office,
South Annex, Alan J. Couch Center, and the building at 718 N. Porter. Bid term will be from July 1, 2026 through
June 30, 2027.

Internal Use Only

Received By: _____		Date Assigned: _____
Acknowledge: _____ (Chairman)		Applicant Notified: _____
_____ (Member)		Routine (Consent) Item: _____
_____ (Member)		

Other Parties Notified: _____

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #BE-2207

Name of Person Submitting Request: Keri Lyles

Address: Purchasing Department

Phone: (405) 366-0224

Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #BE-2207 - One-Year (1) Maintenance Contract for Pest Control Services

for the Cleveland County Courthouse and Office Building, Alan J. Couch Center, Election Board & 2nd floor

South Annex (IT), 718 N. Porter, Vista (Financial Building), Sheriff's Office , Maintenance Building

The Detention Center and the Arvest Building (2 locations).

The Maintenance Agreement will be from July 1, 2026 thru June 30, 2027 w/option to renew for one (1) year.

Internal Use Only

Received By:	_____	
Acknowledge:	_____ (Chairman)	Date Assigned: _____
	_____ (Member)	Applicant Notified: _____
	_____ (Member)	Routine (Consent) Item: _____

Other Parties Notified:

AGENDA REQUEST FORM

Agenda Item: Accept, Award and/or Reject County Bid #COM-2202

Name of Person Submitting Request: Keri Lyles

Address: Purchasing Dept.

Phone: (405) 366-0224

Date Requested: 6/22/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Bid #COM-2202- Multiple year agreement for preventative maintenance of seven (7) Hydraulic
Elevators and three (3) traction Elevators for Cleveland County.

Internal Use Only

Received By: _____	
Acknowledge: _____ (Chairman)	Date Assigned: _____
_____ (Member)	Applicant Notified: _____
_____ (Member)	Routine (Consent) Item: _____

Other Parties Notified: _____
