
MEMO

APPROVED
11/18/2024



DATE: November 13, 2024

FROM: Matney M. Ellis
Procurement Director

A handwritten signature in black ink, appearing to read "Matney M. Ellis", with a long horizontal flourish extending to the right.

TO: Board of County Commissioners

SUBJECT: Interdepartmental Agreement – Tulsa County Assessor

Respectfully submitted for your approval and execution is the attached Agreement between the Board of County Commissioners of the County of Tulsa, Oklahoma, on behalf of Tulsa County Building Operations and the Tulsa County Assessor for Tulsa County Central Garage to provide vehicle maintenance to Assessor office owned vehicle, as further described in the attached.

MME / llm

SUBMITTED FOR: The November 18, 2024 BOCC meeting agenda.

CMF# 20242131

DEPARTMENT MAINTENANCE AGREEMENT
FOR
TULSA COUNTY ASSESSOR
OWNED VEHICLES

This Agreement is entered into by and between the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF TULSA, STATE OF OKLAHOMA, hereafter referred to as "County" and the TULSA COUNTY ASSESSOR OFFICE, hereafter referred to as "User."

1. RECITALS: Inasmuch as County owns and operates a maintenance facility for the regular maintenance of motor vehicles, and whereas User, a local unit of government, owns and operates certain motor vehicles as a part of its government operation, and because economics of scale may be achieved by the coordinated efforts of County and User to provide for maintenance of User's vehicle fleet, the parties agree that pursuant to the provisions of 74 O.S. Sec. 1008A, User may utilize the services of County for maintenance of User's vehicle fleet on an as-needed basis under the following terms and conditions.
2. DURATION: The terms of this agreement shall be from the acceptance of this agreement by both County and User from July 1, 2024, or the acceptance of this agreement, whichever is later, and will terminate June 30, 2025.
3. VEHICLES: County and User agree that User's vehicle fleet to be maintained by County shall not exceed one (1) vehicle and shall include those vehicles listed on Exhibit "A" attached hereto and made a part hereof.
4. ORGANIZATION: No new administrative or legal entity is created by this agreement, nor are powers delegated thereto.
5. PURPOSE: The purpose of this agreement is to provide vehicle maintenance to User by County. Maintenance shall include all replacement parts as requested, changing of oil, filters, and lubrication every five thousand (5,000) miles, as well as a complete maintenance check including, but not limited to, transmission, differential, belts, wiper blades, brakes, etc. every five thousand (5,000) miles.
6. FINANCING: Financing of this agreement shall come solely from the operating budget of User. User agrees to establish and maintain as a part of its normal budgetary procedures, sufficient books of account to satisfy the requirements of 74 O.S., Section 1001 and following.
7. PRICE: The parties agree that User shall pay County for parts used in the maintenance of User's vehicles at cost, and for labor at the rate of Sixty Dollars (\$60.00) per hour, or for any part of such hour. The County further agrees to sell to User tires and batteries for User's vehicles, consistent with availability and needs of County to apply its own fleet, at the prices then currently paid by County for such tires or batteries. The County further agrees to sell to User fuel for said vehicles, consistent with availability and needs of County to supply its own fleet, at the prices then currently paid by County for such fuel plus a five-cent administrated cost per gallon.

8. ADMINISTRATOR: The parties agree that the Board of County Commissioners of the County of Tulsa shall serve as administrator pursuant to the terms of said 74 O.S., Section 1004 (d) throughout the terms of this agreement.
9. PROPERTY ACQUISITION AND DISPOSAL: The parties agree that no real or personal property will be used as a result of this agreement aside from vehicle parts above-mentioned. County agrees to acquire and hold any parts necessary for the above-mentioned vehicular maintenance and to dispose of same by installing such parts in user's vehicles as needed.


ATTEST:



County Clerk

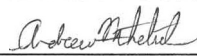


BOARD OF COUNTY COMMISSIONERS
OF TULSA COUNTY


By 

Chairman

APPROVED AS TO FORM:



Assistant District Attorney

USER: 

TITLE: Financial & Administrative Manager

Date 2024.11.08

ASSESSOR
List of Vehicles

Exhibit "A"

Description	Serial Number	Vehicle Number
2025 FORD EXPLORER (WHITE)	1FMUK8DH7SGA75987	2079