

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the _____ day of _____, 2026.

BETWEEN the COUNTY: The Board of County Commissioners of the
County of Oklahoma
320 Robert S. Kerr, Rm. 101
Oklahoma City, Oklahoma 73102

on behalf of: Oklahoma County Assessor
Contact Person: Marci Hoffman, Purchasing/Payroll Director
Telephone Number: 405.713.1203

and the VENDOR: R.K. Black, Inc.
4111 Perimeter Center Place
Oklahoma City, OK 73112

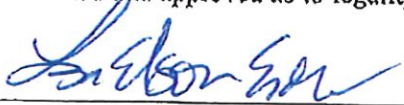
Contact Person: Jesse Casey
Telephone Number: 405.533.3100

for the long-term lease with 2 additional years' renewal of the following items for General Fund:

1 Ricoh IM2500A-RS - Color Copier with Finisher & Stand and fax, 1 Ricoh IMC3510-RS with Finisher and Cabinet & 1 Ricoh IM2500A-RS with Finisher and Cabinet.

County or State Contract Number: State Contract No. SW1034.

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


Assistant District Attorney

6/1/2026
Date

THE COUNTY AND THE VENDOR AGREE AS SET FORTH BELOW.

ARTICLE 1
EQUIPMENT LEASED

The Vendor shall supply the following equipment to the County: 1 Ricoh IM2500A-RS - Color Copier with Finisher, Stand at Fax, 1 Ricoh IM3510-RS with Finisher, Cabinet and & 1 Ricoh IM2500A-RS with Finisher and Cabinet, labor, and supplies. (Excludes paper)

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 operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2027. County shall have the right to renew this Contract for 2 successive annual renewal periods. Each annual renewal period shall expire on the last day of the current fiscal year of County. However, for the contract to be continued the contract must be renewed on July 1 or thereafter of each succeeding fiscal year by affirmative action of the Board of County Commissioners. Pursuant to 62 O.S. §430.1 in no event shall the County's obligation be deemed to continue past the end of the County's fiscal year ending June 30 of every year, nor shall County be deemed to be indebted beyond the indebtedness created by each fiscal year's obligation.

It is agreed between the parties 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 thirty-day written notice and may terminate immediately if Vendor breaches any of the terms of this contract.

ARTICLE 4
CONTRACT AMOUNT

The County shall pay the Vendor for the lease of equipment as follows:
one @ one-hundred seventy-eight dollars and thirty-two cents forty cents (\$178.32), one @ one hundred seven dollars and eighteen cents (\$107.18) and one @ ninety-seven dollars and seventy-six cents (\$97.76). The monthly cost for rental shall be three hundred eighty-three dollars and twenty-six cents per month (\$383.26). The annual cost for rental shall be four thousand five hundred ninety-nine dollars and twelve cents (\$4,599.12). The annual cost for copy charge shall not exceed \$8,000.00. Total combined cost of lease and copy charges shall not exceed \$12,599.12.

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 Oklahoma County Clerk. Upon approval of this contract a Blanket Purchase Order Number will be issued by Oklahoma County as set out below.

For the contract period of 7/1/26 through 6/30/2027, the amount of encumbrance will be \$4,599.12 for the lease and \$8,000.00 for copier charges.

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 July, 2026.

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

Larry Stein, County Assessor

ATTEST:

Maressa Treat, County Clerk

VENDOR: R.K. Black, Inc.

By: _____

Attest of Notary:

Lauren C. Sloan

My Commission Expires: Jan. 29, 2028



Requisition Number : _____

Blanket Purchase order number: _____

Bill To
 OKLAHOMA COUNTY ASSESSOR
 320 ROBERT S. KERR
 SUITE 313
 OKLAHOMA CITY, OK
 73102

Requisition 12700244-00 FY 2027
 Acct No:
 UNDEFINED ACCOUNT.
 Review:
 Buyer: 6065armarhof
 Status: Created

Page 1

Vendor
 RK BLACK INC
 PO BOX 268984

 OKLAHOMA CITY, OK 73126-8984

 Tel#405-943-9800
 Fax 405-943-0709

Ship To
 OKLAHOMA COUNTY ASSESSOR
 320 ROBERT S. KERR
 SUITE 313
 OKLAHOMA CITY, OK 73102

Deliver To
 OKLAHOMA COUNTY ASSESSOR
 320 ROBERT S. KERR
 SUITE 313
 OKLAHOMA CITY, OK 73102

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
05/29/26	1000153				Assessor Regular

LN Description / Account	Qty	Unit Price	Net Price
001 BLANKET FORT COPIER RENTALS BOCC:	4599.12	0.00000	0.00
	EACH		

Ship To
 OKLAHOMA COUNTY ASSESSOR
 320 ROBERT S. KERR
 SUITE 313
 OKLAHOMA CITY, OK 73102

Deliver To
 OKLAHOMA COUNTY ASSESSOR
 320 ROBERT S. KERR
 SUITE 313
 OKLAHOMA CITY, OK 73102

[Requisition Link](#)

Requisition Total 0.00

***** General Ledger Summary Section *****
 Account

Amount Remaining Budget

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Bill To                                     Requisition 12700245-00 FY 2027
OKLAHOMA COUNTY ASSESSOR
320 ROBERT S. KERR
SUITE 313
OKLAHOMA CITY, OK
73102
Acct No:
UNDEFINED ACCOUNT.
Review:
Buyer: 6065armarhof
Status: Created
Page 1
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Vendor
RK BLACK INC
PO BOX 268984

OKLAHOMA CITY, OK 73126-8984

Tel#405-943-9800
Fax 405-943-0709

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Ship To
OKLAHOMA COUNTY ASSESSOR
320 ROBERT S. KERR
SUITE 313
OKLAHOMA CITY, OK 73102

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Deliver To
OKLAHOMA COUNTY ASSESSOR
320 ROBERT S. KERR
SUITE 313
OKLAHOMA CITY, OK 73102

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=====
Date      | Vendor | Date   | Ship  |      |
Ordered  | Number | Required | Via   | Terms | Department
=====
05/29/26 | 000153 |        |       |       | Assessor Regular
=====

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LN	Description / Account	Qty	Unit Price	Net Price
001	BLANKET FOR COPIES BOCC:	8000.00	1.00000	8000.00
		EACH		

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Ship To
OKLAHOMA COUNTY ASSESSOR
320 ROBERT S. KERR
SUITE 313
OKLAHOMA CITY, OK 73102

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Deliver To
OKLAHOMA COUNTY ASSESSOR
320 ROBERT S. KERR
SUITE 313
OKLAHOMA CITY, OK 73102

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[Requisition Link](#)

Requisition Total 8000.00

***** General Ledger Summary Section *****
Account Amount Remaining Budget

County Request No. 402

REQUEST FOR LEGAL SERVICES

This form is used to provide legal opinions and contract approval by the District Attorney's Office. Only that advice that is related to a pending or potential claim against the County or its officers and employees is protected by the attorney-client privilege. Opinions that are privileged should not be disclosed to anyone or the privilege may be waived.

All legal opinions and approvals rendered are based only on the documentation and information stated below or attached to this form and, thus, it is important that all relevant facts and information be provided at the time of review. Please advise the District Attorney's Office of new or additional information, as it may cause the opinion to change. In all cases, the opinions of the District Attorney's Office are not binding on the County, its officers or employees and may be followed or disregarded in the discretion of the elected official.

Date of Request: 06/01/2024 Department: Assessor

State the nature of the legal request: _____

Please review the renewal agreement with RK Black for a color copier with stand for FY 26/27. The agreement is identical to last year's. (A copy of prior year's contract is attached). Please contact either Gretchen Crawford (x1238) or Marci Hoffman (x1203) with any questions. Thank you.

RECEIVED

JUN 01 2026

CIVIL DIVISION
DISTRICT ATTORNEY



County Officer or Department Director

Reply of District Attorney's Office: _____

Date of Reply: 6/11/2024 

Assistant District Attorney