

FEE SCHEDULE FOR RENTAL OF VOTING EQUIPMENT AND ELECTRONIC POLLBOOKS

Office of Elections

County of Fairfax, Virginia



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GENERAL INFORMATION -

The Fairfax County Electoral Board will permit the political parties and their various district committees to rent the Office of Elections' Electronic Pollbooks (EPBs), DS200 Digital Scanners and the ExpressVote accessible ballot marking devices for the purpose of conducting their party's candidate nomination events. Staff used will be determined by the Office. Political parties will be responsible for any equipment or peripherals damaged while being used by party operatives, including Office of Elections trained election officers. The Office will be responsible if damage occurs when such equipment or peripherals are under care of county staff, such as when transporting the equipment to the location(s.)

Following is the fee schedule for the rental, preparation and use of the equipment. The Office of Elections will prepare a cost estimate for the requester. The final invoice will reflect the actual cost and will differ from the estimate. Payment is due within 30 days upon receipt of the final invoice.

- EPB and Ballot Programming: \$45 per hour, minimum 1 hour
EPB programming includes downloading and converting the registration data to EPB format
Ballot programming includes ballot layout, creating an audio ballot, and burning the USB media.
- Voting machine rental/preparation: \$25 per machine
Preparation includes machine preparation, Logic and Accuracy testing (L&A), and consumables such as paper rolls and numbered security seals. County will provide 100 ExpressVote [blank] ballots. Additional ballots will be provided at \$10/hundred.
- Spanish language requirement for ballots: \$25 per hour, 1 hour minimum
Cost is for Spanish translation only; no other languages will be supported.
- EPB rental/preparation: \$15 per machine
Preparation includes testing and providing required peripherals, such as network cables, hubs, USBs, etc.
- Machine transportation: \$45 per vehicle used, plus mileage*
Machines normally will be transported by Office of Election staff to and from the event site in a county-owned vehicle. County staff may prefer under some circumstances to allow EPBs to be transported by staff in personal vehicles, if so requested, this may be approved by the Electoral Board Secretary or General Registrar, in which case charge will be for mileage only. Mileage charge will be at the county mileage reimbursement rate. No overnight storage is permitted.
*If a larger vehicle is required, cost will be adjusted accordingly.
- Staff time for the event: \$25 per hour per staff member
Staff time includes loading and unloading the equipment, set-up and take-down at the event, and on site supervision of the equipment at the event, beginning approximately 1 hour before the event until the conclusion.
- Registration staff in office: \$40 per staff member, 2 staff minimum
Assistant registrars will be available in the Office of Elections during the registration hours for the event to research questions concerning voter eligibility.