

OKLAHOMA COUNTY, OKLAHOMA
BOARD OF COUNTY COMMISSIONERS

STANDARD LONG TERM LEASE CONTRACT BETWEEN COUNTY AND VENDOR

CONTRACT made as of the _____ day of _____, 2025

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

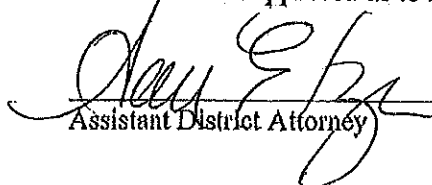
and the VENDOR: R.K. Black, Inc.
3401 NW 63rd St. Suite 200
Oklahoma City, OK 73116

Contact Person: Jesse Casey
Telephone Number: 405.533.3100

for the long-term lease of the following items:

Canon Image PROGRAF TX-4100 MFP Z36 W/ Basket - NASPO - 140590

County or State Contract Number: None
This contract has been examined and approved as to legality by the District Attorney, Oklahoma County.

 5/5/25
Assistant District Attorney 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: (describe item/s and serial numbers/s)

Canon Image PROGRAF TX-4100 MFP Z36 W/ Basket - NASPO - 140590-Plotter/Scanner,

includes General Maintenance (Parts, Labor and Travel). Excludes Supplies and third-party accessories.

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, 2025, and by operation of Article 10 Section 26 of the Oklahoma Constitution, shall terminate at the end of the fiscal year on June 30, 2026. County shall have the right to renew this Contract for successive annual renewal periods. Each annual renewal period shall expire on the last day of the current fiscal year of County. It is the present intent of the County to continue this lease for an additional 1 fiscal years. However, for the contract to be continued the contract must be renewed on July 1 or thereafter of each succeeding fiscal year by an 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 this equipment as follows:
Two Hundred Twenty-Five dollars and Ninety cents (\$225.90) per month for lease. Annual contract amount Two Thousand Seven Hundred Ten dollars and Eighty cents (\$2,710.80).
The County shall also pay the Vendor for the Service Agreement as follows: One thousand one hundred eighty-eight dollars a year (\$1,188) for general maintenance which includes parts, labor and travel. (Excludes supplies and third-party accessories). Total Estimated cost for lease and maintenance agreement is Three Thousand Eight Hundred Ninety-Eight dollars and Eighty Cents (\$3,898.00).

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 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 7/1/2025 through 6/30/2026 the amount of encumbrance will be \$3,810.00.

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, 2025_____.

BOARD OF COUNTY COMMISSIONERS
OKLAHOMA COUNTY, OKLAHOMA

Approved by County Dept.:

Chairman

Larry Stein

ATTEST:

Maressa Treat, County Clerk

VENDOR: R.K. Black, Inc.

By: _____

My Commission Expires: 01/29/2028

Attest or Notary: _____

Lauren C. Sloan



Requisition Number: _____

Blanket Purchase order number: _____

Bill To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102	Requisition 12600023-00 FY 2026 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065armarhof Status: Created
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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
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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
04/24/25	000153				Assessor Revaluation

LN	Description / Account	Qty	Unit Price	Net Price
001	MAINT FOR PLOTTER BOCC: 5/21/25	2710.80	1.00000	2710.80
		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 2710.80

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

Amount Remaining Budget

Bill To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102	Requisition 12600020-00 FY 2026 Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065armarhof Status: Created
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Page 1

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Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/24/25	1000153				Assessor Revaluation

LN Description / Account	Qty	Unit Price	Net Price
001 MAINT FORT PLOTTER BOCC: 5/21/25	1188.00 EACH	1.00000	1188.00

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	1188.00
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***** General Ledger Summary Section *****
 Account

Amount Remaining Budget

County Request No. 282

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: 05/05/2025 Department: Assessor

State the nature of the legal request: _____

Please review the agreement with RK Black for a Canon Image Prograf. The term is June 30, 2025 through June 30, 2026.

Please contact either Gretchen Crawford (x1238) or Marci Hoffman (x1203) with any questions. Thank you.

RECEIVED

MAY 05 2025

**CIVIL DIVISION
DISTRICT ATTORNEY**



County Officer or Department Director

Reply of District Attorney's Office: _____

Reviewed

Date of Reply: 5/5/25 

Assistant District Attorney