

AGENDA PLACEMENT FORM

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

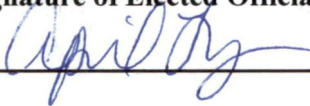
Date: 7/2/2025

Meeting Date: 7/14/2025

Submitted By: Nikki Ortegon

Department: County Clerk

Signature of Elected Official/Department Head:



Court Decision:

This section to be completed by County Judge's Office



7-14-25

Description:

Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of \$4,761.28 for the purchase of case binders, labels 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**

Approved in CC on 9/11/2023

Nikki Ortegon

From: timothy munz <tmunz07@gmail.com>
Sent: Wednesday, June 18, 2025 9:17 AM
To: Nikki Ortegon
Subject: Re: Case Binder Quote

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

June 18, 2025

We are pleased to provide the following proposal for the reorder of casebinders s-9339 cfc-1729. no wingflap, top tab legal size with embedded fastener;

20 red, 3 goldenrod, 3 manila, 2 purple, and 4 blue,

box of 50-\$79.00 each.

shipping and delivery \$487.00.

32 boxes = \$ 2,528
487

\$ 3,015 total

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

Timothy Munz
Filex Systems, inc.

On Tue, Jun 17, 2025 at 4:29 PM timothy munz <tmunz07@gmail.com> wrote:
Yes, we can do that for you.

On Tue, Jun 17, 2025 at 3:44 PM Nikki Ortegon <Nikki@johnsoncountytexas.org> wrote:

May I please get a price quote for the following:

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

3 boxes of Goldenrod legal size, top tab, embedded fastener, no wing flap

3 boxes of Manilla 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 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





ISC SHELVING SYSTEMS LLC
2212 EDINBURGH ST.
ARINGTON, 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: 5/23/2025

ATTN: NIKKI ORTEGON

ITEM	Q.	CATALOG #	DESCRIPTION	UNIT	PER	PRICE
20		CCL-8	SEAL & VIEW LABEL PROTECTORS (100) SHEETS PER BOX.	\$15.76		\$315.20
6		66006	SMARTSTRIP LABELS (250) SHEETS PER BOX	\$87.50		\$525.00
6		CB-170088	COLOR BAR LASER BLANK LABELS 7-UP 1008 PER PACK	\$73.23		\$439.38
			FREIGHT			\$80.00
				TOTAL		\$1,359.58

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.

Accepted by:

Very truly yours,

By

MIKE FOLLOWILL

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)	\$386.70
Pretax subtotal	\$386.70

Total	\$386.70
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Order will be paid through invoice

You're saving \$327.20 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

Market price	\$71.39
Contract price (12/CT)	\$38.67

10 @ \$38.67	\$386.70
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🕒 You're saving \$327.20 on this item!