

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

**Date:** 6/12/2024

**Meeting Date:** 6/24/2024

**Submitted By:** Nikki Ortegón

**Department:** County Clerk

**Signature of Elected Official/Department Head:**  
April Long

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>  <p style="text-align: center;"><b>June 24, 2024</b></p>
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**Description:**  
Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of \$ 2,779.00 for the purchase of casebinders used to maintain and preserve 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:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

County Attorney     IT     Purchasing     Auditor  
 Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**

## Nikki Ortegon

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**From:** timothy munz <tmunz07@gmail.com>  
**Sent:** Wednesday, June 5, 2024 1:27 PM  
**To:** Nikki Ortegon  
**Subject:** Re: Case binder Quote

You don't often get email from tmunz07@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.

we are pleased to provide the following proposal for casebinders:

18 red @ \$76.00. = \$1368.00.  
2 purple @ \$76.00. = \$152.00.  
4 green @\$76.00. = \$304.00.  
4 manila @ \$76.00. = \$304.00.  
4 blue. @ \$76.00. = \$304.00.

total \$2432.00.

shipping and delivery \$347.00.

thank you for the opportunity to continue to provide quality and durable casebinders to Johnson County! my late mother's birthplace!

Timothy Munz  
Filex

On Wed, Jun 5, 2024 at 9:33 AM timothy munz <tmunz07@gmail.com> wrote:  
Yes, we can do that for you.

On Wed, Jun 5, 2024 at 9:21 AM Nikki Ortegon <Nikki@johnsoncountytexas.org> wrote:

May I please get a price quote for the following:

18 boxes of Red legal size, top tab, embedded fastener, no wing flap

2 boxes of Purple legal size, top tab, embedded fastener, no wing flap

2 boxes of Green legal size, top tab, embedded fastener, no wing flap

4 boxes of Manilla legal size, top tab, embedded fastener, no wing flap

4 boxes of Blue legal size, top tab, embedded fastener, no wing flap

Please include the shipping cost in your quote, let me know if you have any questions.

Thank you!

*Nikki Ortegon*

Records Management Officer

Johnson County Clerk's Office

204 S. Buffalo St.

Cleburne, Texas 76033

(817)556-6323 ext: 1303

