



COMMISSIONERS COURT  
COMMUNICATION

COURT ORDER NUMBER 145648  
PAGE 1 OF 3  
DATE: 8/5/2025

SUBJECT: **SPINDLEMEDIA, INC. - SOFTWARE PRODUCTS AND MAINTENANCE - TAX ASSESSOR/COLLECTOR**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of Spindlemedia, Inc. as sole source for the purchase of all Spindlemedia, Inc. software products, packages, maintenance, enhancements, and new releases.

**BACKGROUND**

On October 15, 2024, the Commissioners Court, through Court Order #144114, approved Spindlemedia, Inc. as the sole source for the purchase of all Spindlemedia, Inc. software products, packages, maintenance, enhancements, and new releases.

Spindlemedia, Inc. provided the Purchasing Agent documentation to substantiate the fact that their sole source status has not changed and they are the sole developer of all enhancements and new releases of such products. There is no other source of supply and all software products and packages covered by maintenance agreements can only be purchased from Spindlemedia, Inc.

Spindlemedia, Inc. provides a suite of property tax processing software for the Tarrant County Tax Office.

Under the County Purchasing Act, exemptions to the competitive bidding requirements are allowed for certain types of purchases. The statutes require that the Purchasing Agent advise the Commissioners Court of the existence of only one (1) source, with such notice to be entered into the minutes of the Court.

Accordingly, the above item has been determined to be sole source under the County Purchasing Act 262.024(a)(7) as follows:

- “(7) an item can be obtained from only one (1) source, including:
  - (A) items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;”

**FISCAL IMPACT**

Expenses for the last twelve (12) months were \$895,588.00. Funding for FY 2026 has been requested in account 10000-2026 General Fund/1310300000 Tax Office Ad Valorem/578025 Software Maintenance and Licenses.

SUBMITTED BY	Purchasing	PREPARED BY:	Caleb Rojo
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



June 11th 2025

Daniel Taylor  
Director of Accounting  
Office of Tax Assessor-Collector Rick D. Barnes  
100 E Weatherford ST Suite 201  
Fort Worth TX 76196

Dear Daniel,

The software products and packages covered by the maintenance agreement are listed below. Spindlemedia is the sole developer of the enhancements and new releases of such products. All the products mentioned in this correspondence can only be purchased from Spindlemedia. There is no other source of supply.

This sole source agreement covers these items:

**SPINDLEMEDIA SOFTWARE PRODUCTS and SUITES**

TaxOffice 4.0 Suite	Bin Flag Admin
TO Installment	Fiduciary Pay
TO Mobile Home	TaxClient 3.0
TO Mortgage Request	RPS Admin
TO Payment Admin	RPS Server
TO Update Address	RefundTrac
TO Admin	Attorney Access
TO Report Manager	TSG Update
TO Report Client	TaxWeb
ADImport	ImageWorks
TO Mortgage Tape Cleaner	SMI Security Manager
TO Mortgage Tape Client	SSRS Report Manager
TO Utility	Check Export
SMIGL	Non Levy PID
Beer, Wine, Liquor	Manual Receipts
Bank Rec	TAD QA/QC
VIT 3	
VIT Dealer Portal	SIT
Paymentus Online Payments	Mail Return Processing

Regards,

Steve Johnson  
CEO



## 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: Spindlemedia, Inc. - Software Products and Maintenance - Tax Assessor/Collector

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.

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### I. Stated Purpose

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

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**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.

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