

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

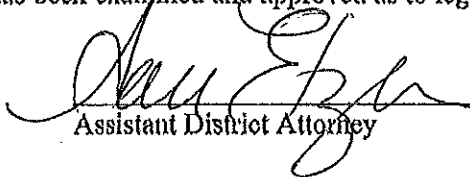
and the VENDOR: R.K. Black, Inc.
4111 Perimeter Center Place
Oklahoma City, OK 73112

Contact Person: Jesse Casey
Telephone Number: 405.533.3100

for the long-term lease with 3 years additional 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.

 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: 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, 2025 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 3 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 7/1/25 through 6/30/2026, 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 _____, 2025.

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: _____

My Commission Expires: _____

Attest or Notary: _____

Lauren C. Sloan



Requisition Number : _____

Blanket Purchase order number: _____

<p>=====</p> <p>Bill To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102</p>	<p>Requisition 12600024-00 FY 2026</p> <p>Acct No: UNDEFINED ACCOUNT.</p> <p>Review: Buyer: 6065armarhof</p> <p>Status: Created</p> <p style="text-align: right;">Page 1</p>
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<p>=====</p> <p>Vendor RK BLACK INC PO BOX 268984</p> <p>OKLAHOMA CITY, OK 73126-8984</p> <p>Tel#405-943-9800 Fax 405-943-0709</p>	<p>Ship To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102</p> <p>Deliver To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102</p>
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Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/24/25	000153				Assessor Regular

LN Description / Account	Qty	Unit Price	Net Price
001 BLANKET FOR COPIER RENTALS	4599.12 EACH	1.00000	4599.12

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 4599.12

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

Account	Amount Remaining Budget
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<p>=====</p> <p>Bill To OKLAHOMA COUNTY ASSESSOR 320 ROBERT S. KERR SUITE 313 OKLAHOMA CITY, OK 73102</p>	<p>Requisition 12600019-00 FY 2026</p> <p>Acct No: UNDEFINED ACCOUNT. Review: Buyer: 6065armarhof Status: Created</p> <p style="text-align: right;">Page 1</p>
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Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
04/24/25	000153				Assessor Regular

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

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 8000.00

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

Amount Remaining Budget

County Request No. 281

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: _____

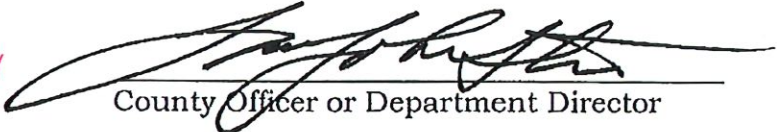
Please review the agreement with RK Black for a color copier with finisher and stand. The term is June 30, 2025 through June 30, 2026.

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

RECEIVED

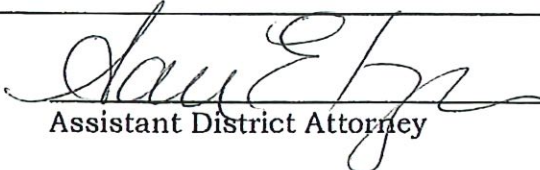
MAY 05 2025

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