

AGENDA PLACEMENT FORM

(Submission Deadline – Tuesday, 12:00 PM before Regular Court Meetings)

Date: February 16, 2023

COMMISSIONERS COURT

Meeting Date: February 27, 2023

FEB 27 2023

Submitted By: April Long

Department/Office: County Clerk

Approved

Signature of Director/Official: April Long

Agenda Title:

Consideration of Expenditures from Special Fund 0212: Record Mgmt & Preservation -County Clerk.

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

As required by LGC Sec. 135.154, we are seeking approval to spend budgeted funds as follows:
\$648.50 from 0212-5100-53300-GG for the purchase a ladder used to maintain the preservation of records. A budget transfer to the above GL has been requested.
\$1806.00 from 0212-5100-53110-GG for the purchase of casebinders used to maintain the preservation of court records.

(May attach additional sheets if necessary)

Person to Present: April Long

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Consent Agenda (Action Item, Workshop, Consent, Executive)

Check All Departments Requiring Notification:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

Sec. 135.154. COUNTY RECORDS MANAGEMENT AND PRESERVATION ACCOUNT. Money allocated under Section 135.101 or 135.102 to the county records management and preservation account maintained in the county treasury as required by Section 135.151 may be used by a county only to fund records management and preservation services, including automation, performed by the court clerk on approval by the commissioners court of a budget as provided by Chapter 111. An expenditure from the fund must comply with Subchapter C, Chapter 262.

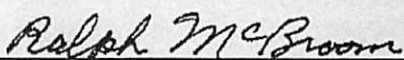
Added by Acts 2021, 87th Leg., R.S., Ch. 472 (S.B. 41), Sec. 1.03, eff. January 1, 2022.



Johnson County PURCHASE ORDER

PO 23-2135THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES, SHIPPING
PAPERS AND CORRESPONDENCE.**PAGE NO. 1 of 1**
DATE OF ORDER: 02/16/2023**Vendor Name and Address****ULINE INC**
PO BOX 88741
CHICAGO, IL 60680-1741**Attention To:****Ship To:** COUNTY CLERK
204 S. BUFFALO, RM 407
CLEBURNE, TX 76033

VENDOR NO.	SHIP VIA	F.O.B.	TERMS	BUYER	
01064	BESTWAY	DESTINATION	NET30	Donna White	
DELIVER BY DATE	HISTORICAL PO NO.	REQUISITION NO.	REQUISITION BY		
		R23-2604	Heather Hart		
LINE NO.	QUANTITY	UOM	ITEM NO. & DESCRIPTION	UNIT COST	EXTENSION
1	1.00	EA	H-5072A-10 - 4 Step Narrow Aisle Ladder - Assembled with 10" Top Step 0212-5100-53300-GG	\$374.00	\$374.00
2	1.00	EA	Shipping/Handling 0212-5100-53300-GG	\$274.50	\$274.50
				TOTAL	\$ 648.50

TAX EXEMPTION NO. 75-6001030**TERMS AND CONDITIONS:**By fulfillment of this order vendor accepts all Johnson County Terms and Conditions which are available online at <http://www.johnsoncountytexas.org/departments/purchasing/terms> or by contacting Purchasing at 817.556.6384
Authorized By:**ALL INVOICES MUST SHOW PURCHASE ORDER NUMBER**



1-800-295-5510

uline.com

customer.service@uline.com

**PRICING
REQUEST**

REQUEST # 82816928

Thank you for your interest in Uline!

PROVIDED TO: JOHNSON COUNTY PURCHASING
1102 E KILPATRICK ST STE B
CLEBURNE TX 76031-1902

SHIP TO: COUNTY CLERK
204 S BUFFALO AVE RM 206
CLEBURNE TX 76033-5404

CUSTOMER NUMBER		SHIP VIA		REQUEST DATE	
7887228		DROP SHIP FREIGHT		02/15/23	
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXT. PRICE
1	EA	H-5072A-10	4 STEP NARROW AISLE LADDER - ASSEMBLED WITH 10" TOP STEP ITEM IS DROP SHIPPED	374.00	374.00

SUB-TOTAL 374.00	SALES TAX .00	SHIPPING/HANDLING 274.50	TOTAL 648.50
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NOTE:

ATTENTION: DONNA WHITE
 ADDITIONAL SHIPPING TIME IS REQUIRED FOR DROP SHIP ITEMS. PLEASE CONTACT CUSTOMER SERVICE FOR MORE INFORMATION.
 ASSEMBLED QUOTE
 THIS IS A DROP SHIP ITEM, 6 BUSINESS DAY LEAD TIME NOT INCLUDING TRANSIT



Johnson County PURCHASE ORDER

PO 23-2134

THIS NUMBER MUST APPEAR ON ALL
INVOICES, PACKAGES, SHIPPING
PAPERS AND CORRESPONDENCE

PAGE NO. 1 of 1
DATE OF ORDER: 02/16/2023

Vendor Name and Address

FILEX SYSTEM INC CORP
12500 Copper Ore Way
Denton, TX 76201

Attention To:

Ship To: COUNTY CLERK
204 S. BUFFALO, RM 407
CLEBURNE, TX 76033

VENDOR NO.	SHIP VIA	F.O.B.	TERMS	BUYER	
03953	BESTWAY	DESTINATION	NET30	Donna White	
DELIVER BY DATE	HISTORICAL PO NO.	REQUISITION NO.	REQUISITION BY		
		R23-2613	Heather Hart		
LINE NO.	QUANTITY	UOM	ITEM NO. & DESCRIPTION	UNIT COST	EXTENSION
1	12.00	EA	12 boxes of Red legal size, top tab, embedded fastener, no wingflap 0212-5100-53110-GG	\$64.50	\$774.00
2	4.00	EA	4 boxes of Manila legal size, top tab, embedded fastener, no wingflap 0212-5100-53110-GG	\$64.50	\$258.00
3	6.00	EA	6 boxes of Gold legal size, top tab, embedded fastener, no wingflap 0212-5100-53110-GG	\$64.50	\$387.00
4	1.00	EA	Freight and Delivery 0212-5100-53110-GG	\$387.00	\$387.00
				TOTAL	\$ 1,806.00

TAX EXEMPTION NO. 75-6001030

TERMS AND CONDITIONS:

By fulfillment of this order vendor accepts all Johnson County Terms and Conditions which are available online at <http://www.johnsoncountytexas.org/departments/purchasing/terms> or by contacting Purchasing at 817.556.6384

Ralph McBroom
Authorized By:

ALL INVOICES MUST SHOW PURCHASE ORDER NUMBER

Sarah George

From: Donna White
Sent: Thursday, February 16, 2023 1:53 PM
To: Tim Munz
Cc: Heather Hart
Subject: PO 23-2134
Attachments: 23-2134.pdf

Tim please confirm receipt of the attached purchase order for County Clerk

Thank you
Donna White
Johnson County Purchasing
817-556-6382 x 1452

From: Tim Munz <tmunz01@sbcglobal.net>
Sent: Thursday, February 9, 2023 10:07 AM
To: Heather Hart <hhart@johnsoncountytexas.org>
Subject: Re: Casebinder Quote

*** External sender - use caution with links or attachments ***

We are pleased to provide the following proposal for casebinders. exact repeat with no wingflaps:
boxes of 50. cartons will contain 4 boxes of 200.
priced per box:

12 red. \$64.50 each.
4 manila. \$64.50.
6 goldenrod. \$64.50.
freight and delivery. \$387.00.

thank you for the opportunity to continue to provide quality and durable casebinders to Johnson County!

Timothy Munz
Filex Systems, Inc.

On Wednesday, February 8, 2023 at 03:45:39 PM CST, Heather Hart <hhart@johnsoncountytexas.org> wrote:

Hello Tim,

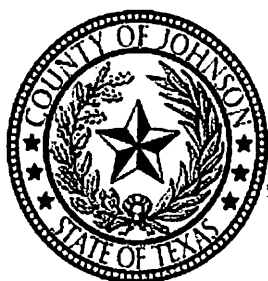
It's that time again, 😊 may I please get a price quote for:

12 boxes of Red legal size, top tab, embedded fastener, no wingflap.

4 boxes of Manilla legal size, top tab, embedded fastener, no wingflap.

6 boxes of Gold legal size, top tab, embedded fastener, no wingflap.

Please include the cost of shipping in your quote, thank you so much!



Thank you,

Heather Hart

Deputy Clerk

Johnson County Clerk

204 S. Buffalo St.

Cleburne, TX 76033

(817)556-6323 Ext: 1303