AGENDA ITEM
CA30

# AGENDA PLACEMENT FORM

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

**Date:** 7/29/2026

**Meeting Date:** 8/10/2026

**Submitted By:** Nikki Ortegon

**Department:** County Clerk

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

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

Johnson County APPROVED Commissioners Court

8.10.2026

**Description:**

Consideration and Approval of Expenditures from Special Fund 0212: Records Management & Preservation County Clerk in the amount of $1,927.00 for the purchase of casebinders 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, July 29, 2026 9:26 PM
**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.

We are pleased to provide the following proposal for the exact repeat of casebinders:

12 red. 50 per box. $86.00 each.

6 manila. 50 per box. $86.00.

shipping $379.00.

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

On Wed, Jul 29, 2026 at 1:27 PM timothy munz <tmunz07@gmail.com> wrote:

> Will work on it!
>
> On Wed, Jul 29, 2026, 11:47 AM Nikki Ortegon <Nikki@johnsoncountytx.org> wrote:
>
> > May I please get a price quote for the following:
> >
> > 12 boxes of Red legal size, top tab, embedded fastener, no wing flap
> >
> > 6 boxes of Manilla 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