

THE STATE OF TEXAS §

COUNTY OF ROBERTSON §

This contract made and entered into this the _____ day of _____, 2018, by and between the **ELECTIONS ADMINISTRATOR OF ROBERTSON COUNTY, TEXAS**, acting as contracting officer, and the Contracting Officer for the **CITY OF HEARNE and HEARNE INDEPENDANT SCHOOL DISTRICT**, Robertson County, Texas, for the conduct and supervision of the General Election and Special Election, to be held on May 5, 2018.

WITNESSETH:

Now, Therefore, in consideration of the premises and mutual promises and obligations herein set forth, it is agreed that:

I.

ROBERTSON COUNTY will provide the following supplies:

- a) Elections sets to include Early Voting and Election day;
- b) All required seals, thermal paper for M100 Precinct counter, ink cartridges for the Automark and labels for electronic pollbook;
- c) Precinct polling place supply packs (pens, tape, paper clips, tacks, pencils, rubber bands) as required;
- d) Pre-elections training supplies.

II.

ROBERTSON COUNTY will provide the following services, all in accordance with the Texas Election Code:

- a) Ordering programming for the election;
- b) Ordering Optical Scan Ballots;
- c) Enlist and notice Judges, Alternates and Clerks for Election Day;
- d) Pre-election training;
- e) Receive and process applications for ballot by mail;
- f) Transport equipment to and from the training site;
- g) Program installation and Logic and Accuracy testing;
- h) Act as the Early Voting Clerk, including processing applications for ballot by mail and mailing ballots to voters and early voting in person;
- i) Publish the legal notice of the date, time and place of the test of the electronic tabulating equipment and conduct such test;
- j) Deliver equipment to polling location;
- k) First and second back up equipment;
- l) Clear equipment after retention;
- m) Provide 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 Party who is responsible;
- n) Pay all invoices and payroll for Judges, Alternates, Clerk, Early Voting Ballot Board and support staff.

III.

CITY OF HEARNE and HEARNE ISD shall be responsible for the following:

- a) Proper public Notice of Election;
- b) Rental of 1 Automark and 1 M100 Precinct Counter;
- c) Conduct ballot order drawing;
- d) Furnish the Robertson County Election Administrator a complete list of all candidates and all races to be conducted in the above mentioned election by February 27, 2018, with the order they should appear on the ballot and language for the Special Election;
- e) Canvassing of the election and all other statutory requirements by the Texas Election Code and/or the Federal Voting Rights Act;
- f) Reimbursement of all expenses incurred, including, but not limited to programming, ballots, notices, supplies and payroll as invoiced by Robertson County.

Early voting will be April 23 - April 27, 2018 from 8:00 a.m. to 4:30 p.m.; Saturday, April 28, 2018 from 10:00 am to 6:00 pm; and April 30-May 1, 2018 from 7:00 a.m. to 7:00 p.m. at the **RAILROAD DEPOT, located at: 309 North Market Street, Hearne, Texas 77856**, and election day voting will be conducted at the **RAILROAD DEPOT, located at: 309 North Market Street, Hearne, Texas 77856**, May 5 from 7:00 a.m. to 7:00 p.m.

IV.

Only the actual expense 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 Party or Parties no later than 30 days after final election. The Party or Parties must submit payment to Robertson County no later than 30 days from the date the invoice is received.

The County can hold the Party or Parties responsible for any actual expenses for repairs for any damage that occurs while the equipment is in the Parties possession that are not covered under the vendor's warranty.

IN WITNESS WHERE, the parties have hereunto set their hands, this _____ day of _____, 2018.

CITY OF HEARNE

ROBERTSON COUNTY

Mayor

Elections Administrator

HEARNE ISD

Superintendent

Cost Estimate

Ballot Printing	1200 Ballots @ .29	\$348.00
Programming	Ballot Layout and Programming	\$1,500.00
Publication of electronic voting system notice	2 ads @50.00	\$100.00
Election kits	2 kit @35.00	\$70.00
Equipment Rental	1 M100 Precinct Counter @ \$47/day (7 days EV + ED)	\$376.00
Equipment Rental	1 Automark @ \$54/day (7 days EV+ ED)	\$432.00
Transportation of equipment		\$
Polling Place rentals		\$
Payroll (Election Day)	Judge	\$150.00
Payroll (Election Day)	Clerks	\$600.00
Payroll	Pickup and delivery fee	\$
Payroll	Early Voting Board Personnel	\$250.00
Payroll	Central Counting Station Personnel	\$
Payroll	Support Staff	\$
Payroll (Early Voting)	Clerks	\$1,700.00
Equipment Testing and Supervision	\$100.00 (includes up to 4 hours - \$25.00 per hour for any additional time)	\$
Miscellaneous	Postage	\$300.00
Miscellaneous		\$
Miscellaneous		\$
Election Services Contract Administrative Fee	10% of the total contract cost	\$582.60
TOTAL ESTIMATED COST		\$6,408.60

ONLY ACTUAL COSTS WILL BE BILLED. SUPPORTING DOCUMENTATION OF COSTS WILL BE PROVIDED. COSTS TO BE SHARED BY PARTIES.