

CLEVELAND COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD SERVICE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT entered on the 1st day of July, 2026.

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

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

and the **VENDOR:** **Data Business Equipment, Inc**
Address: **3845 Forney Rd, Suite B**
Mesquite TX 75149

Contact Person: **Megan Remmert**
Telephone Number: **309-690-6736**
Fax Number:
Email: mremmert@dbeinc.com

for the following maintenance or services:

Formax FD452 Envelope Opener

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

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)
Parts and Labor for the following equipment:

Formax FD452 Envelope Opener- Serial Number: BM16365010

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:

Formax Envelope Opener * Total Annual = \$323.00

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

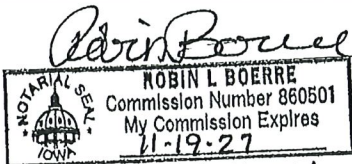
Deputy: _____

VENDOR:

Data Business Equipment

By: Carly Donnell

Attest or Notary:



4/28/26

County Polk, State IA

Jammy Richards
County Treasurer

Date