

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:** **Diane DeFilippo**
Address: **9321 East State Highway Nine**
Norman OK 73026

Contact Person: **Diane DeFilippo**
Telephone Number: 405-321-1009
Fax Number:
Email: didefil@sbcglobal.net

for the following maintenance or services:

Title Searches and Verifications

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)

- A. Contractor agrees to provide professional services to the Cleveland County Commissioners and Cleveland County Treasurer on an “as needed” basis as determined and prescribed by the County.
- B. Contractor agrees to provide Title Search Reports in accordance with requirements of each respective county office named above.
- C. This agreement may be canceled by mutual consent or by either party upon giving written notice to other party within 30 days of the requested cancellation without cause. The county may cancel this agreement without notice for cause.

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:

\$125.00 per Title Search

\$10.00 per Title Verification

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 *Jammy Richards*

ATTEST:

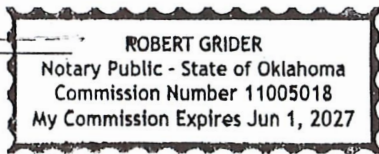
Pam Howlett, County Clerk

Deputy

VENDOR: *Marane Detleppo, Attorney*

By: *Marane Detleppo*

Attest or Notary: *[Signature]*



Jammy Richards
County Treasurer

5/12/26
Date

