

**ELECTION SERVICES
CONTRACT WITH THE COUNTY ELECTIONS OFFICER
STATE OF TEXAS, COUNTY OF COLEMAN**

THIS CONTRACT made this 27th day of February, ~~2021~~ 2023
by and between **The City of Santa Anna**, hereinafter referred to as "Political Subdivision," and
Stacey Mendoza, County Election Officer of Coleman County, Texas hereinafter referred to as
"Contracting Officer," and by authority of Section 31.092(b), Texas Election Code, for the
programming and election night returns of the City of Santa Anna to be held on May 6, 2023
(date).

THIS CONTRACT 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.

1. Procure and distribute all necessary election supplies, including:
 - (a) ballots;
 - (b) election kits; Ballot boxes and voting booths
2. Procure all necessary voting machines and equipment, transport machines and
equipment to and from the polling places, Express Vote and DS200 and Knowink Poll Pads will
be used.
3. Arrange for the use of a central counting station and for the tabulating personnel and
equipment needed at the Central 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.
4. 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 Subdivision who are responsible for holding the election.
5. Rental and expenditures: See Attached Exhibit "A"

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 to be filed,
the place at which any function is to be carried out, the officers who conduct the official
cavass 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 Political Subdivision for the purpose 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 failure to
pay a claim.

Elections Services Contract

- (c) The Contracting Officer shall file copies of this contract with the County Clerk of
Coleman County, Texas and The City of Santa Anna.

- (d) Only the actual expenses directly attributable to the Contract may be charged. (Section 31.100(b), Texas Election Code). The contracting officer may collect 10% above of the actual costs as administrative fee.
- (e) Notwithstanding any provision herein, the Political Subdivision shall reimburse Coleman County TX for the purchases of supplies and/or equipment used for the above mentioned election, unless, otherwise requested in writing by the Political Subdivision and agreed to, in writing, by the Contracting Officer
- (f) The Political Subdivision which is holding the election will be responsible for paying all election judges, alternate judges and clerks for Early Voting and Election Day.

By signing this agreement, political subdivision is acknowledging that Contracting Officer may enter into a separate election services contract with another political subdivision for any election conducted on the same day.

WITNESS the following signatures and seal:

COLEMAN COUNTY



SEAL

BY: _____
COUNTY ELECTIONS AMINISTRATOR

APPROVED BY: Ranee Weir
Signature of The City of Santa Anna Officer

Exhibit "A"



To: The City of Santa Anna
From: Stacey Mendoza, County Clerk
RE: Election Equipment Rental Proposal for May 6, 2023

Knowink Poll Pad

Poll Pad $\$100 \times 2 = \200.00
(WE NOW USE ONE FOR ELECTION DAY AND ONE FOR EARLY VOTING)

ES&S

Express Vote $\$350.00 \times 1 = \350.00
(You can rent more than one machine but most likely you will only need 1)

DS200 Scanner

$\$575.00 \times 2 = \1150.00
(if you have any mail ballots, you will need to hand count those for results unless you want a scanner for those ballots)

COST OF EQUIPMENT RENTAL: \$1700.00 (based on the amount of equipment listed above)

Administration Fee: **10% of the Cost of your Election** (cost of equipment and programming)

You will also be paying for the print cost of paper ballots, that price will be determined by the number of ballots needed.

These prices are for rental of the equipment only and does not include the cost of programming. Programming cost will be determined by the amount of races, candidates and propositions placed on the ballot.