



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER 145631

PAGE 1 OF 3

DATE: 8/5/2025

SUBJECT: **APPROVAL OF INVOICE PAYMENT - ON-SITE GEOELECTIONSARC  
TECHNICAL TRAINING SERVICES - ELECTIONS ADMINISTRATION -  
INTERNATIONAL COMPUTER WORKS, INC.**

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve invoice payment for On-Site GeoElectionsArc technical training services, for Elections Administration, to International Computer Works, Inc. for \$9,254.33.

**BACKGROUND**

On June 27, 2025, Elections Administration notified Purchasing that vendor, International Computer Works, Inc. had provided on-site technical training services before a purchase order was issued.

The department has been advised that a purchase order is required for these services. In a letter dated July 8, 2025, the vendor has been advised to not fill orders without first receiving a purchase order.

**FISCAL IMPACT**

Funding in the amount of \$9,254.33 is available in account T7300-2025 Elections Chapter 19/1420000000 Elections/569011 Professional Services.

|              |            |              |                                   |
|--------------|------------|--------------|-----------------------------------|
| SUBMITTED BY | Purchasing | PREPARED BY: | Wanyu Chen                        |
|              |            | APPROVED BY: | Christopher Lax, CPSM, CPSD, CPCP |

**INVOICE**

**International Computer Works, Inc.**  
 111 South Riverhills Drive  
 Temple Terrace, FL 33617  
 (813) 988-0434  
 59-2877872

Date: 06/20/2025  
 Invoice #: 2517201  
 Your Order #:

**SOLD TO:**

**SHIP TO:**

Troy Havard, Elections Administrator  
**Tarrant County Elections Administration**  
 2700 Premier Street  
 Ft Worth, TX 76111

**Tarrant County Elections Administration**  
 2700 Premier Street  
 Ft Worth, TX 76111  
 Phone (817) 831-6454  
 email TCHavard@tarrantcountytexas.gov

|              |              |                  |                 |                      |
|--------------|--------------|------------------|-----------------|----------------------|
| <b>F.O.B</b> | <b>TERMS</b> | <b>SHIP DATE</b> | <b>SHIP VIA</b> | <b>SALES CONTACT</b> |
| VENDOR       | NET 30       |                  |                 | Kenneth Tozier       |

| Ordered                 | Shipped | Product #       | Description   | Unit Price  | Extended Price     |
|-------------------------|---------|-----------------|---|-------------|--------------------|
|                         |         |                 | <b>GeoElectionsArc Technical Services<br/>for<br/>Tarrant County Elections Administration</b>   |             |                    |
| 3                       | 3       | TSGELARC1401    | <b>On-Site GeoElectionsArc Technical Services Per Day</b><br>Location: Tarrant County, TX<br>Period: 6/16/2025-6/19/2025                              | \$ 2,500.00 | \$ 7,500.00        |
| 1                       | 1       | <b>EXPENSES</b> | <b>Actual On-Site Technical Services Expenses</b><br>Travel: \$ 736.28<br>Auto: \$ 340.29<br>Hotel: \$ 501.26<br>Meals: \$ 176.51<br>Total \$1,754.33 |             | \$ 1,754.33        |
|                         |         |                 | Shipping  |             | \$0.00             |
|                         |         |                 | Florida Sales Tax Exempt<br>(Tarrant County, TX)  |             | \$0.00             |
| <b>Total Amount Due</b> |         |                 |   |             | <b>\$ 9,254.33</b> |



## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: Approval of Invoice Payment - On-Site GeoElectionsArc Technical Training Services - Elections Administration - International Computer Works, Inc.

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

\*\*\*\*\*

### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

\*\*\*\*\*

**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

\*\*\*\*\*