

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT for election services made by and between **COMO-PICKTON CISD**, hereinafter called **Entity** and **HOPKINS COUNTY, Election Officer** of **SULPHUR SPRINGS**, Texas, hereinafter called **Contracting Officer** is based on the following:

The governing body of the City has determined it is in the best interest of the inhabitants of the City that the following contract be made and entered into for the purpose of authorizing the contracting officer to fulfill the duties as the Election Officer for all City elections until further notice.

THIS CONTRACT CAN BE TERMINATED BY EITHER PARTY WITH A 30 DAY WRITTEN NOTICE.

THIS AGREEMENT is entered into in consideration of the mutual covenants and promises hereinafter set out:

DUTIES AND SERVICES OF CONTRACTING OFFICER. The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

- (a) Procure and distribute all necessary election supplies, including:
 - (1) ballots; (Absentee by mail only)
 - (2) election kits;
 - (3) mail out kits; and
 - (3) secure provisional ballot bags and signage provided free of charge by the county.
- (b) Procure and prepare the following voting machines and equipment for use during early voting and election day

HART INTERCIVIC EQUIPMENT

- (1) Verity Touch Access Disable Access Units (at least 1 required to be compliant)
 - (2) Verity Touch (electronic voting machines)
 - (3) Verity Controller (Judge's Booth Controller Box)
 - (4) V Drive (USB Drive)
- (c) Arrange for the use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in the preparation of programs and the test materials for the tabulation of the ballots to be used with electronic voting equipment.

- (d) Publish the legal notice of the date, time, and place of the electronic tabulating equipment and conduct such test.
- (e) Provide County Personnel for Site Support during Early Voting and Election Day.
- (f) Provide reports that reflect the results from all voting locations Election Night. Paperwork and reports are made available to your entity prior to canvassing.
- (g) Assist in the general overall supervision of the election and provide advisory services in connection with the decisions to be made and the actions to be taken by the officers of the entity who are responsible for holding the election.

DUTIES AND SERVICES OF CITY/SCHOOL. The Entity shall be responsible for performing the following duties:

- (a) Prepare Order of Election and have approved by the council.
- (b) Prepare and Post all notices required by law; deadlines and begin dates for candidates to file their application for a place on the ballot and Notice of Election etc.
- (c) Prepare ballots with all candidates, races and measures listed.

GENERAL CONDITIONS

- (a) Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is filed, the place at which any function is to be carried out, the officers who conduct the official canvass of the election returns, the officer to serve as custodian of the voted ballots or other election records, or any other nontransferable functions specified by section 31.096 of the Texas Election Code.
- (b) The Contracting Officer is the agent of the Party for the purposes of contracting with third parties with respect to the election expenses within the scope of the Contracting Officer's duties, and the Contracting Officer is not liable for the entity's failure to pay a claim.
- (c) Only the actual expenses directly attributable to the Contract may be charged including administrative fees. (Section 31.100(b), Texas Election Code). The County Elections Officer must submit the actual costs incurred pursuant to this Contract to the governing body no later than 30 days after the election.

WITNESS the following signatures and seal on this _____ day of _____, 2021.

ATTEST:

COMO – PICKTON CISD

By: _____

SECRETARY

COUNTY ELECTION OFFICER
HOPKINS COUNTY, TEXAS

By:

ELIGIBLE COSTS

The following is a list of eligible costs associated with the Election to be held on MAY 1st, 2021.

1. Number of early voting center to be used:

1

2. Number of paper ballots to be ordered:

1000

3. Number of election kits to be ordered:

1

Ballot printing costs: (1000 free w/programming)

Programming Costs: Vendor Invoices Entity

Publications:

Election kits and other precinct supplies:

Rental of county owned voting equipment:

13- Verity Controllers (Judge's Booth Controller)

14 - Access Touch (DRE'S) Disabled Access Units

50 – Verity Touch (electronic voting machines)

1 – Verity Scan (Absentee by Mail only)

PERSONNEL:

Early Voting
Election Day
Site Support (Early Voting & Election Day)
Central Count
Early Voting Ballot Board
Provisional & Late Ballot Board Counting

Administrative Fee (County General Fund)