

AGENDA PLACEMENT FORM

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

Date: 7/24/2024

Meeting Date: Aug. 12, 2024

Submitted By: _____

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

<p>Court Decision: This section to be completed by County Judge's Office</p>  <p style="text-align: center; color: red; font-weight: bold;">8-12-24</p>

Description:

Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of \$1,371.68 for the purchase of casebinder labels, label protectors and file boxes 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**

Quote

This quote was generated automatically from your shopping cart for one-time use. Orders placed for quoted items are subject to further review and acceptance by Staples. Pricing and availability are subject to change at any time. Staples reserves the right to reject any order and/or to correct any errors, inaccurate submissions contained in the quote, including after an order has been submitted. Please contact your account representative with any questions.

Shipping & Delivery

Nikki Ortegon
 COUNTYCLERK
 JOHNSON COUNTY
 204 S BUFFALO ST
 RM 407 SIGNATURE REQ
 CLEBURNE, TX 76033-5404 US
 817-556-6321

Accounting

Budget Center
 010615-SCC

Purchase Order
 Not specified

PO Release
 Not specified

Order Summary

Items (1)	\$376.70
Pretax subtotal	\$376.70
Total	\$376.70

Order will be paid through invoice

You're saving \$291.10 on this order!

1 item in cart

Delivery



Staples Heavy Duty File Box, Lift Off Lid, Letter/Legal, White/Gray, 12/Carton (TR59219)

Item #: 230524 | MFR Item #: 2522503 | CIN #: 230524

Core List Item RECYCLE Eco Feature

Next-Day delivery

Market price	\$66.70
Contract price (12/CT)	\$37.67

10 @ \$37.67 **\$376.70**

You're saving \$291.10 on this item!



ISC SHELVING SYSTEMS LLC
 2212 EDINBURGH ST.
 ARLINGTON, TX. 76018
 OFFICE (817) 654-1985
 FAX (817) 3751897

PRICE QUOTE

TO: JOHNSON COUNTY CLERKS OFFICE
 204 S. BUFFALO AVE. STE: 407
 CLEBURNE, TX. 76033

DATE: 7/15/2024

ATTN: NIKKI ORTEGON

ITEM	Q.	CATALOG #	DESCRIPTION	UNIT	PER	PRICE
10		CCL-8	SEAL & VIEW LABEL PROTECTORS (100) SHEETS PER BOX.	\$15.76		\$157.60
4		66006	SMARTSTRIP LABELS (250) SHEETS PER BOX	\$87.50		\$350.00
6		CB-170088	COLOR BAR LASER BLANK LABELS 7-UP 1008 PER PACK	\$73.23		\$439.38
			FREIGHT			\$48.00
					TOTAL	\$994.98

Terms: **NET 30 DAYS**

F.O.B. CLEBURNE, TX

Transportation or Delivery via: ISC / BEST WAY

This purchase order is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of quantity ordered. Deliveries are subject to delays from fire, strikes or other causes beyond our control. We reserve the right to correct clerical errors.

Very truly yours,

Accepted by: _____

By *M. R. Followill*
 MIKE FOLLOWILL