



To be completed by School District

Contact person Kevin Davis _____

Title _____ Superintendent _____

Address 480 N. Bisbee Ave. Willcox, AZ
85643 _____

Phone 5203848600 _____

Email Kevin.davis@wusd13.org

Complete IGA Agreement with
signatures and return to:
Elections@cochise.az.gov
520-432-8970

The County will execute the final
IGA and return a copy to the
School Board Superintendent

**INTERGOVERNMENTAL AGREEMENT
FOR ELECTION SUPPLIES AND SERVICES**

THIS AGREEMENT is made and entered this first day of July, 2025 by and between COCHISE COUNTY (COUNTY), a political subdivision of the State of Arizona, and Willcox Unified (SCHOOL DISTRICT), located at 480 N. Bisbee Ave, Willcox, AZ, 85643 for certain election supplies and services;

WHEREAS, the County and the School District have determined that the use of certain services of the Cochise County Elections Department and the Cochise County Recorder's Office is in the public interest, and the County agrees to provide such service;

WHEREAS, the County is willing to provide election services using a vote center model for School Districts wishing to participate in the consolidated state General Elections, but will not provide election services to districts wishing to conduct mail ballot elections on statewide consolidated elections dates for either Primary or General elections;

WHEREAS, the parties have authority to enter into an intergovernmental agreement to provide for election supplies and services pursuant to A.R.S. § 11-952 (Intergovernmental Agreements), A.R.S.

§ 11-251(41) (County Lease of Personal Property), A.R.S. § 41-2632 (Cooperative Purchasing) and A.R.S. Title 16 (Elections and Electors);



NOW, THEREFORE, in consideration of the mutual covenants, conditions, and obligations herein set forth, the parties agree:

1. SCOPE: The scope of this Agreement is limited to election services and supplies between the SCHOOL DISTRICT and COUNTY for the BudgetOverrideElection held on November 4, 2025

2. COUNTY DUTIES: The COUNTY agrees contingent upon receipt of a timely, specific request as provided in Paragraph 3(C), to provide the following election services:

A. Election Equipment:

1. Provide E-Poll book tablets (electronic poll register) prepared from the voter records of the County Recorder for the purpose of identifying the electors qualified to vote in the above-mentioned elections.
2. Provide touch-screen voting equipment and tabulation equipment at designated vote centers, for vote center model elections.
3. Provide central election tabulation equipment for early ballots.
4. Provide election reporting system.
5. Provide signage and supplies (paper rolls for machines, tape, scissors, etc)

B. Administrative Elections Department services to include the following:

1. Provide the SPECIAL DISTRICT a jurisdictional calendar of election responsibilities.
2. Obtain facilities for use as vote centers located throughout the County.
3. Provide public notice and conduct logic and accuracy tests of programs and equipment.
4. Provide early, election day, and provisional ballots as required.
5. Provide sample ballots to School District and if required, for public distribution through the School District.
6. Deliver and pickup equipment, ballots, signage and supplies.
5. Provide abstract of results of tabulation to include total ballots cast within the School District; total votes for each candidate, question or proposition.
6. Validate, process and count ballots.
7. Canvass the elections as required and provide documentation to School District.
8. The Cochise County School Superintendent prepares and issues certificates of election to candidates declared to be elected.
9. Provide for storage and destruction of ballots and election related materials in compliance with the State of Arizona Retention Schedule guidelines.



- C. Administrative Recorder's Office services to include the following:
 - 1. Provide for all Early Voting functions to including mailing early ballots and conducting in person early voting at the County Recorder's Office in Bisbee
 - 2. Provide for all Voter Registration functions.
 - 3. Conduct Emergency Day Voting and Special Election Boards as required.
 - 4. Perform signature verification of early ballot affidavit envelopes and maintain voter credit in the state voter registration system.

- D. Arrange for consulting services to include the following services:
 - 1. Ballot layout and design for all ballot styles to be approved by SCHOOL DISTRICT.
 - 2. Programming the operation of voting and tabulating equipment.
 - 3. Programming the operation of the election reporting module.
 - 4. Printing, folding, insertion and mailing Early Ballots and required notices excluding Informational Publicity Pamphlets if required by SCHOOL DISTRICT.

- E. Arrange for election board workers:
 - 1. Hire qualified election board workers to include all Boards required and Vote Center workers.
 - 2. Train, supervise and pay election board workers.

- F. Provide an estimate of the aggregate cost of the services.

- 3. **SCHOOL DISTRICT DUTIES:** The SCHOOL DISTRICT understands and agrees to the following, however, for items D – G below, the Designee shall be the County School Superintendent unless otherwise noted:
 - A. The SCHOOL DISTRICT retains the primary responsibility for ensuring that its election is called, noticed, held and conducted in the manner required by applicable local, state and federal laws and that the COUNTY does not assume responsibility under this Agreement for any aspects of this election other than those that are expressly stated in Paragraph 2.

 - B. With respect to any specific election for which the SCHOOL DISTRICT desires services and supplies pursuant to this Agreement, the SCHOOL DISTRICT shall provide written notice of the election to the COUNTY at least one hundred and eighty (180) days prior to such election.



- C. The SCHOOL DISTRICT shall provide a certified list of measures and the order of appearance of the measures to the Elections Department within a specified time frame in the exact wording (in English and in Spanish, in short and long text format) of any Proposition or ballot Question to be included on the ballot, in the format and by the date requested by the COUNTY.
- D. Provide nominating petitions and other necessary information to prospective candidates for the school board.
- E. Accept candidates' nomination documents, financial disclosure statements, campaign finance reports and other documents required for filing and act as the Filing Officer.
- F. Provide the Elections Department with the names of any Write-in candidates as prescribed by law.
- G. Provide and distribute publicity pamphlets, if required, for public distribution through the SCHOOL DISTRICT at the cost of the SCHOOL DISTRICT.
- H. SCHOOL DISTRICT shall pay to the COUNTY the amounts at the rates set forth on Exhibit A attached hereto and incorporated into this Agreement at actual cost.
- I. If an election is cancelled prior to programming or printing ballots, the SCHOOL DISTRICT shall reimburse the COUNTY for administrative actual costs per Fee Schedule.
- J. The SCHOOL DISTRICT shall pay the COUNTY in a timely manner or in any event within thirty (30) days of receipt of invoice.
- H. The SCHOOL DISTRICT understands that they will be billed jointly, on one invoice, by the Elections Department and Recorder's Office for election services as outlined in the attached fee schedule.

4. TERM. This Agreement shall begin upon approval of the parties and terminate upon all matters connected with the election being resolved, legal challenges excepted, or upon written notice by either party to the other within thirty (30) days of the effective date of this Agreement. Should the election herein be challenged or questioned for any reason whatsoever, then, in such event, SCHOOL DISTRICT shall be solely responsible for defending, legally or otherwise, said election(s).



5. INDEMNIFICATION. To the extent permitted by law, each party to this Agreement shall indemnify, defend and hold harmless the other party, its officers, departments, employees and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands or damages of any kind or nature which results from the act or omission of the indemnifying party, its agents, officers, employees or anyone acting under its direction, control or on its behalf, whether intentional or negligent.

6. CANCELLATION DUE TO CONFLICT OF INTEREST. Pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein by reference, all parties are hereby put on notice that this Agreement is subject to cancellation by the political subdivision or its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of such political subdivision is, at any time while the contract is or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

7. NON-DISCRIMINATION. To the extent required by law, each party to this Agreement shall comply with all state and federal equal opportunity and non-discrimination requirements and conditions of employment, including the American with Disabilities Act, in accordance with A.R.S. Title 41, Chapter 9, Article 4, and Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, shall have equal access to employment opportunities.

8. WORKERS' COMPENSATION. An employee of either party shall be deemed to be an "employee" of both public agencies while performing pursuant to this Agreement, for purposes of A.R.S. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer shall be solely liable for any worker's compensation benefits which may accrue. Each party shall post a notice pursuant to the provisions of A.R.S. § 23-906 in substantially the following form:

All employees are hereby notified that they may be required to work under the SCHOOL DISTRICT or control or within the Municipal boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of workers' compensation.

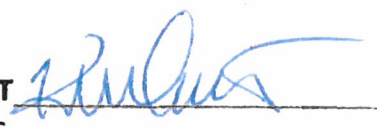


9. IMMIGRATION LAWS. The parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to the parties' employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). The parties shall further ensure that each sub-consultant who performs any work for the party under this Agreement likewise complies with the State and Federal Immigration Laws.

10. INSPECTION AND AUDIT. The Parties agree to keep all books, accounts, reports, files, and other records relating to this Agreement for five (5) years after completion of the contract; and, in addition, agrees that such books, accounts, reports, files, and other records shall be subject to audit pursuant to A.R.S. § 35-214.

11. NOTICE. All written communications shall be addressed and mailed or personally served upon the parties, as follows:

COCHISE COUNTY
Melissa Avant, Elections Director
Cochise County Elections
1415 Melody Lane, Bldg. E
Bisbee, AZ 85603

SCHOOL DISTRICT 
Name: Kevin Davis _____
Title: Superintendent
Address: 480 N. Bisbee Ave. Willcox, AZ 85643 _

Notwithstanding the above, any routine communications between the parties that do not affect the rights of obligations of the parties, such as communications regarding the election(s), results, canvass, or otherwise may be sent and received via email.

12. GOVERNING LAW. This Agreement shall be governed and interpreted by the laws of the State of Arizona.

13. SAVINGS CLAUSE. Should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect with those offending portions omitted.

14. AGREEMENT MODIFICATION. This Agreement may only be modified in writing and must be signed by both parties and their duly authorized agents.

15. BREACH. Failure by the COUNTY and/or SCHOOL DISTRICT to provide the services/ material or to provide the documentation at the time and in the manner described in this Agreement shall constitute a breach of this Agreement.



INTERGOVERNMENTAL AGREEMENT DETERMINATION

RE: Intergovernmental Agreement for election services and supplies between the SCHOOL DISTRICT and the County of Cochise for the Budget Override Election held on November 4, 2025.

Pursuant to A.R.S. Section 11-952, this Agreement has been reviewed by the undersigned attorney for Cochise County, who has determined that it is in proper form and is within the powers and authority granted, respectively, to the contracting bodies.

DATED this 2nd day of July, 2025.

Cochise County Attorney

By: Dylan Hentzel

~~Chief/Civil Deputy~~ Dylan Hentzel
County Attorney

Pursuant to A.R.S. Section 11-952, this Agreement has been reviewed by the undersigned attorney for SCHOOL DISTRICT, who has determined that it is in proper form and is within the powers and authority granted, respectively, to the contracting bodies.

DATED this 16th day of June, 2025.

By: Brittany Peher

Brittany Peher
School District Attorney



16. WAIVER OF CONFLICT. The parties to this Agreement are aware that the County Attorney's Offices represents the Cochise County Elections Department and the Cochise County Recorder's Office and may or may not also represent other party (for example, Special Districts, including but not limited to Flood, Fire or School Districts) to this Agreement in this and other matters. By signing this Agreement each party specifically acknowledges that it is aware of a potential conflict of interest and specifically waives any such claim based upon legal counsels' representation of other parties to this Agreement.

17. PUBLIC RECORDS LAW. Notwithstanding any provision in the Agreement to the contrary, disclosure of any documents or records are subject to Arizona Public Record Law, A.R.S. § 39-121, et seq.

18. ENTIRE AGREEMENT. This Agreement contains the entire understanding of the parties hereto. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the parties to this Agreement.

IN WITNESS WHEREOF, the Parties have authorized the designated officials indicated below to execute this Agreement indicating their respective approval.

APPROVED:

COCHISE COUNTY

BY: _____

Frank Antenor, Chair
Cochise County Board of Supervisors

APPROVED:

SCHOOL DISTRICT: Kevin Davis

BY:  _____

School Superintendent

ATTEST:

BY: _____

Lara Loewenheim, Clerk of the Board
Cochise County Board of Supervisors

ATTEST:

BY:  _____
School District Clerk or Assistant

EXHIBIT A

COCHISE COUNTY ELECTION FEE SERVICES SCHEDULE April 25, 2019	<i>Elections consolidated with State or Federal Elections</i>
Election Fee per registered voter	\$0.75
Election Fee if not met above	\$800
Cancel and Appoint	\$250
Cancel if programming started	Actual Cost
Recount per total ballots cast	Included
Info Pamphlet & Postage	SCHOOL DISTRICT works with Supplier directly
Polling Place Rental if not consolidated with State election	Included
Poll workers - Early Board	Included
Poll workers - Inspector	Included
Poll workers - Marshall	Included
Poll workers - Judges/Clerks	Included
Poll workers - Troubleshooter	Included
Poll workers - Class	Included
Poll workers mileage	Included
Election Equipment – EPollbook tablet (min 2)	Included
Election Equipment - ExpressVote machine (min 2)	Included
Election Equipment - DS200 tabulator (1)	Included
Equipment Delivery Fee	Included
Provisional Ballot Fee	Included
Election Records Destruction	Included
Copy fee	\$0.30
Maps for Vote Location	Included
Recorder's Office Mailing Fees	Waived