AGENDA ITEM
CA20

AGENDA PLACEMENT FORM

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

Date: 7/13/2026

Meeting Date: 7/27/2026

Submitted By: Nikki Ortegon

Department: County Clerk

Signature of Elected Official/Department Head: April Ivy

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



7.27.2026

Description:

Consideration and Approval of Expenditures from Special Fund 0225: Vital Statics Preservation in the amount of $2,320.00 for the purchase of Archival Poly Envelopes for Vital 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: April Long
Sent: Friday, July 10, 2026 4:00 PM
To: tom.ellis1@verizon.net
Cc: Nikki Ortegon
Subject: FW: Archival Poly for Vitals
Attachments: Poly Ad Flyer $2.00 Letter, $3.00 Legal.pdf

Thank you Tommy. Let's go ahead and order 1,000 of each. We will be charging $2.00 for both Letter and Legal.

I am cc'ing Nikki since she does all of our purchasing so she is in the loop.

Thank you,

April Long
Johnson County Clerk
817-556-6323 ext. 1301
along@johnsoncountytx.org
"One act of kindness will inspire another."

From: Tommy Ellis <tom.ellis1@verizon.net>
Sent: Thursday, July 9, 2026 4:10 PM
To: April Long <along@johnsoncountytx.org>
Subject: RE: Archival Poly for Vitals

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

April
They come 125 per package, but the more you purchase at once the lower the unit cost. I did 500 and 1000 quotes since either would be a good starting point.

I attached our Poly Ad Flyer that many print, frame, and hang next to the Vital Window. Others add the Poly as an option to the application.

You would decide the price you want to charge, and we would email you the flyer. Appreciate past business, and please let me know! T.E.

500 Acid Free, Archival Poly Envelopes for Letter Size Banknote at $525.00 plus $55.00 S&H = $580.00
1000 of above at $950.00 plus $100.00 S&H = $1050.00

500 Acid Free, Archival Poly Envelopes for Legal Size Banknote at $610.00 plus $65.00 S&H = $670.00
1000 of above at $1150.00 plus $120.00 S&H = $1270.00

Tommy Ellis
Sales Manager-Scott-Merriman, Inc.
2930 Merrell Road, Dallas 75229
Office-800-648-7022
Cell/Text 214-616-7353
Email: tescott3@gmail.com
Website www.scott-merriman.com
TIPS Contract # 230105 Technology
TIPS Contract # 240506 Elections
www.tips-usa.com

my LinkedIn profile

SCOTT MERRIMAN INCORPORATED

From: April Long <along@johnsoncountytx.org>
Sent: Thursday, July 9, 2026 3:16 PM
To: Tommy Ellis <tom.ellis1@verizon.net>
Subject: RE: Archival Poly for Vitals

Can you give me a quote on the Poly sleeves, both Letter size and Legal size?
Do they come in a certain number?

Thank you,

April Long
Johnson County Clerk
817-556-6323 ext. 1301
along@johnsoncountytx.org
"One act of kindness will inspire another."

From: Tommy Ellis <tom.ellis1@verizon.net>
Sent: Friday, June 26, 2026 4:53 PM
To: April Long <along@johnsoncountytx.org>
Subject: Archival Poly for Vitals

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Use care when opening links or attachments. Report suspicious emails.

April

Nice to visit with you ay the Island last week!
Congratulations on the winning bid for our picture.
I bet it will look great in your office.

Please reach out on the Poly or anything else I can help you with.
Appreciate your past business! T.E.

Tommy Ellis
Sales Manager-Scott-Merriman, Inc.
2930 Merrell Road, Dallas 75229
Office-800-648-7022
Cell/Text 214-616-7353
Email: tescott3@gmail.com
Website www.scott-merriman.com
TIPS Contract # 230105 Technology
TIPS Contract # 240506 Elections
www.tips-usa.com



