AGENDA ITEM
CA50

AGENDA PLACEMENT FORM

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

Date: 1/3/2025

Meeting Date: January 13, 2025

Submitted By: Nikki Ortegon

Department: County Clerk

Signature of Elected Official/Department Head: Cepril Ruy

Court Decision:
This section to be completed by County Judge's Office

Johnson County ★ APPROVED ★ Commissioners Court

1-13-25

Description:

Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of $4,478.02 for the purchase of casebinders and file boxes used to maintain and preserve court records.

(May attach additional sheets if necessary)

Person to Present: _____

(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

Outlook

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casebinder reorder

From timothy munz <tmunz07@gmail.com>
Date Fri 1/3/2025 8:42 AM
To Nikki Ortegon <Nikki@johnsoncountytx.org>

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 with no winglfap:

4 manila,4 goldenrod, 20 red,12 blue, 2 purple, 4 brown, and 2 green. = 48

$79.00 per box of 50.

shipping and delivery is approx. $460.00.

thankyou for the opportunity to continue to provide quality and durable products to Johnson County!

Timothy Munz
Filex

48 x 79 =
3792 + 460 =
$4,252

Outlook

Re: Case Binder Quote

From timothy munz <tmunz07@gmail.com>
Date Tue 12/31/2024 3:18 PM
To Nikki Ortegon <Nikki@johnsoncountytx.org>

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

Nikki, will get this for you by the end of the week. factory on vacation most of this week.

Thank you,

Timothy Munz

On Tue, Dec 31, 2024 at 2:41 PM Nikki Ortegon <Nikki@johnsoncountytx.org> wrote:

> May I please get a price quote for the following:
>
> 4 boxes of Manilla legal size, top tab, embedded fastener, no wing flap
> 4 boxes of Goldenrod legal size, top tab, embedded fastener, no wing flap
> 20 boxes of Red legal size, top tab, embedded fastener, no wing flap
> 12 boxes of Blue legal size, top tab, embedded fastener, no wing flap
> 2 boxes of Purple legal size, top tab, embedded fastener, no wing flap
> 4 boxes of Brown legal size, top tab, embedded fastener, no wing flap
> 2 boxes of Green 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.

Nikki Ortegon
Records Management Officer
Johnson County Clerk's Office
204 S. Buffalo St.
Cleburne, Texas 76033
(817)556-6323 ext: 1303

Staples Business Advantage.

January 3, 2025

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)	$226.02
Pretax subtotal	$226.02
Total	**$226.02**

Order will be paid through invoice

You're saving $192.72 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 Business-Day delivery

Market price	~~$69.79~~
Contract price (12/CT)	$37.67
6 @ $37.67	**$226.02**

You're saving $192.72 on this item!