



**CONTRACT NUMBER MA-074-19010881  
BETWEEN  
COUNTY OF ORANGE/TREASURER-TAX COLLECTOR  
AND GRANT STREET GROUP  
FOR ELECTRONIC PAYMENT PROCESSING SERVICES**

This Subordinate Agreement, hereinafter referred to as "Contract" is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California on behalf of Treasurer-Tax Collector, hereinafter referred to as "County" and Grant Street Group, with a place of business at 339 Sixth Avenue, Suite 1400, Pittsburgh, PA 15222, hereinafter referred to as "Contractor", with County and Contractor sometimes individually referred to as "Party", or collectively referred to as "Parties".

**ATTACHMENTS**

This Contract is comprised of this document and the following Attachments, which are incorporated by reference into this Contract:

Attachment A: County of Sacramento Electronic Payment Processing Contract MA00034342

Attachment B: Pricing and Payment

**RECITALS**

**WHEREAS**, County of Sacramento has issued Contract No. MA00034342, effective November 15, 2016 for Electronic Payment Processing Services to which the County can participate; and

**WHEREAS**, Treasurer-Tax Collector desires to enter into a Subordinate Contract for Electronic Payment Processing Services; and

**WHEREAS**, Contractor agrees to provide Electronic Payment Processing Services to the County in accordance with the terms, conditions, and scope of work of the County of Sacramento Contract No. MA00034342 and this Contract; and

**NOW, THEREFORE**, the Parties mutually agree as follows:

**ARTICLES**

**General Terms and Conditions:**

- A. **Governing Law and Venue:** This Contract has been negotiated and executed in the state of California and shall be governed by and construed under the laws of the state of California. In the event of any legal action to enforce or interpret this Contract, the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California, and the Parties hereto agree to and do hereby submit to the jurisdiction of such court, notwithstanding Code of Civil Procedure Section 394. Furthermore, the Parties specifically agree to waive any and all rights to request that an action be transferred for adjudication to another county.
- B. **Entire Contract:** This Contract contains the entire Contract between the Parties with respect to the matters herein, and there are no restrictions, promises, warranties or undertakings other than those set forth herein or referred to herein. No exceptions, alternatives, substitutes or revisions are valid or binding on County

unless authorized by County in writing. Electronic acceptance of any additional terms, conditions or supplemental contracts by any County employee or agent, including but not limited to installers of software, shall not be valid or binding on County unless accepted in writing by County's Purchasing Agent or designee.

- C. **Amendments:** No alteration or variation of the terms of this Contract shall be valid unless made in writing and signed by the Parties; no oral understanding or agreement not incorporated herein shall be binding on either of the Parties; and no exceptions, alternatives, substitutes or revisions are valid or binding on County unless authorized by County in writing.
- D. **Application to County:** This Contract is comprised of this Document and Attachments A and B, which are attached hereto and incorporated herein by reference with the same force and effect as if set forth herein. Parties hereby agree that unless context requires otherwise, all references in Attachment A to "County" or "County of Sacramento" shall be deemed to refer to the County of Orange.
- E. **Taxes:** Unless otherwise provided herein or by law, price quoted does not include California state sales or use tax. Out-of-state Contractors shall indicate California Board of Equalization permit number and sales permit number on invoices, if California sales tax is added and collectable. If no permit numbers are shown, sales tax will be deducted from payment. The Auditor-Controller will then pay use tax directly to the State of California in lieu of payment of sales tax to the Contractor.
- F. **Delivery:** Time of delivery of goods or services is of the essence in this Contract. County reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the prescribed statement of work. Acceptance of any part of the order for goods shall not bind County to accept future shipments nor deprive it of the right to return goods already accepted at Contractor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by County. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by County.
- G. **Acceptance Payment:** Unless otherwise agreed to in writing by County, 1) acceptance shall not be deemed complete unless in writing and until all the goods/services have actually been received, inspected, and tested to the satisfaction of County, and 2) payment shall be made in arrears after satisfactory acceptance.
- H. **Assignment:** The terms, covenants, and conditions contained herein shall apply to and bind the heirs, successors, executors, administrators and assigns of the Parties. Furthermore, neither the performance of this Contract nor any portion thereof may be assigned by Contractor without the express written consent of County. Any attempt by Contractor to assign the performance or any portion thereof of this Contract without the express written consent of County shall be invalid and shall constitute a breach of this Contract.
- I. **Consent to Breach Not Waiver:** No term or provision of this Contract shall be deemed waived and no breach excused, unless such waiver or consent shall be in writing and signed by the Party claimed to have waived or consented. Any consent by any Party to, or waiver of, a breach by the other, whether express or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.
- J. **Insurance Requirements:** Prior to the provision of services under this Contract, the Contractor agrees to purchase all required insurance at Contractor's expense, including all endorsements required herein, necessary to satisfy the County that the insurance provisions of this Contract have been complied with. Contractor agrees to keep such insurance coverage, Certificates of Insurance, and endorsements on deposit with the County during the entire term of this Contract. In addition, all subcontractors performing work on behalf of Contractor pursuant to this Contract shall obtain insurance subject to the same terms and conditions as set forth herein for Contractor.

All self-insured retentions (SIRs) shall be clearly stated on the Certificate of Insurance. Any self-insured retention (SIR) in an amount in excess of Fifty Thousand Dollars (\$50,000) shall specifically be approved by the County's Risk Manager, or designee, upon review of Contractor's current audited financial report. If Contractor's SIR is approved, Contractor, in addition to, and without limitation of, any other indemnity provision(s) in this Contract, agrees to all of the following:

- 1) In addition to the duty to indemnify and hold the County harmless against any and all liability, claim, demand or suit resulting from Contractor's, its agents, employee's or subcontractor's negligence or willful acts or omissions in performance of this Contract, Contractor shall defend the County at its sole cost and expense with counsel approved by Board of Supervisors against same; and
- 2) Contractor's duty to defend, as stated above, shall be absolute and irrespective of any duty to indemnify or hold harmless; and
- 3) The provisions of California Civil Code Section 2860 shall apply to any and all actions to which the duty to defend stated above applies, and the Contractor's SIR provision shall be interpreted as though the Contractor was an insurer and the County was the insured.

If the Contractor fails to maintain insurance acceptable to the County for the full term of this Contract, the County may terminate this Contract.

#### **Qualified Insurer**

The policy or policies of insurance must be issued by an insurer with a minimum rating of A- (Secure A.M. Best's Rating) and VIII (Financial Size Category as determined by the most current edition of the **Best's Key Rating Guide/Property-Casualty/United States or ambest.com**). It is preferred, but not mandatory, that the insurer be licensed to do business in the state of California (California Admitted Carrier).

If the insurance carrier does not have an A.M. Best Rating of A-/VIII, the CEO/Office of Risk Management retains the right to approve or reject a carrier after a review of the company's performance and financial ratings.

The policy or policies of insurance maintained by the Contractor shall provide the minimum limits and coverage as set forth below:

<b>Coverage</b>	<b>Minimum Limits</b>
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability including coverage for owned, non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Liability Insurance	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims-made \$1,000,000 aggregate

#### **Required Coverage Forms**

The Commercial General Liability coverage shall be written on Insurance Services Office (ISO) form CG 00 01, or a substitute form providing liability coverage at least as broad.

The Business Auto Liability coverage shall be written on ISO form CA 00 01, CA 00 05, CA 0012, CA 00 20, or a substitute form providing coverage at least as broad.

### **Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the **County of Orange its elected and appointed officials, officers, agents and employees** as Additional Insured(s), or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT**.
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the **County of Orange, its elected and appointed officials, officers, agents and employees** or provide blanket coverage, which will state **AS REQUIRED BY WRITTEN CONTRACT**.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange, its elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

If Contractor's Professional Liability, is a "Claims-Made" policy, Contractor shall agree to maintain coverage for two (2) years following the completion of the Contract.

The Commercial General Liability policy shall contain a severability of interests' clause also known as a "separation of insured(s)" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Purchasing or the agency/department purchasing division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such

changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

- P. **Change of Ownership/Name, Litigation Status, Conflicts with County Interests:** Contractor agrees that if there is a change or transfer in ownership of Contractor's business prior to completion of this Contract, and the County agrees to an assignment of the Contract, the new owners shall be required under the terms of sale or other instruments of transfer to assume Contractor's duties and obligations contained in this Contract and complete them to the satisfaction of the County.

County reserves the right to immediately terminate the Contract in the event the County determines that the assignee is not qualified or is otherwise unacceptable to the County for the provision of services under the Contract.

In addition, Contractor has the duty to notify the County in writing of any change in the Contractor's status with respect to name changes that do not require an assignment of the Contract. The Contractor is also obligated to notify the County in writing if the Contractor becomes a party to any litigation against the County, or a party to litigation that may reasonably affect the Contractor's performance under the Contract, as well as any potential conflicts of interest between Contractor and County that may arise prior to or during the period of Contract performance. While Contractor will be required to provide this information without prompting from the County any time there is a change in Contractor's name, conflict of interest or litigation status, Contractor must also provide an update to the County of its status in these areas whenever requested by the County.

The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with County interests. In addition to the Contractor, this obligation shall apply to the Contractor's employees, agents, and subcontractors associated with the provision of goods and services provided under this Contract. The Contractor's efforts shall include, but not be limited to establishing rules and procedures preventing its employees, agents, and subcontractors from providing or offering gifts, entertainment, payments, loans or other considerations which could be deemed to influence or appear to influence County staff or elected officers in the performance of their duties.

- Q. **Confidentiality:** Contractor agrees to maintain the confidentiality of all County and County-related records and information pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this Contract. All such records and information shall be considered confidential and kept confidential by Contractor and Contractor's staff, agents and employees.
- R. **Compliance with Laws:** Contractor represents and warrants that services to be provided under this Contract shall fully comply, at Contractor's expense, with all standards, laws, statutes, restrictions, ordinances, requirements, and regulations (collectively "laws"), including, but not limited to those issued by County in its governmental capacity and all other laws applicable to the services at the time services are provided to and accepted by County. Contractor acknowledges that County is relying on Contractor to ensure such compliance, and pursuant to the requirements of paragraph "XXI" of Attachment A and paragraph V below, Contractor agrees that it shall defend, indemnify and hold County and County INDEMNITEES harmless from all liability, damages, costs and expenses resulting from a violation of such laws.

- S. **Severability:** If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.
- T. **Attorney Fees:** In any action or proceeding to enforce or interpret any provision of this Contract, each Party shall bear their own attorney's fees, costs and expenses.
- U. **Interpretation:** This Contract has been negotiated at arm's length and between persons sophisticated and knowledgeable in the matters dealt with in this Contract. In addition, each Party had been represented by experienced and knowledgeable independent legal counsel of their own choosing or has knowingly declined to seek such counsel despite being encouraged and given the opportunity to do so. Each Party further acknowledges that they have not been influenced to any extent whatsoever in executing this Contract by any other Party hereto or by any person representing them, or both. Accordingly, any rule or law (including California Civil Code Section 1654) or legal decision that would require interpretation of any ambiguities in this Contract against the Party that has drafted it is not applicable and is waived. The provisions of this Contract shall be interpreted in a reasonable manner to effect the purpose of the Parties and this Contract.
- V. **Indemnification:** In addition to the provisions of Paragraph XXI of Attachment A, the Parties agree that if judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County or County Indemnities, Contractor and County agree that liability will be apportioned as determined by the court. Neither Party shall request a jury apportionment.
- W. **Contingency of Funds:** Contractor acknowledges that funding or portions of funding for this Contract may be contingent upon state budget approval; receipt of funds from, and/or obligation of funds by, the state of California to County; and inclusion of sufficient funding for the services hereunder in the budget approved by County's Board of Supervisors for each fiscal year covered by this Contract. If such approval, funding or appropriations are not forthcoming, or are otherwise limited, County may immediately terminate or modify this Contract without penalty.
- X. **Expenditure Limit:** The Contractor shall notify the County of Orange assigned Deputy Purchasing Agent in writing when the expenditures against the Contract reach 75 percent of the dollar limit on the Contract. The County will not be responsible for any expenditure overruns and will not pay for work exceeding the dollar limit on the Contract unless a change order to cover those costs has been issued.

**Additional Terms and Conditions:**

1. **Scope of Work:** Contractor shall provide Electronic Payment Processing Services in accordance with the terms and conditions provided in Attachment A - County of Sacramento Electronic Payment Processing Contract MA00034342, except as modified by the articles, attachments, and provisions of this Contract according to the order of Precedence as identified in Paragraph 12 below.
2. **Contract Term:** This Subordinate Contract shall commence on May 1, 2019 through April 30, 2022 with an option for one two year renewal, unless otherwise amended or terminated by the Parties.
3. **Conflict of Interest – Contractor's Personnel:** The Contractor shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interests of the County. This obligation shall apply to the Contractor; the Contractor's employees, agents, and relatives; sub-tier Contractors; and third Parties associated with accomplishing work and services hereunder. The Contractor's efforts shall include, but not be limited to establishing precautions to prevent its employees or agents from making, receiving, providing or offering gifts, entertainment, payments, loans or other

considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the County.

4. **Conflict of Interest – County Personnel:** The County of Orange Board of Supervisors policy prohibits its employees from engaging in activities involving a conflict of interest. The Contractor shall not, during the period of this Contract, employ any County employee for any purpose.
5. **Data – Title To:** All materials, documents, data or information obtained from the County data files or any County medium furnished to the Contractor in the performance of this Contract will at all times remain the property of the County. Such data or information may not be used or copied for direct or indirect use by the Contractor after completion or termination of this Contract without the express written consent of the County. All materials, documents, data or information, including copies, must be returned to the County at the end of this Contract.
6. **Debarment:** Contractor shall certify that neither Contractor nor its principals are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, contractor must include an explanation with their bid. Debarment, pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid being deemed non-responsible.
7. **Disputes – Contract:**
  - A. The Parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute concerning a question of fact arising under the terms of this Contract is not disposed of in a reasonable period of time by the Contractor's Project Manager and the County's Project Manager, such matter shall be brought to the attention of the County Deputy Purchasing Agent by way of the following process:
    - i. The Contractor shall submit to the agency/department assigned Deputy Purchasing Agent a written demand for a final decision regarding the disposition of any dispute between the Parties arising under, related to, or involving this Contract, unless the County, on its own initiative, has already rendered such a final decision.
    - ii. The Contractor's written demand shall be fully supported by factual information, and, if such demand involves a cost adjustment to the Contract, the Contractor shall include with the demand a written statement signed by a senior official indicating that the demand is made in good faith, that the supporting data are accurate and complete, and that the amount requested accurately reflects the Contract adjustment for which the Contractor believes the County is liable.
  - B. Pending the final resolution of any dispute arising under, related to, or involving this Contract, the Contractor agrees to diligently proceed with the performance of this Contract, including the delivery of goods and/or provision of services. The Contractor's failure to diligently proceed shall be considered a material breach of this Contract.

Any final decision of the County shall be expressly identified as such, shall be in writing, and shall be signed by the County Deputy Purchasing Agent or his designee. If the County fails to render a decision within 90 days after receipt of the Contractor's demand, it shall be deemed a final decision adverse to the Contractor's contentions. Nothing in this section shall be construed as affecting the

County's right to terminate the Contract for cause or termination for convenience as stated in section K herein.

8. **Emergency/Declared Disaster Requirements:** In the event of an emergency or if Orange County is declared a disaster area by the County, state or federal government, this Contract may be subjected to unusual usage. The Contractor shall service the County during such an emergency or declared disaster under the same terms and conditions that apply during non-emergency/disaster conditions. The pricing quoted by the Contractor shall apply to serving the County's needs regardless of the circumstances. If the Contractor is unable to supply the goods/services under the terms of the Contract, then the Contractor shall provide proof of such disruption and a copy of the invoice for the goods/services from the Contractor's supplier(s). Additional profit margin as a result of supplying goods/services during an emergency or a declared disaster shall not be permitted. In the event of an emergency or declared disaster, emergency purchase order numbers will be assigned. All applicable invoices from the Contractor shall show both the emergency purchase order number and the Contract number.
9. **Lobbying:** On best information and belief, Contractor certifies no federal appropriated funds have been paid or will be paid by, or on behalf of, the Contractor to any person for influencing or attempting to influence an officer or employee of Congress; or an employee of a member of Congress in connection with the awarding of any federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
10. **Notices:** Any and all notices, requests demands and other communications contemplated, called for, permitted, or required to be given hereunder shall be in writing, except through the course of the Parties' project managers' routine exchange of information and cooperation during the terms of the work and services. Any written communications shall be deemed to have been duly given upon actual in-person delivery, if delivery is by direct hand, or upon delivery on the actual day of receipt or no greater than four calendar days after being mailed by US certified or registered mail, return receipt requested, postage prepaid, whichever occurs first. The date of mailing shall count as the first day. All communications shall be addressed to the appropriate Party at the address stated herein or such other address as the Parties hereto may designate by written notice from time to time in the manner aforesaid.

For Contractor: Grant Street Group  
Attn: Daniel J. Veres, Executive Vice President  
339 Sixth Avenue, Suite 1400  
Pittsburgh, PA 15222

For County: County of Orange  
Attn: Treasurer-Tax Collector  
P.O. Box 4515  
Santa Ana, CA 92701-4515

11. **Precedence:** The Contract documents consist of this Contract and its attachments. In the event of any inconsistency between the articles, attachments, or provisions which constitute this agreement, the following descending order of precedence shall apply:
  - A. County of Orange Contract No. MA-074-19010881 Articles
  - B. Pricing and Payment (Attachment B)
  - C. County of Sacramento Electronic Payment Processing Contract MA00034342 (Attachment A)
12. **Usage:** No guarantee is given by the County to the Contractor regarding usage of this Contract. Usage figures, if provided, are approximate, based upon the last usage. The Contractor agrees to supply services



and/or commodities requested, as needed by the County of Orange, at prices listed in the Contract, regardless of quantity requested.

13. **Exclusivity:** Paragraph X, beginning on page 40 of 63 of Attachment A, under the title “Exclusivity” is hereby deleted and replaced with the following:

Any electronic payment processing services that are used in conjunction with the cashiering module shall have Contractor as the exclusive Merchant Provider. Other electronic payment processing services that are not used in conjunction with the cashiering module are not required to be exclusive to Contractor. Once a County department starts using Contractor’s Electronic Payment Processing Services, Contractor shall be that County department’s exclusive provider of Service (Convenience) Fee based payment services until the County terminates Contractor’s services in accordance with the Contract.

14. **Payment Processing Services:** The Parties agree that Worldpay, LLC, or a similar organization, will provide the required payment processing services required by this agreement and that County will enter into a merchant services agreement with Worldpay or a similar organization.

15. **Electronic Payment Processing Minimum Requirements:** The first full paragraph on Page 6 of 63 of Attachment A, under the title “Electronic Payment Processing Minimum Requirements”, is hereby deleted and replaced with the following:

“With prior written authorization from County, Contractor may supplement this basic scheme in order to facilitate invoicing and reporting. Contractor may propose an alternative hierarchy scheme as long as it maintains County’s ability to conduct ad hoc reporting.”

16. **Implementation:** Paragraph 1 on Page 23 of 63 of Attachment A, under the title “Implementation” is hereby deleted and replaced with the following:

“Contractor to provide a mutually agreed-upon Phase 1 implementation schedule for all Service (Convenience) Fee payment processing (property tax and probation payments) are live on the system no later than May 1, 2019. The implementation schedule must outline the milestone dates to accomplish and should include detailed tasks, dates and resources required (Contractor and County). Implementation of supplemental merchant processing services will be at the discretion of County, and according to a new implementation schedule that shall be agreed upon by the Parties.”

17. **Software Integration:** Contractor will integrate with all county systems, including County’s cashiering system, probation system, and property tax system.

18. **PCI Standards:** Paragraph IV.B on Page 34 of 63 of Attachment A, under the title “County Responsibilities” is hereby deleted and replaced with the following:

“To the extent County comes into possession of any Card information of any Payor, County agrees it will handle such information in compliance with any applicable standards set forth by the Payment Card Industry (“PCI”) Security Standards Council, as amended by the PCI from time to time (the “PCI Standards”), as well as the requirements of California law.”

19. **Promotional material:** Paragraph IV.F on Page 35 of 63 of Attachment A, under the title “County Responsibilities” is hereby deleted.

**Signature Page Follows**


County of Orange, Treasurer-Tax Collector  
Grant Street Group


Contract No. MA-074-19010881

# SIGNATURE PAGE

IN WITNESS WHERE OF, the Parties hereto have executed this Contract the dates shown below their respective signatures.

## CONTRACTOR: GRANT STREET GROUP\*:

Daniel J. Veres	Executive Vice President
Print Name	Title
	12/19/2018
Signature	Date

William K. Haskins	Chief Financial Officer
Print Name	Title
	12/19/2018
Signature	Date

\* Pursuant to California Corporations Code Section 313, If the Contracting party is a corporation, (2) two signatures are required:

- 1) The document must be signed by two people. One of them must be the chairman of the board, the president or any vice-president. The other must be the secretary, any assistant secretary, the chief financial officer or any assistant treasurer.
- 2) One corporate officer may sign the document, providing that written evidence of the officer's authority to bind the corporation with only his or her signature must be provided. This evidence would ideally be a corporate resolution.

\*\*\*\*\*

County of Orange, political subdivision of the State of California  
Office of Treasurer-Tax Collector

	Deputy Purchasing Agent – Treasurer-Tax Collector
Print Name	Title
Signature	Date

APPROVED AS TO FORM:  
OFFICE OF THE COUNTY COUNSEL  
ORANGE COUNTY, CA

By   
RONALD T. MAGSAYSAY, DEPUTY

DATE: Dec. 20, 2018

**ATTACHMENT A**

**COUNTY OF SACRAMENTO CONTRACT MA00034342**

**PLEASE REFER TO SEPARATE ATTACHMENT  
FOR  
ELECTRONIC PAYMENT PROCESSING AGREEMENT**



Attachment A -  
County of Sacramen

## ATTACHMENT B PRICING AND COMPENSATION

### I. COMPENSATION:

The Contractor agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Contractor of all its duties and obligations hereunder.

### II. PRICING:

#### A. Property Tax Payments – Service (Convenience) Fee

- Credit & debit (credit (web and in-person) and debit web): 2.29% of the payment amount with a minimum charge of \$1.95
- Domestic Consumer Debit (in person): flat \$2.95 per transaction
- eCheck: No cost
- eBilling: No cost

#### B. Probation – Service (Convenience) Fee

- Credit and debit cards: flat \$3.95 per transaction
- eCheck: No cost

#### C. Non Service (Convenience) Fee – Interchange Pricing plus

- Processing Fee: 0.05%
- Gateway Fee: \$0.05
- IVR Per Minute: \$0.08
- Chargebacks/Adjustments: \$20.00 (waived if department monthly volume > \$100,000)
- eCheck Fee: No cost
- ACH Return Fee: \$5.00 (waived if department monthly volume > \$100,000)
- Monthly Minimum: \$30.00
- Cashiering software: No cost if County exclusively using Contractor for all Service (Convenience) Fee merchant processing. For clarity, Contractor exclusivity for merchant processing shall apply to any department using Contractor's cashiering software.

For all e-checks Contractor shall pass a fully formatted NACHA file to the County's banking services provider for processing.

### III. INVOICING INSTRUCTIONS:

The Contractor will provide an invoice on the Contractor's letterhead for services rendered. Invoices must be submitted to the address indicated below. Each invoice must have a unique number and must include the following minimum information, but not limited to:

- A. Contractor's name and address
- B. Contractor's remittance address
- C. Name of County agency department
- D. Contract number MA-074-19010881
- E. Service date(s)
- F. Service description (as specified above)
- G. Contractor's Federal I. D. number
- H. Total

Invoices and support documentation are to be forwarded to:

County of Orange  
Attn: Treasurer-Tax Collector  
P.O. Box 4515  
Santa Ana, CA 92701-4515  
**accountspayable@ttc.ocgov.com**

#### **IV. PAYMENT TERMS:**

The Invoice is to be submitted in arrears to the user agency/department to the bill-to address, unless otherwise directed in this Contract. Contractor shall reference Contract number on invoice. Payment will be 30 days from the date of the invoice in a format acceptable to the County and verified and approved by the agency/department and subject to routine processing requirements. The responsibility for providing an acceptable invoice rests with the Contractor.

Billing shall cover goods/services not previously invoiced. The Contractor shall reimburse the County for any monies paid to the Contractor for goods/services not provided or when goods/ services do not meet the Contract requirements.

Payments made by the County shall not preclude the right of the County from thereafter disputing any goods/services involved or billed under this Contract and shall not be construed as acceptance of any part of the goods/services.

#### **V. ELECTRONIC FUNDS TRANSFER (EFT):**

The County of Orange offers contractors the option of receiving payment directly to their bank account via an Electronic Fund Transfer (EFT) process in lieu of a check payment. Payment made via EFT will also receive an Electronic Remittance Advice with the payment details via e-mail. An email address will need to be provided to the County of Orange via an EFT Authorization Form. To request a form, please contact the agency/department representative listed in the contract.