

**AGENDA PLACEMENT FORM**

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

**Date:** 1/14/2026

**Meeting Date:** 1/26/2026

**Submitted By:** Nikki Ortegon

**Department:** County Clerk

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

*April King*

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



1/29/2026

**Description:**

Consideration and Approval of Expenditures from Special Fund 0212: Record Mgmt & Preservation County Clerk in the amount of \$4,396.77 for the purchase of case binders 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**

**Nikki Ortegon**

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**From:** timothy munz <tmunz07@gmail.com>  
**Sent:** Monday, January 12, 2026 1:57 PM  
**To:** Nikki Ortegon  
**Subject:** Re: Johnson County - Casebinder 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 40 boxes of 50 each of the following colors:

20 red.  
4 goldenrod.  
4 manila.  
12 blue.

\$82.50 per box.of 50.

shipping and delivery \$609.00.

40 boxes  
\$3,300  
+ 609  

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\$3,909 total

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

Timothy Munz  
Filex Systems, Inc.

On Mon, Jan 12, 2026 at 9:58 AM timothy munz <[tmunz07@gmail.com](mailto:tmunz07@gmail.com)> wrote:  
Yes Nikki!

On Mon, Jan 12, 2026, 9:48 AM Nikki Ortegon <[Nikki@johnsoncountytexas.org](mailto: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
- 4 boxes of Goldenrod legal size, top tab, embedded fastener, no wing flap
- 4 boxes of Manilla legal size, top tab, embedded fastener, no wing flap
- 12 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 Ortega*

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



## 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 (2)	\$487.77
Pretax subtotal	\$487.77
<b>Total</b>	<b>\$487.77</b>

Order will be paid through invoice  
 You're saving \$346.12 on this order!

## 2 items in cart

### Delivery



**Bankers Box Stor/File Medium-Duty FastFold File Storage Boxes, String & Button, Letter Size, White/Blue, 12/Carton (00704)**

Item #: 563128 | MFR Item #: 00704 | CIN #: 563128

Core List Item RECYCLE Eco ID

Next-Day delivery

Market price	<del>\$119.99</del>
Contract price (12/CT)	\$101.07

1 @ \$101.07 **\$101.07**

✔ You're saving \$18.92 on this item!



**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	<del>\$71.99</del>
Contract price (12/CT)	\$38.67

10 @ \$38.67 **\$386.70**

✔ You're saving \$327.20 on this item!