

CONTRACT FOR ELECTION SERVICES

THIS CONTRACT for election services made by and between the **City of Woodville**, hereinafter called City and Donece Gregory, County Clerk of Tyler County, Texas, hereinafter called Contracting Officer is based on the following:

The **City of Woodville** 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 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) Conduct early voting at the designated polling place for early voting. The main early voting place is presently at the Tyler County Nutrition Center.
- (b) Contact the owner or custodian of the building where the polling location is located and arrange for its use as a polling place.
- (c) Procure and distribute all necessary election supplies, including:
 - (1) ballots;
 - (2) election kits;
 - (3) mail out kits; and
 - (3) allotment of ballot boxes and voting booths
- (d) Procure and prepare the following voting machines and equipment for use during early voting and at the polling location:
 - (1) 1 – ExpressVOTE/DRE with Booth and Headset to be used for Early Voting
 - (2) 3 – ExpressVOTE/DRE with Booth and Headset to be used on Election Day
 - (3) 1 – DS200 Precinct Scanner for Early Voting
 - (4) 3 – DS200 Precinct Scanner for Election Day
 - (5) 1 – ExpressPOLL with printers to be used for Early Voting
 - (6) 3 – ExpressPOLLs with printers to be used for Election Day
 - (7) 15 – Voting Booths for Election Day
- (e) 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.
- (f) Publish the legal notice of the date, time, and place of the electronic tabulating equipment and conduct such test.
- (g) Notify the election judges of the date, time, and place of the election school and arrange for a facility for holding the school.

