

# The State of Texas

Mike McMurry  
Elections Administrator  
P.O. Box 8409  
Marshall, Texas 75671



Phone: 903-935-4822  
Fax: 903-938-1509  
415 E. Burleson St. – 75670  
www.harrisoncountytexas.org

## Harrison County Elections Office

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### CONTRACT FOR ELECTIONS SERVICES

#### **THE STATE OF TEXAS COUNTY OF HARRISON**

THIS CONTRACT, is made this \_\_\_\_ day of February, 2016, by and between the **WASKOM INDEPENDENT SCHOOL DISTRICT, TEXAS**, hereinafter called **WASKOM ISD**, acting by and through **JIMMY COX**, otherwise known as the Superintendent for **WASKOM ISD**, and **MIKE MCMURRY**, Elections Administrator of Harrison County, Texas, hereinafter called **CONTRACTING OFFICER**, pursuant to Texas Election Code Sec. 31.092, for the conducting and supervision of the **TRUSTEE, AT-LARGE ELECTION** to be held on the **7<sup>th</sup> day of May, 2016**.

THIS CONTRACT is entered into in consideration of the mutual covenants and agreements hereinafter set out. IT IS AGREED AS FOLLOWS:

- I.** The **CONTRACTING OFFICER**, in connection with holding of said elections, shall assume the following responsibilities:
  - (a) Appoint or shall be allowed to delegate the positions of Early Voting Clerk, Central Counting Station Manager, Tabulation Supervisor and Assistant Tabulation Supervisor, as provided for in Texas Election Code, Sec. 31.094 and 31.095.
  - (b) The Harrison County Elections Office shall take responsibility for processing Early Voting Ballot by Mail requests.
  - (c) Procure and distribute election supplies, including the preparation of election kits and the printing and distribution of ballots for both Early Voting and Election Day.

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- (d) Procure, arrange for the programming and distribution of all election equipment. This includes the use of H.A.V.A. mandated electronic equipment purchased from Hart InterCivic. The E-Slate/D.A.U., J.B.C. and E-Scan equipment will be used for Early Voting and Election Day.
- (e) Arrange for the publication of a Notice for the date, time and place of the Public L.A.T. (Logic & Accuracy Test) of the election equipment, and oversee said test.
- (f) Post notice of the date, time and place of a school of instruction for election judges and clerks, and conduct said school of instruction.
- (g) Arrange for the programming and testing materials to be used to test the voting equipment.
- (h) Arrange for the handling and distribution of election returns, preparation of the tabulation for the official canvass, and will, if needed, arrange for the manual validation as required in the Texas Election Code, Sec. 127.201.
- (i) In accordance with Sec. 31.098 of the Texas Election Code, the **CONTRACTING OFFICER** is authorized to contract with third-parties for election services and supplies. The cost of such third-party services is to be the responsibility **WASKOM ISD**.
- (j) Arrange for the programming of the voting system based on the information provided by **WASKOM ISD**. This information shall include the correct spelling of all candidates' names, the office sought, order of names on the ballot and the English and Spanish translation of the office. **WASKOM ISD** shall pay for the cost of such programming.
- (k) Provide sufficient time for **WASKOM ISD** to review the ballot before it is finalized.

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- (l) Arrange for the counting of votes registered on the electronic units in accordance with Chapter 127 of the Texas Election Code.
- (m) Submit precinct by precinct reports to the Texas Secretary of State's office of all election returns for said election.
- (n) After completion of the unofficial tabulation of precinct results, the Harrison County Elections Office shall distribute the election records to the **WASKOM ISD** Secretary, except for those records that must be distributed to the Voter Registrar, in accordance with Sec. 66.051 of the Texas Election Code. The Harrison County Elections Office is hereby appointed the custodian of ballots cast on the D.R.E. voting system consisting of the DVD backup, and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law. The Harrison County Elections Office shall also maintain custody of the records pertaining to the operation of the J.B.C.'s and the E-Scans. Said records and election documents will be destroyed after the retention period (6 months from Election Day) which is mandated by Texas Election Law unless **WASKOM ISD** notifies the Harrison County Elections Office in writing of their desire to collect said election records and/or documents. This written notice must be received by the Harrison County Elections Office no later than 5 business days before the date to destroy said records and/or documents.
- (o) The **CONTRACTING OFFICER** shall tabulate the votes registered on the electronic units in accordance with Chapter 127 of the Texas Election Code, supervise the handling and distribution of election returns, voted ballots, etc., tabulate unofficial returns, assist in preparing the tabulation for the official canvass and certify the election results for representatives of **WASKOM ISD**.

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### CONTRACT FOR ELECTIONS SERVICES

**II. WASKOM ISD**, in connection with holding the **TRUSTEE, AT-LARGE ELECTION** on the **7<sup>th</sup> day of May, 2016** shall assume the following responsibilities and shall directly bear any attendant costs for the same:

- (a) Approve the appointment of the Election Day Presiding and Alternate Judges and Clerks, as well as the Early Voting Ballot Board and Central Counting Station Judges and Clerks to be used in said election.
- (b) Shall pay for any and all expenses involved with Early Voting Ballot by Mail requests for said election.
- (c) The use of Harrison County Elections Office E-Scan, J.B.C. and E-Slate/D.A.U. voting equipment to process and tally all voted ballots for said election.

NOTE: The Harrison County Elections Office shall manage all Early Voting election equipment, ballots and supplies at the Elections Office and Waskom I.S.D. Administrative Building polling locations. The Waskom Sub-Courthouse Election Day voting equipment, ballots and supplies shall be picked up by the Election Day Presiding Judge and delivered back to the Elections Office at the close of Election Day voting.

- (d) Preparation of all election orders, resolutions, notices and other pertinent documents for adoption or execution by the appropriate officer or body.
- (e) Posting or publications of election notices.
- (f) The printing costs of any and all related materials for all ballots, Election Day and Early Voting, and all election materials for election kits involved with said election.

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- (g) In the event of equipment failure, **WASKOM ISD** will share in the expense for the necessary personnel for the purpose of hand counting all ballots cast in said election.
- (h) Pay an administrative fee not to exceed ten percent (10%) of the total amount of the contract to the Harrison County Elections Office; said payment to be deposited into the Election Contracts Fund of Harrison County.
- (i) Take all action necessary under law for calling the election, canvassing the returns and declaring the results.
- (j) Deliver to the Harrison County Elections Office as soon as possible, but not later than the 45<sup>th</sup> day before the election, the proposition that is to be printed on the ballot with the exact form, wording, spelling and Spanish translation that is to be used on the official ballot. If this information is received later than the 18<sup>th</sup> day of September, 2015, there will be an additional charge of fifteen hundred dollars (\$1,500). [This charge is to satisfy the additional charge for programming due to late submission by **WASKOM ISD**.]
- (k) Provide the services necessary to translate any election documents into Spanish.
- (l) Pay the cost of conducting said election within thirty (30) days from the date of billing; the cost will be determined by the actual cost schedule submitted with billing.

### III. GENERAL CONDITIONS:

- (a) A total of one (1) Election Day voting location plus two (2) Early Voting locations, for the purpose of early voting by personal appearance, will be used for this election. Early Voting will be held at the **Elections Office** (415 E. Burleson St, Marshall) on **April 25-29, 2016 from 8:00 a.m. to 5:00 p.m. and May 2-3,**

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**2016 from 7:00 a.m. to 7:00 p.m.** Early Voting will also be held at the **Waskom I.S.D. Administrative Building** (365 School Avenue, Waskom) on **April 25-29, 2016 from 8:00 a.m. to 5:00 p.m. and May 2-3, 2016 from 7:00 a.m. to 7:00 p.m.** Election Day will be at the **Waskom Sub-Courthouse** (165 W. Texas Ave., Waskom) on **Saturday, May 7, 2016 from 7:00 a.m. to 7:00 p.m.**

- (b) **WASKOM ISD** agrees to save and hold harmless the Harrison County Elections Administrator and the Harrison County Elections Office from any and all claims arising out of the failure or omission of **WASKOM ISD** to perform their obligations under this contract.
- (c) The Harrison County Elections Administrator and the Harrison County Elections Office agrees to save and hold harmless **WASKOM ISD** from any and all claims made arising out of the failure or omission of the Harrison County Elections Administrator or the Harrison County Elections Office to perform their obligations under this contract.
- (d) Should a lawsuit be filed as a result of this election, **WASKOM ISD** agrees to provide competent legal counsel and representation for the Harrison County Elections Administrator and Harrison County Elections Office personnel, covering any and all legal fees and cost.
- (e) In the event of a recount, **WASKOM ISD** agrees to pay any expenses incurred by the Harrison County Elections Office not covered by the charges assessed to that person requesting the recount. This would include, but not be limited to, the salaries of any Harrison County Elections Office personnel required to work beyond regular office hours in order to conduct said recount of this election.

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### CONTRACT FOR ELECTIONS SERVICES

- IV.** The **CONTRACTING OFFICER** shall keep the original, signed contract onsite at the Elections Office and will file copies of this contract with the Harrison County Treasurer and the Harrison County Auditor. **WASKOM ISD** shall maintain a copy of the contract at its central office.
- V. DAMAGE TO HARRISON COUNTY ELECTIONS OFFICE VOTING EQUIPMENT:** **WASKOM ISD** recognizes and acknowledges responsibility for any actual expenses for repairs and/or replacement for any damage or loss of equipment that occurs while the Harrison County Elections Office voting equipment is onsite for this election and not covered under the Hart InterCivic warranty.
- VI. WASKOM ISD** acknowledges that the following local political subdivisions located wholly or partly within Harrison County, will be holding an election at the same time as **WASKOM ISD** on the **7<sup>th</sup> day of May, 2016** unless one or more of such local political subdivisions cancels its election in accordance with Section 2.053 of the Texas Election Code: **CITY OF WASKOM.**
- VII. WASKOM ISD** does hereby agree to hold a Joint Election under Section 271.002 of the Texas Election Code with the other local political subdivision(s) listed above that is (are) also holding an election on the **7<sup>th</sup> day of May, 2016** in all or part of the same territory and to execute with such other local political subdivision(s) a Joint Election Agreement.

In the event of such a Joint Election, **WASKOM ISD** does hereby agree to share in the expenses common to both contracting parties. It is also agreed upon that **WASKOM ISD** gives its consent to use the same Early Voting location and the services of the Election Clerks assigned. It is agreed upon that **WASKOM ISD** gives its consent to use the same Election Day polling location and services of the Election

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Clerks assigned. The **CONTRACTING OFFICER** agrees to charge only once for the use of voting equipment at a shared polling location and will divide the charges equally among the local political subdivisions using the same polling locations.

**VIII.** If **WASKOM ISD** cancels its election pursuant to Section 2.053 of the Texas Election Code, **WASKOM ISD** shall not be responsible for any expenses involved with or incurred by the other local political subdivision involved in the Joint Election Agreement. Should the **CITY OF WASKOM** cancel its election, **WASKOM ISD** acknowledges that it will be totally responsible for any and all expenses involved with the holding of their election.

**IX.** THIS CONTRACT is made and performed in Harrison County, Texas.

Signed and executed this the \_\_\_\_<sup>th</sup> day of February, 2016.

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Jimmy Cox - Superintendent  
Waskom I.S.D.

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Dane Loyd – School Board President  
Waskom I.S.D.

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Mike McMurry - Elections Administrator  
Harrison County

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#### APPENDIX

##### A. STATISTICAL INFORMATION

1. Projected voter turnout for contracted election:
  - a. 1,000 voters
2. Number of Election Day polling places to be used (excluding Early Voting):
  - a. 1 – Waskom Sub-Courthouse
3. Number of Early Voting stations:
  - a. 2 – Waskom I.S.D. Administrative Building and Elections Office
4. Voting systems:
  - a. E-Scan - Paper Ballots
  - b. J.B.C. with E-Slate/D.A.U. – Electronic/Paperless
5. Number of ballots ordered (including Early Voting):
  - a. On demand
6. Number of precinct ballot tabulator machines:
  - a. 1 - Early Voting
  - b. 1 - Election Day

##### B. ESTIMATED COST OF ELECTION

<See Next Page>

TO: Jimmy Cox, Superintendent  
Waskom I.S.D.  
P.O. Box 748  
Waskom, Texas 75692

**COUNTY ELECTION SERVICES CONTRACT**  
Waskom I.S.D. Trustee, At-Large Election  
Election Day: 7-May-2016

Category	Sole	Joint	Notes
<b>Electronic Voting Equipment Programming and Testing</b>	\$1,000.00	\$500.00	BOSS Database MBB's for eScan/JBC/eSlate-DAU
<b>ePollbook Master Programming and Testing</b>	\$500.00	\$250.00	Master Database creation and configuration on ePollbooks
<b>Ballot Printing</b>	\$320.00	\$160.00	BallotNow - Ballot Paper and Printer Toner 1,000 @ \$0.32 per ballot
<b>Absentee Election Kits and Postage Charges</b>	\$40.00	\$20.00	Estimate 20 Applications @ \$2.00 each
<b>Publication of Electronic Voting System Notices (Logic &amp; Accuracy Test)</b>	\$108.50	\$54.25	Marshall News Messenger Legal Notice Section
<b>Election Kits and Supplies Early Voting</b>	\$40.00	\$20.00	Early Voting (1 kit)
<b>Election Kits and Supplies Election Day</b>	\$40.00	\$20.00	Election Day (1 kit)
<b>Rental of Voting Equipment Early Voting - Voter Check-in</b>	\$200.00	\$100.00	2 - ePollbooks @ \$100/ea
<b>Rental of Voting Equipment Early Voting - Ballot Processing</b>	\$300.00	\$150.00	1- eScan, 1- JBC, 1- eSlate/DAU for Early Voting (1 set)
<b>Rental of Voting Equipment Election Day - Voter Check-in</b>	\$200.00	\$100.00	2 - ePollbooks @ \$100/ea
<b>Rental of Voting Equipment Election Day - Ballot Processing</b>	\$300.00	\$150.00	1- eScan, 1- JBC, 1- eSlate/DAU for Election Day Voting (1 set)
<b>Communications</b>	\$80.00	\$40.00	1 - MIFI (internet) for ePollbooks
<b>Transportation of Voting Equipment for Early Voting</b>	\$40.00	\$20.00	Delivery to/from Waskom by Elections Office Staff
<b>Transportation of Voting Equipment for Election Day</b>	\$40.00	\$20.00	Delivery by Election Judge (\$20) and Election Clerk (\$20)
<b>Transportation of Voting Equip. and Supplies after Polls Close Election Day</b>	\$40.00	\$20.00	Delivery by Election Judge (\$20) and Election Clerk (\$20)
<b>Pollworker Training (in addition to www.texaspollworkertraining.com)</b>	\$150.00	\$75.00	Onsite training at the Waskom ISD Admin. Bldg.
<b>Early Voting Polling Place Rental</b>	-	-	Elections Office & Waskom ISD Admin Bldg, no charge
<b>Election Day Polling Place Rental</b>	-	-	Waskom Sub-Courthouse, no charge
<b>Early Voting/Absentee Clerks (Temporary Personnel Only)</b>			<b>Elections Office - Main</b>
Early Voting Clerk 1 (7 days)	\$476.00	\$238.00	7x8 hr Days Minimum; Estimate 56 hrs @ \$8.50/hr
Early Voting Clerk 2 (7 days)	\$476.00	\$238.00	7x8 hr Days Minimum; Estimate 56 hrs @ \$8.50/hr
<b>Early Voting Lead and Clerks (7 days)</b>			<b>Waskom ISD Administration Building</b>
Lead Clerk Fee	\$10.00	\$5.00	Flat Fee
Early Voting Lead Clerk	\$663.00	\$331.50	2x14 hr Days & 5x10 hr Days Min.; Estimate 78 hrs @ \$8.50/hr

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**COUNTY ELECTION SERVICES CONTRACT**  
Waskom I.S.D. Trustee, At-Large Election  
Election Day: 7-May-2016

Category	Sole	Joint	Notes
Early Voting Clerk 1	\$663.00	\$331.50	2x14 hr Days & 5x10 hr Days Min.; Estimate 78 hrs @ \$8.50/hr
Early Voting Clerk 2	\$663.00	\$331.50	2x14 hr Days & 5x10 hr Days Min.; Estimate 78 hrs @ \$8.50/hr
<b>Election Day Judge and Clerks</b>			<b>Waskom Sub-Courthouse</b>
Judge's Fee	\$25.00	\$12.50	Flat Fee
Election Day Judge	\$119.00	\$59.50	Estimate 14 hr day @ \$8.50/hr
Election Day Clerk 1	\$119.00	\$59.50	Estimate 14 hr day @ \$8.50/hr
Election Day Clerk 2	\$119.00	\$59.50	Estimate 14 hr day @ \$8.50/hr
Election Day Clerk 3	\$119.00	\$59.50	Estimate 14 hr day @ \$8.50/hr
<b>Early Voting Ballot Board</b>			<b>7-May-2016</b>
Judge's Fee	\$25.00	\$12.50	Flat Fee
Judge	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 1	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 2	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
<b>Central Counting Station Board</b>			<b>7-May-2016</b>
Judge's Fee	\$25.00	\$12.50	Flat Fee
Judge	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 1	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 2	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
<b>Provisional &amp; Late Ballot Board</b>			<b>13-May-2016</b>
Judge's Fee	\$25.00	\$12.50	Flat Fee
Judge	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 1	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
Member 2	\$34.00	\$17.00	Estimate 4 hrs @ \$8.50/hr
<b>Central Counting Station Personnel</b>			<b>7-May-2016 &amp; 13-May-2016</b>
Manager	\$200.00	\$100.00	Flat Fee

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**COUNTY ELECTION SERVICES CONTRACT**  
Waskom I.S.D. Trustee, At-Large Election  
Election Day: 7-May-2016

Category	Sole	Joint	Notes
Assistant Manager	\$175.00	\$87.50	Flat Fee
Tabulation Supervisor	\$150.00	\$75.00	Flat Fee
Assistant Tabulation Supervisor	\$125.00	\$62.50	Flat Fee
<b>Miscellaneous Early Voting Costs</b>			
Equipment Supervisor	\$50.00	\$25.00	Manage Equipment Check-out and Receipt
Interpreter	\$50.00	\$25.00	Spanish Translation
Onsite Technical Support	\$100.00	\$50.00	Equipment / Issues / Processes / Supplies
Overtime for Full-Time Elections Office Staff	\$300.00	\$150.00	Lead Deputy Clerk and Deputy Clerk OT
Office Supplies	\$30.00	\$15.00	Items required to administer the election
<b>Miscellaneous Election Day Costs</b>			
Equipment Supervisor	\$50.00	\$25.00	Manage Equipment Inventory
Interpreter	\$50.00	\$25.00	Spanish Translation
Onsite Technical Support	\$100.00	\$50.00	Equipment / Issues / Processes / Supplies
Overtime for Full-Time Elections Office Staff	\$200.00	\$100.00	Lead Deputy Clerk and Deputy Clerk OT
Office Supplies	\$30.00	\$15.00	Items required to administer the election
Tally; Canvass Reports; S.O.S. Reporting	-	-	Included
Unofficial Tabulation of Precinct by Precinct Returns (Paper Ballots)	-	-	Included

**SUBTOTAL - ELECTION COST**      \$8,841.50      \$4,420.75      **SUBTOTAL - ELECTION COST**

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Election Day: 7-May-2016

Category	Sole	Joint	Notes
<b><u>SOLE ENTITY</u></b>		<b><u>JOINT ENTITIES</u></b>	
<b>SUBTOTAL - ELECTION COST</b>	\$8,841.50	\$4,420.75	<b>SUBTOTAL - ELECTION COST</b>
<b>ADMINISTRATIVE FEE (10%)</b>	\$884.15	\$442.08	<b>ADMINISTRATIVE FEE (10%)</b>
<b>ESTIMATED TOTAL</b>	<b>\$9,725.65</b>	<b>\$4,862.83</b>	<b>ESTIMATED TOTAL</b>

**SCOPE OF WORK**

**Uniform Election**

**Voting Entity:** Waskom Independent School District  
**Ballot Measures:** Trustee, At-Large, 2 positions  
**Joint Election:** Yes, City of Waskom  
**Registered Voters:** 2,929  
**Ballot Printing Estimate:** 1,000  
**Absentee Ballot Estimate:** 20  
**Ballot Production Services:** Harrison County Elections Office - BOSS/BallotNow  
**Pollworker Training:** Yes, In-Person at Waskom ISD Admin. Bldg. plus online at [www.texaspollworkertraining.com](http://www.texaspollworkertraining.com)  
**Election Day:** Saturday, May 7, 2016  
**Early Voting Timeframe:** 7 days - April 25-29, 2016 and May 2-3, 2016  
**Early Voting 12 hr Voting Days:** Monday & Tuesday, May 2<sup>nd</sup> & 3<sup>rd</sup>. All other days are 8:00 am to 5:00 pm.  
**Early Voting - Main:** Location - Elections Office, 415 E. Burleson St., Marshall  
Dates/Times - April 25<sup>th</sup>-29<sup>th</sup> from 8:00 am to 5:00 pm and May 2<sup>nd</sup>-3<sup>rd</sup> from 7:00 am to 7:00 pm  
Equipment - Qty 1 eScan; Qty 1 J.B.C.; Qty 1 eSlate/DAU; Qty 2 ePollbooks with MIFI  
Pollworkers - 3 Total - 1 Lead Clerk and 2 Election Clerks  
**Early Voting - Satellite:** Location - Waskom I.S.D. Administrative Building  
Dates/Times - April 25<sup>th</sup>-29<sup>th</sup> from 8:00 am to 5:00 pm and May 2<sup>nd</sup>-3<sup>rd</sup> from 7:00 am to 7:00 pm  
Equipment - Qty 1 eScan; Qty 1 J.B.C.; Qty 1 eSlate/DAU; Qty 2 ePollbooks with MIFI  
Pollworkers - 3 Total - 1 Lead Clerk and 2 Election Clerks  
Equipment Delivery and Pickup by Elections Office staff  
**Election Day:** Location - Waskom Sub-Courthouse, 165 W. Texas Ave, Waskom  
Date/Time - May 7<sup>th</sup> from 7:00 a.m. to 7:00 p.m.  
Equipment - Qty 1 eScan; Qty 1 J.B.C.; Qty 1 eSlate/DAU; Qty 2 ePollbooks with MIFI  
Pollworkers - 4 Total - 1 Election Judge and 3 Election Clerks  
Equipment Delivery and Pickup by Election Judge and Election Clerk