



## **AGENDA FOR THE MASS TRANSIT DEPARTMENT BOARD MEETING**

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**January 03, 2024  
COUNCIL CHAMBERS, CITY HALL, 300 N. CAMPBELL AND VIRTUALLY  
10:00 AM**

**Teleconference phone number: 1-915-213-4096  
Toll free number: 1-833-664-9267  
Conference ID: 941-073-775#**

Members of the public may view the meeting via the following means:

Via the City's website. <http://www.elpasotexas.gov/videos>  
Via television on City15,  
YouTube: <https://www.youtube.com/user/cityofelpasotx/videos>

In compliance with the requirement that the City provide two-way communication for members of the public, members of the public may communicate with Council during public comment, and regarding agenda items by calling either of the numbers listed above and entering the corresponding conference ID.

**The public is strongly encouraged to sign up to speak on items on this agenda before the start of this meeting on the following links:**

**<https://www.elpasotexas.gov/city-clerk/forms/>**

**<https://app.smartsheet.com/b/form/7086be5f4ed44a239290caa6185d0bdb>**

**The following Board Member(s) will be present via video conference:**

**Cassandra Hernandez**

**A quorum of the Mass Transit Department Board must participate in the meeting.**

### **ROLL CALL**

### **CALL TO THE PUBLIC – PUBLIC COMMENT:**

This time is reserved for members of the public who would like to address the Mass Transit Department Board on items that are not on the Mass Transit Department Board Agenda.

Members of the public may communicate with Board Members during public comment, and regarding agenda items by calling 1-915-213-4096 or toll free number 1-833-664-9267 at the prompt please enter the following Conference ID: 941-073-775#

A sign-up form is available on line at:

<https://app.smartsheet.com/b/form/dfad29e838da41fd86052bb264abd397>

for those who wish to sign up in advance of the meeting date. Requests to speak must be received by 9:00 a.m. on the date of the meeting. 30 Minutes total is allotted for speakers. Three to five minutes may be allowed for each speaker.

### **NOTICE TO THE PUBLIC:**

All matters listed under the CONSENT AGENDA, including those on the Addition to the Agenda, will be considered by Mass Transit Department Board to be routine and will be enacted by one motion unless separate discussion is requested by Board Members. Prior to the vote, members of the audience may ask questions regarding items on the consent agenda. When the vote has been taken, if an item has not been called out for separate discussion, the item has been approved. The Mass Transit Department Board may, however, reconsider any item at any time during the meeting.

### **CONSENT AGENDA - APPROVAL OF MINUTES:**

#### **Goal 6: Set the Standard for Sound Governance and Fiscal Management**

1. Approval of minutes of the Regular Mass Transit Department Board Meeting of December 5, 2023. [24-21](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

### **CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS**

2. Request to excuse absent Mass Transit Department Board Members. [24-22](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

### **CONSENT AGENDA - BIDS:**

#### **Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

3. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

[24-02](#)

**Award Summary:**

The award of Solicitation 2023-0536 Bus Batteries to Continental Battery Company for an initial term of three (3) years for an estimated amount of \$166,260.00. The award also includes a two (2) year option for an estimated amount of \$110,840.00. The total contract time is for five (5) years for a total estimated amount of \$277,100.00. This contract will allow for the purchase of bus batteries necessary to maintain transit fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$24,369.75 for the initial term, which represents a 17.18% increase due to an increase in prices.

Department:	Mass Transit (Sun Metro)
Award to:	Continental Battery Company
City & State:	Dallas, TX
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$55,420.00
Initial Term Estimated Award:	\$166,260.00
Option Term Estimated Award:	\$110,840.00
Total Estimated Award	\$277,100.00
Account(s)	560-3215-60050-531180-P6017- P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Continental Battery Company the lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**REGULAR AGENDA – OTHER BIDS, CONTRACTS, PROCUREMENTS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

4. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system.

[24-01](#)

**Award Summary:**

Discussion and action on the award of Solicitation 2023-0601 ZF Transmissions Proprietary Parts & Service to Harbor Diesel & Equipment, Inc. dba HD Industries for an initial term three (3) years for an estimated amount of \$1,200,000.00. The award also includes a two (2) year option for an estimated amount of \$800,000.00. The total contract time is for five (5) years for a total estimated amount of \$2,000,000.00. This contract will allow for the purchase of ZF proprietary parts and services for Sun Metro fleet.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$450,000.00 for the initial term, which represents a 60.00% increase due to an increase in the annual budgeted amount to cover the increase in prices for parts and service.

Department:	Mass Transit (Sun Metro)
Award to:	Harbor Diesel & Equipment, Inc. dba HD Industries
City & State:	Long Beach, CA
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$400,000.00
Initial Term Estimated Award:	\$1,200,000.00
Option Term Estimated Award:	\$800,000.00
Total Estimated Award	\$2,000,000.00
Account(s)	560-3215-60050-531180-P6017- P60FTA117-G60215307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - catalog contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Harbor Diesel & Equipment, Inc. dba HD Industries the sole lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all

documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

- 5. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system [24-35](#)

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2022-0355 New Flyer- NABI Parts to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC. This change order will increase referenced contract by \$900,000.00 for a total estimated amount not to exceed \$4,500,000.00. This change order will add capacity to the current contract to allow Sun Metro to purchase proprietary bus components necessary for the maintenance and repair of New Flyer-NABI manufactured buses.

Department:	Mass Transit (Sun Metro)
Award to:	Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC
City & State:	Delaware, OH
Current Contract Estimated Amount:	\$3,600,000.00
Change Order Award:	\$900,000.00
Total estimated Amount not to Exceed:	\$4,500,000.00
Account(s):	560-3215-600050-531180-P6017-P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration (FTA) Formula 5307 Grant
District(s):	All

This was a Non-Competitive Award to the sole and authorized distributor.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

- 6. The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system. [24-36](#)

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to decrease contract 2023-0673 Janitorial Services - Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. This change order will decrease referenced contract by \$1,295,869.50 for a total estimated amount not to exceed \$5,508,709.50. This change order will amend the scope of work and reduce the number of services hours needed by 69,918 hours. The number of

hours for the first year of service is sufficient to adequately clean Sun Metro terminals and office facilities.

Department:	Mass Transit (Sun Metro)
Award to:	Francisco Corral dba Eagle Janitorial Service Co.
City & State:	El Paso, TX
Current Contract Estimated Amount:	\$6,804,579.00
Change Order Award:	\$1,295,869.50
Total estimated Amount not to Exceed:	\$5,508,709.50
Account(s):	560-3215-522060-60050- P6018-P60FTA117-G60195307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Award - unit price contract.

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**REGULAR AGENDA - OTHER BUSINESS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

7. Discussion and action that the City Manager or designee be authorized to sign the Merchant Processing Agreement between the City of El Paso, through its Mass Transit Department (Sun Metro) and WorldPay, a limited liability company, for credit card payment processing services connected to validators that the public will use to purchase Sun Metro bus passes, for 36 months from the first day of the calendar month following the date WorldPay processes the first transaction; the term is automatically renewed for a period of 36 months unless the parties provide 90 day termination notice. The contract price is for 0.1% of each transaction plus \$0.10 per transaction processed charged at a monthly interval; and that the City Manager or designee be authorized to take actions necessary and effectuate any budget transfers, sign all related agreements, amendments to such agreements and documents necessary to carry out the intent of this resolution.

[24-10](#)

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

**EXECUTIVE SESSION**

The Mass Transit Department Board of the City of El Paso may retire into EXECUTIVE SESSION pursuant to Section 3.5A of the El Paso City Charter and the Texas Government Code, Chapter 551, Subchapter D, to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Mass Transit Department Board of the City of El Paso may

move to Executive Session any of the items on this agenda, consistent with the terms of the Open Meetings Act.) The Mass Transit Department Board will return to open session to take any final action and may also, at any time during the meeting, bring forward any of the following items for public discussion, as appropriate.

Section 551.071      CONSULTATION WITH ATTORNEY  
Section 551.072      DELIBERATION REGARDING REAL PROPERTY  
Section 551.073      DELIBERATION REGARDING PROSPECTIVE GIFTS  
Section 551.074      PERSONNEL MATTERS  
Section 551.076      DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS  
Section 551.087      DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS  
Section 551.089      DELIBERATION REGARDING SECURITY DEVICES OR SECURITY AUDITS; CLOSED  
                                 MEETING

## **ADJOURN**

### **NOTICE TO THE PUBLIC:**

Sign Language interpreters are provided for this meeting. If you need Spanish Interpreter Services, you must email [CityClerk@elpasotexas.gov](mailto:CityClerk@elpasotexas.gov) at least 72 hours in advance of the meeting.

**MASS TRANSIT BOARD AGENDAS ARE PLACED ON THE INTERNET THE THURSDAY PRIOR TO EACH MEETING AT THE FOLLOWING ADDRESS:**

<http://www.elpasotexas.gov/>



Legislation Text

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**File #: 24-21, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Approval of minutes of the Regular Mass Transit Department Board Meeting of December 5, 2023.



**MASS TRANSIT DEPARTMENT BOARD MINUTES  
CITY COUNCIL CHAMBERS  
December 5, 2023**

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A meeting of the Mass Transit Department Board was called to order at 10:16 a.m. Board Chair Oscar Leeser was present and presiding and the following Board Members answered roll call: Brian Kennedy, Alexandra Anello, Cassandra Hernandez, Joe Molinar, Isabel Salcido, Art Fierro, Henry Rivera, and Chris Canales.

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**CALL TO THE PUBLIC – PUBLIC COMMENT**

**This time is reserved for members of the public who would like to address the Mass Transit Department Board on items that are not on the Mass Transit Department Board Agenda.**

Ms. Carol Cassady, member of the public, commented.

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**NOTICE TO THE PUBLIC:**

Motion made by Board Member Anello, seconded by Board Member Molinar, and unanimously carried to **APPROVE, AS REVISED**, all matters listed under the Consent Agenda unless otherwise noted (Items approved, postponed, or deleted pursuant to the vote on the Consent Agenda will be shown with an asterisk.)

AYES: Board Chair Leeser and Board Members Kennedy, Anello, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales  
NAYS: None

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**CONSENT AGENDA - APPROVAL OF MINUTES:**

**Goal 6: Set the Standard for Sound Governance and Fiscal Management**

1. \*Motion made, seconded, and unanimously carried to **APPROVE** the minutes of the Regular Mass Transit Department Board Meeting of November 7, 2023.
- .....

**CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS:**

2. Request to excuse absent Mass Transit Department Board Members.

**NO ACTION** was taken on this item.

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**CONSENT AGENDA – RESOLUTIONS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

3. **\*RESOLUTION**

**WHEREAS**, on March 06, 2018 the City of El Paso Mass Transit Department Board (“MTB”) approved contract No. 2017-1280 with Ace Government Services, LLC, a three-year janitorial contract; and

**WHEREAS**, the MTB agenda posting for March 06, 2018 stated that the award was for an initial amount of \$1,053,174.64 for three years and the award included a two year option in the amount of \$702,116.60 for the a total five year award of \$1,755,291.66 for janitorial services; and

**WHEREAS**, a Contract modification was executed on April 18, 2018 to add janitorial services for new Sun Metro facilities of Streetcar and Northgate terminals for a total added amount of \$71,367.25; and

**WHEREAS**, a Contract modification was approved by MTB on January 7, 2020 to add janitorial services for new BRIO and Streetcar shelters for a total added amount of \$59,928; and

**WHEREAS**, a Contract modification was executed on April 20, 2020 to increase frequency of janitorial services in response to COVID-19 pandemic in the amount of \$25,137; and

**WHEREAS**, the option to extend the contract for an additional two years was exercised on December 3, 2020 for an amount of \$702,116.60; and

**WHEREAS**, a Contract modification was approved by MTB on May 09, 2023 to extend the contract for an additional six months in the amount of \$228,187.74 to allow for procurement of a new contract for janitorial services and to align the contractual provisions with the requirements of the federal transit administration; and

**WHEREAS**, a Contract modification was approved by MTB on August 1, 2023 to extend the contract for an additional five weeks in the amount of \$54,202.51 to allow the continuation of janitorial services in the time needed for procurement of a new contract for janitorial services; and

**WHEREAS**, the award of the contract approved by MTB was exceeded but in order for Sun Metro to continue to operate in a clean and safe environment promoting the public health and safety, a Contract modification was administratively executed to extend contract No. 2017-1280 to continue janitorial services through October 31, 2023 in the amount of \$123,249.14, until a new contract for janitorial services was executed; and

**WHEREAS**, a new contract for janitorial services was procured and on October 10, 2023 MTB awarded Contract No. 2023-0673 for janitorial services to Francisco Corral dba Eagle Janitorial Service Co.; and

**WHEREAS**, the parties now desire that MTB ratify the expended amounts associated with the continued use of this contract through October 31, 2023 for janitorial services provided in the months of August, September and October by Ace Government Services, LLC in the amount of \$123,249.14 with all award terms and conditions remaining the same.

**NOW THEREFORE, BE IT RESOLVED BY THE MASS TRANSIT DEPARTMENT BOARD OF THE CITY OF EL PASO:**

1. That the Mass Transit Department Board finds the above recitals to be true and correct; and
2. That the Mass Transit Department Board, in order to promote the public health and safety, ratifies the additional expenditures in the amount of \$123,249.14. associated with the continued use of janitorial services Contract No. 2017-1280 with Ace Government Services, LLC through October 31, 2023 and that the terms and conditions of the ratified award will remain unmodified; and
3. That the City Manager or designee be granted broad authority to take all action and execute all documents necessary to effectuate the intent of this resolution.

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**CONSENT AGENDA – NOTICE FOR NOTATION:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

4. \*Motion made, seconded, and unanimously carried to **ACCEPT** the annual updates to the Sun Metro Public Transportation Agency Safety Plan

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**REGULAR AGENDA – OTHER BIDS, CONTRACTS, PROCUREMENTS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

5. Motion made by Board Member Anello, seconded by Board Member Rivera, and unanimously carried to **AWARD** Solicitation 2023-0538 Pre-Fabricated Bus Shelters to Tolar Manufacturing, Inc. for an initial term of three (3) years for an estimated amount of \$10,361,340.00. This contract will allow Sun Metro to buy bus shelters, as needed, for installation in selected stops that already have required platform and accessibility. Bus Shelters will enhance customer’s experience by improving accessibility and protection from elements.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$8,966,940.00 for the initial term, which represents a 147.69% increase due to additional units being purchased for shelters, trash receptacles and bike racks, previous contract 120 units - this contract 660 units, in addition to an overall 35.10% price increase for these items.

Department	Mass Transit Sun Metro
Award to:	Tolar Manufacturing, Inc.
City & State:	Corona, CA
Item(s):	All
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Annual Estimated Award:	\$3,453,780.00
Initial Term Estimated Award:	\$10,361,340.00
Option Term Estimated Award:	N/A
Total Estimated Award	\$10,361,340.00
Account(s)	560-3210-60050-580040-P60FTA113-G60215339
Funding Source(s):	Federal Transit Administration Formula 5339 Grant
District(s):	All

This was a Low Bid Procurement - unit price contract

The Purchasing & Strategic Sourcing Department and Mass Transit (Sun Metro) Department recommend award as indicated to Tolar Manufacturing, Inc. the lowest responsive and responsible bidder

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

AYES: Board Chair Leeser and Board Members Kennedy, Annello, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales

NAYS: None

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**REGULAR AGENDA – OTHER BUSINESS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

7. \*Motion made, seconded, and unanimously carried to **DELETE** the discussion and action on the request that the Managing Director of Purchasing and Strategic Sourcing be authorized to notify Tolar Manufacturing Company, Inc. that the City is terminating Contract No. 2020-988 Pre-Fabricated Bus Shelters for convenience, pursuant to Part 4 – Contract Clauses – Section 8A of this contract, and that the termination shall be effective as of November 7, 2023.

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**ADJOURN**

Motion made by Board Member Rivera and seconded by Board Member Annello, and unanimously carried to **ADJOURN** the meeting at 10:23 a.m.

AYES: Board Chair Leeser and Board Members Kennedy, Annello, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales

NAYS: None

Approved as to content:

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Anthony DeKeyzer, Director

DRAFT



Legislation Text

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**File #: 24-22, Version: 1**

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**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Request to excuse absent Mass Transit Department Board Members.



Legislation Text

File #: 24-02, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

The award of Solicitation 2023-0536 Bus Batteries to Continental Battery Company for an initial term of three (3) years for an estimated amount of \$166,260.00. The award also includes a two (2) year option for an estimated amount of \$110,840.00. The total contract time is for five (5) years for a total estimated amount of \$277,100.00. This contract will allow for the purchase of bus batteries necessary to maintain transit fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$24,369.75 for the initial term, which represents a 17.18% increase due to an increase in prices.

Department:	Mass Transit (Sun Metro)
Award to:	Continental Battery Company
City & State:	Dallas, TX
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$55,420.00
Initial Term Estimated Award:	\$166,260.00
Option Term Estimated Award:	\$110,840.00
Total Estimated Award	\$277,100.00
Account(s)	560-3215-60050-531180-P6017- P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant

District(s): All

This was a Low Bid Procurement - unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Continental Battery Company the lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** January 2, 2024

**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**

Anthony R. Dekeyzer, Director of Mass Transit, (915) 212-3306

K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7 – Enhance and Sustain El Paso's Infrastructure Network

**SUBGOAL:** 7.3 – Enhance regional comprehensive transportation system

**SUBJECT:**

The award of solicitation 2023-0536 Bus Batteries to Continental Battery Company for an initial term of three (3) years for an estimated amount of \$166,260.00. The award also includes a two (2) year option for an estimated amount of \$110,840.00. The total contract time is for five (5) years for a total estimated amount of \$277,100.00.

**BACKGROUND / DISCUSSION:**

This contract will allow for the purchase of bus batteries necessary to maintain transit fleet.

**SELECTION SUMMARY:**

Solicitation was advertised on July 25, 2023 and August 1, 2023. The solicitation was posted on City website on July 25, 2023. There were a total twenty (20) viewers online; two (2) bids were received; one (1) from a local supplier. An Inadequate Competition Survey was conducted

**CONTRACT VARIANCE:**

The difference based in comparison to the previous contract is as follows: An increase of \$24,369.75 for the initial term, which represents a 17.18% increase due to an increase in prices.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$166,260.00

Funding Source: Federal Transit Administration Formula 5307 Grant

Account: 560-3215-60050-531180-P6017-P60FTA117-G60225307

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

PRIMARY DEPARTMENT: Mass Transit (Sun Metro)

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Assistant Transit Officer

*Jerry DeMuro/for*

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Anthony R. Dekeyzer, Director of Mass Transit

Project Form  
Low Bid

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the Consent Agenda for the Mass Transit Board Meeting of January 2, 2024.

Strategic Goal 7 - Enhance and Sustain El Paso's Infrastructure Network

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

The award of solicitation 2023-0536 Bus Batteries to Continental Battery Company for an initial term of three (3) years for an estimated amount of \$166,260.00. The award also includes a two (2) year option for an estimated amount of \$110,840.00. The total contract time is for five (5) years for a total estimated amount of \$277,100.00. This contract will allow for the purchase of bus batteries necessary to maintain transit fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$24,369.75 for the initial term, which represents a 17.18% increase due to an increase in prices.

Department:	Mass Transit (Sun Metro)
Award to:	Continental Battery Company
City & State:	Dallas, TX
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$55,420.00
Initial Term Estimated Award:	\$166,260.00
Option Term Estimated Award:	\$110,840.00
Total Estimated Award	\$277,100.00
Account(s)	560-3215-60050-531180-P6017-P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - unit price contract

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Continental Battery Company the lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.



## CITY OF EL PASO BID TABULATION FORM



BID TITLE: BUS BATTERIES										BID NO: 2023-0536					
BID DATE: August 23, 2023										DEPARTMENT: Mass Transit (Sun Metro)					
				Gorman Batteries, LLC dba Batteries Plus El Paso, TX Bidder 1 of 2					Continental Battery Company Dallas, TX Bidder 2 of 2						
Item No.	Description / Manufacturer Part Number	Minimum Approximate Quantities	Maximum Approximate Quantities (A)	Manufacturer Part Number Submitting	Core Charge	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)	Manufacturer Part Number Submitting	Core Charge	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)		
1	8G24 DEKA GEL SOLAR RECHARGABLE	25	50	8G24 / SL1G24	\$ 18.00	\$ 287.85	\$ 14,392.50 Bidder's Price: \$14,392.54	\$ 43,177.50 Bidder's Price: Left Blank	24GEL	\$ 19.00	\$ 257.00	\$ 12,850.00	\$ 38,550.00		
2	V31S-5 AC DELCO ACD1109C	150	500	103MF / SL131S8	\$ 27.00	\$ 100.27	\$ 50,135.00 Bidder's Price: \$50,134.35	\$ 150,405.00 Bidder's Price: Left Blank	XHD31C	\$ 29.00	\$ 76.00	\$ 38,000.00	\$ 114,000.00		
3	65-60 AC DELCO 65A	10	35	765MF / SL1GSXM	\$ 18.00	\$ 112.61	\$ 3,941.35 Bidder's Price: \$3,941.49	\$ 11,824.05 Bidder's Price: Left Blank	65CS	\$ 19.00	\$ 69.00	\$ 2,415.00	\$ 7,245.00		
4	8GU1 DEKA GEL SOLAR RECHARGABLE	10	20	8GU1 / S11GU1	\$ 11.00	\$ 144.07	\$ 2,881.40 Bidder's Price: \$2881.38	\$ 8,644.20 Bidder's Price: Left Blank	CB12350	\$ 9.00	\$ 56.00	\$ 1,120.00	\$ 3,360.00		
5	78-PG AC DELCO 78VPG	5	15	778MF / SL178M	\$ 18.05	\$ 98.11	\$ 1,471.65 Bidder's Price: \$1471.59	\$ 4,414.95 Bidder's Price: Left Blank	78CS	\$ 19.00	\$ 69.00	\$ 1,035.00	\$ 3,105.00		
Total								\$ 72,821.90 Bidder's Price: \$72,821.34	\$ 218,465.70 Bidder's Price: Left Blank					\$ 55,420.00 Bidder's Price: Left Blank	\$ 166,260.00 Bidder's Price: Left Blank
<p style="text-align: center;"><b>OPTION TO EXTEND THE TERM OF THE AGREEMENT</b></p> <p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p>															
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S)				<input type="text"/>					<input checked="" type="checkbox"/>						
NO OPTION OFFERED				<input checked="" type="checkbox"/>					<input type="text"/>						
AMENDMENTS ACKNOWLEDGED:				N/A					N/A						
BIDS SOLICITED: 214 LOCAL BIDS SOLICITED: 97 BIDS RECEIVED: 2 LOCAL BIDS RECEIVED: 1 NO BID: 2															
NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.															

## 2023-0536 Bus Batteries

## View List

	<u>Participant Name</u>	<u>City</u>	<u>State</u>
1	Batteriesplusbulbs442 (Gorman Batteries LLC)	El Paso	TX
2	continental battery company	El Paso	TX
3	Advance Auto Parts (Advance Stores Company, Inc.)	Raleigh	NC
4	APFELBAUM INDUSTRIAL, INC.	El Paso	TX
5	Chacon Towing (Chacon business Group INC)	El paso	TX
6	City of El Paso Strategic Partners	El Paso	TX
7	Classic Elegance Coaches (Classic Elegance Coaches LLC)	EL Paso	TX
8	Construction Reporter	Albuquerque	NM
9	EL PASO COMMUNICATION SYSTEMS, INC	El Paso	TX
10	GMJR ENTERPRISES, LLC	El Paso	TX
11	MALLORY SAFETY & SUPPLY	LONGVIEW	WA
12	MONEYLINEZ 915 LLC	El Paso	TX
13	NFI Parts (The Aftermarket Parts Company, LLC)	Delaware	OH
14	North America Procurement Council Inc., PBC	Grand Junction	CO
15	Northwest Drivetrain	Houston	TX
16	Parts Authority LLC	New Hyde Park	NY
17	Siapro (Sistemas de Impresion y Gestion Documental)	Juarez	CH Mexico
18	Spark Multinational, LLC	El Paso	TX
19	Tiger Traffic, Inc.	Houston	TX
20	WOFFORD TRUCK PARTS (TE EL PASO,LLC)	EL PASO	TX



Legislation Text

File #: 24-01, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system.

**Award Summary:**

Discussion and action on the award of Solicitation 2023-0601 ZF Transmissions Proprietary Parts & Service to Harbor Diesel & Equipment, Inc. dba HD Industries for an initial term three (3) years for an estimated amount of \$1,200,000.00. The award also includes a two (2) year option for an estimated amount of \$800,000.00. The total contract time is for five (5) years for a total estimated amount of \$2,000,000.00. This contract will allow for the purchase of ZF proprietary parts and services for Sun Metro fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$450,000.00 for the initial term, which represents a 60.00% increase due to an increase in the annual budgeted amount to cover the increase in prices for parts and service.

Department:	Mass Transit (Sun Metro)
Award to:	Harbor Diesel & Equipment, Inc. dba HD Industries
City & State:	Long Beach, CA
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$400,000.00
Initial Term Estimated Award:	\$1,200,000.00
Option Term Estimated Award:	\$800,000.00
Total Estimated Award	\$2,000,000.00
Account(s)	560-3215-60050-531180-P6017-

Funding Source(s): P60FTA117-G60215307  
Federal Transit Administration  
Formula 5307 Grant

District(s): All

This was a Low Bid Procurement - catalog contract.

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Harbor Diesel & Equipment, Inc. dba HD Industries the sole lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** January 2, 2024  
**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Anthony R. Dekeyzer, Director of Mass Transit, (915) 212-3306  
K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7 – Enhance and Sustain El Paso's Infrastructure Network

**SUBGOAL:** 7.3 – Enhance regional comprehensive transportation system

**SUBJECT:**

Discussion and action on the award of solicitation 2023-0601 ZF Transmissions Proprietary Parts & Service to Harbor Diesel & Equipment, Inc. dba HD Industries for an initial term of three (3) years for an estimated amount of \$1,200,000.00. The award also includes a two (2) year option for an estimated amount of \$800,000.00. The total amount of the contract, including the initial term plus the option for a total of five (5) years, is for an estimated amount of \$2,000,000.00.

**BACKGROUND / DISCUSSION:**

This contract will allow for the purchase of ZF proprietary parts and services for Sun Metro fleet.

**SELECTION SUMMARY:**

Solicitation was advertised on August 22, 2023 and August 29, 2023. The solicitation was posted on City website on August 22, 2023. There were a total six (6) viewers online; one (1) bid was received; not from a local local supplier. An Inadequate Competition Survey was conducted.

**CONTRACT VARIANCE:**

The difference based in comparison to the previous contract is as follows: An increase of \$450,000.00 for the initial term, which represents a 60.00% increase due to an increase in the annual budgeted amount to cover the increase in prices for parts and service.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$1,200,000.00

Funding Source: Federal Transit Administration Formula 5307 Grant

Account: 560-3215-60050-531180-P6017-P60FTA117-G60215307

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

**PRIMARY DEPARTMENT:** Mass Transit (Sun Metro)

**SECONDARY DEPARTMENT:** Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** Deputy Transit Officer

*Jerry DeMuro/for*

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Anthony R. Dekeyzer, Director of Mass Transit

Project Form  
Low Bid

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the Regular Agenda for the Mass Transit Board Meeting of January 2, 2024.

Strategic Goal 7 - Enhance and Sustain El Paso's Infrastructure Network

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

Discussion and action on the award of solicitation 2023-0601 ZF Transmissions Proprietary Parts & Service to Harbor Diesel & Equipment, Inc. dba HD Industries for an initial term three (3) years for an estimated amount of \$1,200,000.00. The award also includes a two (2) year option for an estimated amount of \$800,000.00. The total contract time is for five (5) years for a total estimated amount of \$2,000,000.00. This contract will allow for the purchase of ZF proprietary parts and services for Sun Metro fleet.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$450,000.00 for the initial term, which represents a 60.00% increase due to an increase in the annual budgeted amount to cover the increase in prices for parts and service.

Department:	Mass Transit (Sun Metro)
Award to:	Harbor Diesel & Equipment, Inc. dba HD Industries
City & State:	Long Beach, CA
Item(s):	All
Initial Term:	3 Years
Option Term:	2 Years
Total Contract Time:	5 Years
Annual Estimated Award:	\$400,000.00
Initial Term Estimated Award:	\$1,200,000.00
Option Term Estimated Award:	\$800,000.00
Total Estimated Award	\$2,000,000.00
Account(s)	560-3215-60050-531180-P6017-P60FTA117-G60215307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Procurement - catalog contract

The Purchasing & Strategic Sourcing Department and Mass Transit Department recommend award as indicated to Harbor Diesel & Equipment, Inc. dba HD Industries the sole lowest responsive and responsible bidder.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

In accordance with this award, the City Manager or designee is authorized to exercise future options if needed.



# CITY OF EL PASO

## BID TABULATION FORM



BID TITLE: ZF Transmissions Proprietary Parts & Service	BID NO: 2023-0601
BID DATE: September 27, 2023	Department: Mass Transit - Sun Metro
Harbour Diesel & Equipment, Inc. dba HD Industries Long Beach, CA  Bidder 1 of 1	

Part A - Price Adjustment Factor								
Item No.	Description	Price Adjustment Factor		Price List or Catalog		Price Adjustment Factor		Price List or Catalog
1	ZF TRANSMISSION PARTS	19	Net, or; % Discount, or; % Markup	ZF (note Manufacturer or Brand Name, as applicable) List Number: CV PI - 1 Dated: 2023 July		Net, or; % Discount, or; % Markup	(note Manufacturer or Brand Name, as applicable) List Number: Dated:	

Part B - Labor Rates			
Item No.	Description	Hourly	
1	Regular Hours	\$135.00	
2	After Hours / Holidays	\$202.50	

Part C - Sample List								
Item No.	Description	Manufacturer Part Number	Bidder Part Number	Price List Cost (Net)	City's Cost (After Discount or Mark-Up)	Bidder Part Number	Price List Cost (Net)	City's Cost (After Discount or Mark-Up)
1	Flex Plates	4139330409	4139330409	\$ 226.26	\$ 183.27			
2	Ring Gear Assembly	4139230028	4139230028	\$ 2,368.48	\$ 1,918.47 Bidder's Price: \$1,914.42			
3	Adapter Flange	4139330001	4139330001	\$ 1,859.74	\$ 1,506.39			
4	Magnet Switch	501316525	501316525	\$ 462.76	\$ 374.84			
5	Filter, Trans ZF	4139298038	4139298038	\$ 59.86	\$ 48.49 Bidder's Price: \$39.91			
6	Connector Part	4139330637	4139330637	\$ 7,230.94	\$ 5,857.06			
7	Gasket Oil Pan	4139301579	4139301579	\$ 31.96	\$ 25.89			
<b>Total (Part C, Items 1-7)</b>					<b>\$ 9,914.40</b> Bidder's Price: \$9,901.78			\$ -

Approved by X \_\_\_\_\_/s/ \_\_\_\_\_  
 27 Approved \_\_\_10/10/2023\_\_\_



# CITY OF EL PASO

## BID TABULATION FORM



BID TITLE: ZF Transmissions Proprietary Parts & Service	BID NO: 2023-0601
BID DATE: September 27, 2023	Department: Mass Transit - Sun Metro
Harbour Diesel & Equipment, Inc. dba HD Industries Long Beach, CA  Bidder 1 of 1	

Part D - Sample List with Labor									
Item No.	Description	Bidder Item Number	City's Price (Net or After Discount or Mark-Up) (A)	Hourly Labor Rate (B)	Total (A X B)	Bidder Item Number	City's Price (Net or After Discount or Mark-Up) (A)	Hourly Labor Rate (B)	Total (A X B)
1	Flex Plates	4139330409	\$ 183.27	\$135.00	\$ 24,741.53				
					Bidder's Price: \$24,741.45				
2	Ring Gear Assembly	4139230028	\$ 1,918.47	\$135.00	\$ 258,993.29				
			Bidder's Price: \$1,914.42		Bidder's Price: \$258,446.70				
<b>Total (Part D, Items 1-2)</b>					<b>\$ 283,734.82</b>				<b>\$ -</b>
					Bidder's Price: \$283,188.15				

<p style="text-align: center;"><u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u></p> <p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.</p>		
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S)	<input checked="" type="checkbox"/>	
NO OPTION OFFERED	<input type="checkbox"/>	
AMENDMENTS ACKNOWLEDGED:	YES	

BIDS SOLICITED: 175    LOCAL BIDS SOLICITED: 86    BIDS RECEIVED: 1    LOCAL BIDS RECEIVED: 0    NO BID: 4

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

Approved by X \_\_\_\_\_/s/ \_\_\_\_\_  
 28 approved \_\_\_10/10/2023\_\_\_

2023-0601 ZF Transmissions Proprietary Parts & Service  
View List

	<u>Participant Name</u>	<u>City</u>	<u>State</u>
1	HD Industries (Harbor Diesel & Equipment, Inc.)	Long Beach	CA
2	CBM US Inc	Cambridge	MA
3	Dick Poe Chrysler Jeep	EL PASO	TX
4	MHC Kenworth	El Paso	TX
5	NFI Parts (The Aftermarket Parts Company, LLC)	Delaware	OH
6	North America Procurement Council Inc., PBC	Grand Junction	CO



Legislation Text

File #: 24-35, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2022-0355 New Flyer- NABI Parts to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC. This change order will increase referenced contract by \$900,000.00 for a total estimated amount not to exceed \$4,500,000.00. This change order will add capacity to the current contract to allow Sun Metro to purchase proprietary bus components necessary for the maintenance and repair of New Flyer-NABI manufactured buses.

Department:	Mass Transit (Sun Metro)
Award to:	Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC
City & State:	Delaware, OH
Current Contract Estimated Amount:	\$3,600,000.00
Change Order Award:	\$900,000.00
Total estimated Amount not to Exceed:	\$4,500,000.00
Account(s):	560-3215-600050-531180-P6017- P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration (FTA) Formula 5307 Grant
District(s):	All

This was a Non-Competitive Award to the sole and authorized distributor.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** January 2, 2024

**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**

Anthony R. Dekeyzer, Director of Mass Transit, (915) 212-3306  
K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7: Enhance and Sustain El Paso's Infrastructure Network

**SUBGOAL:** 7.3 – Enhance a Regional Comprehensive Transportation System.

**SUBJECT:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2022-0355 New Flyer-NABI Parts to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC. This change order will increase referenced contract by \$900,000.00 for a total estimated amount not to exceed \$4,500,000.00.

**BACKGROUND / DISCUSSION:**

This change order will add capacity to the current contract to allow Sun Metro to purchase proprietary bus components necessary for the maintenance and repair of New Flyer-NABI manufactured buses.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

N/A

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

On February 1, 2022 Mass Transit Board approved the award of contract 2022-0355 to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC for a three (3) year term for at total amount of \$3,600,000.00.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$900,000.00

Funding Source: Federal Transit Administration (FTA) Formula 5307 Grant

Account: 560-3215-600050-531180-P6017-P60FTA117-G60225307

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

**PRIMARY DEPARTMENT:** Sun Metro – Mass Transit

**SECONDARY DEPARTMENT:** Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Deputy Transit Officer

*Jerry DeMuro / for*

---

Anthony R. Dekeyzel, Director of Mass Transit

Project Form  
(Change Order)

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the Regular Agenda for the Mass Transit Board Meeting of January 2, 2024)

Strategic Goal 7 - Enhance and Sustain El Paso's Infrastructure Network

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to increase contract 2022-0355 New Flyer-NABI Parts to Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC. This change order will increase referenced contract by \$900,000.00 for a total estimated amount not to exceed \$4,500,000.00. This change order will add capacity to the current contract to allow Sun Metro to purchase proprietary bus components necessary for the maintenance and repair of New Flyer-NABI manufactured buses.

Department:	Mass Transit (Sun Metro)
Award to:	Transit Holdings, Inc. dba The Aftermarket Parts Company, LLC
City & State:	Delaware, OH
Current Contract Estimated Amount:	\$3,600,000.00
Change Order Award:	\$ 900,000.00
Total estimated Amount not to Exceed:	\$4,500,000.00
Account(s):	560-3215-600050-531180-P6017-P60FTA117-G60225307
Funding Source(s):	Federal Transit Administration (FTA) Formula 5307 Grant
District(s):	All

This was a Non-Competitive Award to the sole and authorized distributor.



Legislation Text

File #: 24-36, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306  
Purchasing and Strategic Sourcing, K. Nicole Cote, (915) 212-1092

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system.

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to decrease contract 2023-0673 Janitorial Services - Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. This change order will decrease referenced contract by \$1,295,869.50 for a total estimated amount not to exceed \$5,508,709.50. This change order will amend the scope of work and reduce the number of services hours needed by 69,918 hours. The number of hours for the first year of service is sufficient to adequately clean Sun Metro terminals and office facilities.

Department:	Mass Transit (Sun Metro)
Award to:	Francisco Corral dba Eagle Janitorial Service Co.
City & State:	El Paso, TX
Current Contract Estimated Amount:	\$6,804,579.00
Change Order Award:	\$1,295,869.50
Total estimated Amount not to Exceed:	\$5,508,709.50
Account(s):	560-3215-522060-60050- P6018-P60FTA117-G60195307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Award - unit price contract.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** January 2, 2024  
**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Anthony R. Dekeyzer, Director of Mass Transit, (915) 212-3306  
K. Nicole Cote, Managing Director (915) 212-1092

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7 – Enhance and Sustain El Paso’s Infrastructure Network

**SUBGOAL:** 7.3 – Enhance regional comprehensive transportation system

**SUBJECT:**

Discussion and action on the Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to decrease contract 2023-0673 Janitorial Services – Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. This change order will decrease referenced contract by \$1,295,869.50 for a total estimated amount not to exceed \$5,508,709.50.

**BACKGROUND / DISCUSSION:**

This change order is amending the scope of work and reducing the number of services hours needed by 69,918 hours. Upon review of the current level of service (approximately 3,300 hours/month or 39,600/year) it was determined that the level of effort exceeded service needs at this time. The number of hours for the first year of service exceeds the level of service of previous calendar years by 13,200 hours and is sufficient to adequately clean Sun Metro terminals and office facilities.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

N/A

**PROTEST**

N/A

**PRIOR COUNCIL ACTION:**

On October 10, 2023 City Council approved the award of contract 2023-0673 Janitorial Services – Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. for a three (3) year term for at total estimated amount of \$6,804,579.00. The award also included a two (2) year option for an estimated amount of \$4,536,386.00.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: **(\$1,295,869.50)**

Funding Source: Federal Transit Administration Formula 5307 Grant

Account: 560 - 3215 – 522060 – 60050 - P6018 - P60FTA117- G60195307

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

PRIMARY DEPARTMENT: Mass Transit (Sun Metro)

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

---

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Deputy Transit Officer

*Jerry DeMuro/for*

---

Anthony R. Dekeyzer, Director of Mass Transit

Project Form  
(Change Order)

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the (Regular) Agenda for the Mass Transit Board Meeting of January 2, 2024.

Strategic Goal 7 - Enhance and Sustain El Paso's Infrastructure Network

The linkage to the Strategic Plan is subsection: 7.3 Enhance a regional comprehensive transportation system

**Award Summary:**

Discussion and action on the request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) to decrease contract 2023-0673 Janitorial Services – Mass Transit (Re-Bid) to Francisco Corral dba Eagle Janitorial Service Co. This change order will decrease referenced contract by \$1,295,869.50 for a total estimated amount not to exceed \$5,508,709.50. This change order will amend the scope of work and reduce the number of services hours needed by 69,918 hours. The number of hours for the first year of service is sufficient to adequately clean Sun Metro terminals and office facilities.

Department:	Mass Transit (Sun Metro)
Award to:	Francisco Corral dba Eagle Janitorial Service Co.
City & State:	El Paso, TX
Current Contract Estimated Amount:	\$6,804,579.00
Change Order Award:	\$1,295,869.50
Total estimated Amount not to Exceed:	\$5,508,709.50
Account(s):	560 – 3215 – 522060 – 60050 – P6018 – P60FTA117– G60195307
Funding Source(s):	Federal Transit Administration Formula 5307 Grant
District(s):	All

This was a Low Bid Award - unit price contract



Legislation Text

File #: 24-10, Version: 1

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**DISTRICT, DEPARTMENT, CONTACT INFORMATION:**

*Please choose District and Department from drop down menu. Please post exactly as example below.  
No Title's, No emails. Please use ARIAL 10 Font.*

**All Districts**

Sun Metro Mass Transit, Anthony DeKeyzer, (915) 212-3306

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action that the City Manager or designee be authorized to sign the Merchant Processing Agreement between the City of El Paso, through its Mass Transit Department (Sun Metro) and WorldPay, a limited liability company, for credit card payment processing services connected to validators that the public will use to purchase Sun Metro bus passes, for 36 months from the first day of the calendar month following the date WorldPay processes the first transaction; the term is automatically renewed for a period of 36 months unless the parties provide 90 day termination notice. The contract price is for 0.1% of each transaction plus \$0.10 per transaction processed charged at a monthly interval; and that the City Manager or designee be authorized to take actions necessary and effectuate any budget transfers, sign all related agreements, amendments to such agreements and documents necessary to carry out the intent of this resolution.

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** January 2, 2024  
**PUBLIC HEARING DATE:** Not Applicable

**CONTACT PERSON(S) NAME AND PHONE NUMBER:**  
Anthony R. Dekeyzer, Director of Mass Transit, (915) 212-3306

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** No. 7 – Enhance and Sustain El Paso's Infrastructure Network

**SUBGOAL:** 7.3 – Enhance regional comprehensive transportation system

**SUBJECT:**

Discussion and action That the City Manager or designee be authorized to sign the Merchant Processing Agreement between the City of El Paso, through its Mass Transit Department (Sun Metro) and WorldPay, a limited liability company, for credit card payment processing services connected to validators that the public will use to purchase Sun Metro bus passes, for 36 months from the first day of the calendar month following the date WorldPay processes the first transaction; the term is automatically renewed for a period of 36 months unless the parties provide 90 day termination notice. The contract price is for 0.1% of each transaction plus \$0.10 per transaction processed charged at a monthly interval; and that the City Manager or designee be authorized to take actions necessary and effectuate any budget transfers, sign all related agreements, amendments to such agreements and documents necessary to carry out the intent of this resolution.

**BACKGROUND / DISCUSSION:**

On May 27, 2022 the "MTDB" approved awarding Contract No. 2022-0471 to Parkeon dba Flowbird ("Flowbird") for ticket vending machines, validators and back office support services. Validators procured under this Contract, once installed on the fixed route buses, will provide a contact-less validation for tickets and passes purchased prior to passenger boarding. The validators can also process passenger fare payments on-board the bus without the need for fare media such as tickets or passes using personal credit cards via Open Payments payment processing system. Flowbird validators use World Pay, LLC ("WorldPay") for Open Payments processing platform. This action authorizes the City to enter into a Merchant Processing Agreement with WorldPay for Open Payments processing.

**SELECTION SUMMARY:**

N/A

**CONTRACT VARIANCE:**

N/A

**PROTEST**

N/A

**PRIOR COUNCIL ACTION: N/A**

**AMOUNT AND SOURCE OF FUNDING:**

N/A

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?  YES  NO

PRIMARY DEPARTMENT: Mass Transit (Sun Metro)

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

---

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

Deputy Transit Officer

*Jerry DeMuro/for*

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Anthony R. Dekeyzer, Director of Mass Transit

**RESOLUTION**

**WHEREAS**, on May 27, 2022 the Mass Transit Department Board (“MTDB”) approved awarding Contract No. 2022-0471 to Parkeon dba Flowbird (“Flowbird”) for Ticket Vending machines, validators and Back Office; and

**WHEREAS**, validators procured under Contract No. 2022-0471 (“validators”), once installed on the fixed route buses, will provide a contact-less fare ticket validation for tickets and passes purchased prior to passenger boarding; and

**WHEREAS**, the validators can also process passenger fare payments on-board the bus without the need for fare media such as tickets or passes using personal credit cards via Open Payments; and

**WHEREAS**, Flowbird specified in its response to the solicitation for Contract No. 2022-0471 that its validators will use World Pay, LLC (“WorldPay”) as the acquirer for Open Payments as their processing platform has the required certifications; and

**WHEREAS**, the installation of the validators on all fixed route buses is expected to be completed mid 2024; and

**WHEREAS**, the City wishes to enter into a Merchant Processing Agreement with WorldPay to provide the public the option for contact-less fare ticket validation and to use credit cards to pay for bus fares through the validators aboard the buses; and

**WHEREAS**, the Merchant Processing Agreement with WorldPay will only apply to the use of Open Payments on the validators purchased from Flowbird; and

**WHEREAS**, the agreement will improve City’s Transit system, support the City’s workforce development, further the City’s goal to improve air quality throughout the City and support an enhanced transit user experience.

**NOW THEREFORE, BE IT RESOLVED BY THE MASS TRANSIT DEPARTMENT BOARD OF THE CITY OF EL PASO:**

1. That the City Manager or designee be authorized to sign the Merchant Processing Agreement between the City of El Paso, through its Mass Transit Department (Sun Metro) and WorldPay, a limited liability company, for credit card payment processing services connected to validators that the public will use to purchase Sun Metro bus passes, for 36 months from the first day of the calendar month following the date WorldPay processes the first transaction; the term is automatically renewed for a period of 36 months unless the parties provide 90 day termination notice. The contract price is for 0.1% of each transaction plus \$0.10 per transaction processed charged at a monthly interval; and
  
2. That the City Manager or designee be authorized to take actions necessary and effectuate any budget transfers, sign all related agreements, amendments to such agreements and documents necessary to carry out the intent of this resolution.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**MASS TRANSIT DEPARTMENT BOARD:**

**ATTEST:**

\_\_\_\_\_  
Oscar Leeser, Chairman

\_\_\_\_\_  
Laura D. Prine, Secretary

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Joyce Garcia  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

 Deputy Transit Officer  
\_\_\_\_\_  
Anthony R. Dekeyzer, Director  
Sun Metro/Mass Transit Department



# Merchant Processing Agreement Application and General Terms and Conditions

7.2023-WP

MERCHANT INFORMATION					
To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each individual or business that opens an account. What this means to you—When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license and/or other identifying documents.					
FEDERAL TAX ID *****	NUMBER OF LOCATIONS 1	HAS THIS BUSINESS EVER FILED BANKRUPTCY? <input type="checkbox"/> Yes Date: _____	ANY PRESENT INTENT TO FILE BANKRUPTCY? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
BUSINESS LEGAL NAME (IF ORGANIZED AS A SOLE PROPRIETORSHIP, MUST BE OWNER'S PERSONAL NAME) – TO AVOID IRS PENALTIES, LEGAL NAME MUST MATCH FEDERAL INCOME TAX RETURN City of El Paso					
DOING BUSINESS AS ("DBA")/DISREGARDED ENTITY/STORE NAME (STORE NAME IS NAME THAT WILL APPEAR ON RECEIPT) City of El Paso			STORE NUMBER	MCC/SIC 4111 Commuter Transportation	
PHYSICAL ADDRESS (PHYSICAL ADDRESS ONLY—No PO BOXES) [REDACTED]		YEARS AT ADDRESS 50	CITY El Paso	STATE TX	ZIP 79901
MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS) [REDACTED]			CITY El Paso	STATE TX	ZIP 79901
BUSINESS PHONE (INCLUDE AREA CODE) (915) 212-1174	CUSTOMER SERVICE PHONE (INCLUDE AREA CODE) (915) 212-1174		EMAIL ADDRESS (FOR IQ REGISTRATION, AND, IN OUR DISCRETION, NOTIFICATIONS) maestasjx@elpasotexas.gov		
BUSINESS FAX (INCLUDE AREA CODE)	DESIGNATED ACCOUNT ROUTING AND TRANSIT NUMBER 1. [REDACTED] DEPOSIT ACCOUNT 2. [REDACTED] FEE ACCOUNT (IF DIFFERENT THAN DEPOSIT ACCOUNT) 3. [REDACTED] EXCEPTION ACCOUNT (IF DIFFERENT THAN FEE ACCOUNT)		DESIGNATED ACCOUNT DDA NUMBER 1. [REDACTED] DEPOSIT ACCOUNT 2. [REDACTED] FEE ACCOUNT (IF DIFFERENT THAN DEPOSIT ACCOUNT) 3. [REDACTED] EXCEPTION ACCOUNT (IF DIFFERENT THAN FEE ACCOUNT)		
Is Merchant a government entity or an entity at least 50% owned or controlled by a government entity: <input checked="" type="checkbox"/> Yes If Yes, list country name of owning or controlling government entity: UNITED STATES					
OWNERSHIP INFORMATION					
To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of certain legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.					
TYPE OF LEGAL ENTITY <input type="checkbox"/> Association/Estate/Trust <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Publicly Traded Corporation <input checked="" type="checkbox"/> Government (Federal/State/Local) <input type="checkbox"/> Financial Institution <input type="checkbox"/> NON-PROFIT/TAX-EXEMPT <input type="checkbox"/> Private Corporation <input type="checkbox"/> SEC Registered/Other					
<b>CONTROL OWNER</b>	NAME Jackeline Maestas	TITLE office Manager	SOCIAL SECURITY NUMBER	DATE OF BIRTH [REDACTED]	
HOME ADDRESS (PHYSICAL ADDRESS ONLY—No PO BOXES) [REDACTED]				HOME PHONE [REDACTED]	
CITY El Paso		STATE TX	ZIP 79901	CELL PHONE [REDACTED]	
DRIVER'S LICENSE		DATE OF ISSUE 01/20/2020	DATE OF EXPIRATION 01/20/2026		
<b>BENEFICIAL OWNER</b>	NAME Ellen Smyth	TITLE Field Operations	% OWNERSHIP 1.00	SOCIAL SECURITY NUMBER	DATE OF BIRTH [REDACTED]
HOME ADDRESS (PHYSICAL ADDRESS ONLY—No PO BOXES) [REDACTED]				HOME PHONE [REDACTED]	
CITY El Paso		STATE TX	ZIP 79901	CELL PHONE [REDACTED]	
DRIVER'S LICENSE		DATE OF ISSUE 01/01/2020	DATE OF EXPIRATION 01/01/2026		
<b>BENEFICIAL OWNER</b>	NAME Jackeline Maestas	TITLE office Manager	% OWNERSHIP 1.00	SOCIAL SECURITY NUMBER	DATE OF BIRTH [REDACTED]
HOME ADDRESS (PHYSICAL ADDRESS ONLY—No PO BOXES) [REDACTED]				HOME PHONE [REDACTED]	
CITY El Paso		STATE TX	ZIP 79901	CELL PHONE [REDACTED]	
DRIVER'S LICENSE		DATE OF ISSUE 01/20/2020	DATE OF EXPIRATION 01/20/2026		
<b>BENEFICIAL OWNER</b>	NAME	TITLE	% OWNERSHIP	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME ADDRESS (PHYSICAL ADDRESS ONLY—No PO BOXES) [REDACTED]				HOME PHONE [REDACTED]	
CITY		STATE	ZIP	CELL PHONE	



# Merchant Processing Agreement Application and General Terms and Conditions

7.2023-WP

DRIVER'S LICENSE		DATE OF ISSUE		DATE OF EXPIRATION	
<b>BENEFICIAL OWNER</b>	NAME	TITLE	% OWNERSHIP	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME ADDRESS (PHYSICAL ADDRESS ONLY—NO PO BOXES)					HOME PHONE
CITY			STATE	ZIP	CELL PHONE
DRIVER'S LICENSE		DATE OF ISSUE		DATE OF EXPIRATION	
<b>ADDITIONAL INFORMATION</b>					
Current Ownership Established (Date): <u>01/01/1873</u>			Do you Currently Accept Credit Cards? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Business Established (Date): <u>01/01/1873</u>			Who is your Current Processor? _____		
MERCHANDISE/SERVICES SOLD <u>Commuter Transportation</u>			FOR CARD NOT PRESENT TRANSACTIONS – MERCHANDISE IS DELIVERED <input type="checkbox"/> Physical <input type="checkbox"/> Electronic <input checked="" type="checkbox"/> Both		Average ticket \$ <u>1.50</u> High Ticket \$ <u>500</u>
Average number of days from when cardholder is charged & when products or services are received IN FULL by cardholder? _____		Seasonal? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, select Months Active)		Months Active: Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/>	
WARRANTIES PROVIDED BY MERCHANT (EXCLUDING MANUFACTURER WARRANTIES): <input checked="" type="checkbox"/> None <input type="checkbox"/> 30-Day <input type="checkbox"/> 60-Day <input type="checkbox"/> 90-Day <input type="checkbox"/> 1-Year <input type="checkbox"/> Lifetime			RETURN POLICY: <input checked="" type="checkbox"/> None <input type="checkbox"/> 3-Day <input type="checkbox"/> 30-Day <input type="checkbox"/> 60-Day <input type="checkbox"/> >60 Days <input type="checkbox"/> All Sales Final <input type="checkbox"/> Exchange/Store Credit Only		
Chargeback Percentage <u>0</u> %		Card Present <u>100</u> % +		Business to Business _____%	
Return Percentage <u>0</u> %		Card Not Present <u>0</u> % =		Internet Transaction <u>0</u> %	
Have you had more than 25 chargebacks in the past 12 months? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Total 100%		Website (required for Internet sales) _____	
Visa/MC/Discover volume related to pre-paid Sales? <u>0</u> %		Estimated Total Visa/MC/Discover Monthly Volume		\$ <u>18750.00</u>	
Percentage Required for Pre-Payment or Down Payment? <u>0</u> %		Estimated Total American Express Monthly Volume		\$ <u>1875.00</u>	
American Express volume related to pre-paid Sales? _____%					
<input type="checkbox"/> I am electing to opt out of receiving American Express Marketing Materials.					
Has this Business, or any of its predecessors or affiliates, ever been fined by Visa® or MasterCard® Discover® or American Express®? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, <input type="checkbox"/> Visa® <input type="checkbox"/> MasterCard® <input type="checkbox"/> Discover® <input type="checkbox"/> American Express®					
<b>SITE VISIT</b>					
<input type="checkbox"/> Merchant proceeds deposited into Member Bank account		<input type="checkbox"/> Not required due to Franchise or Association exception			
<input type="checkbox"/> Personal visit by a sales representative Date _____		<input type="checkbox"/> Inspection report completed and included with supporting documentation			
<input type="checkbox"/> Interior and exterior photos of the Merchant's location are attached.		Was site consistent with Merchant's represented business? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>GENERAL TERMS AND CERTIFICATION</b>					
<p>• "Merchant Processing Agreement" (herein collectively "Agreement") consists of the following component parts all of which are incorporated by reference herein and constitute the entire agreement between the parties and supersede all prior agreements or representations between the parties whether written or oral with respect to the subject matter herein: (1) the application which consists of this page and the preceding page "Application" and the following Price Schedule as titled respectively, (2) the Merchant Processing Agreement Terms and Conditions, and (3) any and all other applicable addenda, schedules, exhibits, attachments, or amendments thereto. Unless otherwise explicitly stated, all capitalized terms that are used but not defined in this paragraph have the meanings specified in the Merchant Processing Agreement Terms and Conditions. Each person signing immediately below this paragraph (each, as "Signer") certifies that (i) he or she is an officer, owner, principal, or other authorized representative of the legal entity or sole proprietor identified on page 1 of the Agreement (the "Merchant" or "you" or "your"), (ii) he or she has received a full and complete copy of this Agreement, (iii) he or she has read, understands, and accepts all of the terms and conditions in this paragraph and elsewhere in the Agreement, AND (iv) all of the information contained in the Application is true, accurate, and complete.</p> <p>• No modifications, alterations, or manual changes (including lining out fees, unless otherwise pre-approved and/or pre-designated by us) you or Signer make to the Agreement will be effective unless we consent to them in a separate writing. This Agreement may be executed in counterparts. A scanned, facsimile, or duplicate copy of this Agreement executed by the parties shall be treated as an original. Each undersigned represents and warrants that he or she is authorized to sign on behalf of the legal entity named in this Agreement and to bind such entity to the terms of this Agreement.</p> <p>• By signing below, Signer(s), on behalf of the Merchant, (i) agree(s) to be bound by all of the provisions of the Agreement, including the choice of law, jurisdiction, and venue provisions contained in the Terms and Conditions, and (ii) acknowledge(s) Merchant is aware of and must comply with the Rules Summary, and Operating Regulations. Signer(s) individually authorize(s) Processor (herein "Processor", "us" or "our" or "we") or our representative to (i) investigate him, her, or Merchant by utilizing a third-party credit reporting agency, including by obtaining consumer credit reports on such signer(s); (ii) share information provided in the Merchant Processing Agreement Application with third parties for fraud and risk purposes; and (iii) conduct an initial and ongoing comprehensive credit inquiry and/or investigation. In the event we do not approve your application for Services, you authorize us to share any information you have provided in this Agreement with our strategic partner for the possible provision of substantially similar services.</p> <p>• Signer(s), on behalf of the Merchant, irrevocably authorizes us to initiate Automated Clearing House ("ACH") debit and/or credit entries from and to the Designated Accounts for all fees, costs, and amounts due to us or payable to Merchant pursuant to this Agreement and ACH rules and regulations. In the event that a credit or debit entry is erroneously initiated, Signer(s), on behalf of the Merchant, authorizes us to immediately correct such error. This ACH Authorization shall remain in full force and effect until we have collected payment on all fees, costs, and amounts due or which may become due pursuant to this Agreement. The Designated Account(s) may not be changed or altered without thirty (30) days prior written notification to us and the execution of any forms or instruments deemed reasonably necessary by us.</p> <p>• Signer(s) certify/certifies under penalty of perjury that:</p> <ol style="list-style-type: none"> <li>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>3. I am a U.S. citizen or other U.S. person</li> </ol>					
Initial Term: 3 YEAR(S)		The Terms and Conditions of the Agreement determine when this Merchant Processing Agreement/Application and Price Schedule become effective.			
The Internal Revenue Service does not require your or Signer(s) consent to any provision of this document other than the certifications required to avoid backup withholding.					



**Merchant Processing Agreement  
Application and General Terms and Conditions**

**MERCHANT PROCESSING AGREEMENT ACKNOWLEDGEMENT**

You acknowledge receipt of the Merchant Processing Agreement, the Application, the Price Schedule, and any other applicable amendments, schedules, exhibits, and attachments (collectively the "Agreement"), including the documents listed below. This Agreement between the parties supersedes all prior agreements or representations between the parties whether written or oral regarding the subject matter of the Agreement. You represent that you have read the Agreement, including the portions contained on our agreement website (<https://empower2.fisglobal.com/smbcontract.html>), and you understand its terms and agree to be bound by them (including terms that we add or amend from time to time without notice and in our sole discretion). Whether or not we have formally approved your application, your submission of a transaction for processing, whether to us, Member Bank, or our third-party providers, is an expression of your consent to the terms of the Agreement. You can request a copy of the Agreement at any time by contacting a Customer Service Representative at (866) 622-2390 or your Relationship Manager.

- Terms and Conditions (7.2023)
- Addendum A – General Services Addendum
- Network Interchange Schedules (as applicable)
- Rules Summary
- Privacy Notice
- Visa Disclosures

1	MERCHANT SIGNATURE	PRINTED NAME Ellen Smyth	TITLE	DATE
2	MERCHANT SIGNATURE	PRINTED NAME Jackeline Maestas	TITLE	DATE
SALES REPRESENTATIVE SIGNATURE Richard Dormer		PRINTED NAME Richard Dormer	DATE 06-Sep-2023   1:24 PM EDT	

MEMBER BANK: FIFTH THIRD BANK, N.A., LOCATED AT 38 FOUNTAIN SQUARE PLAZA, CINCINNATI, OH 45263

**UNLIMITED PERSONAL GUARANTY AND CREDIT INFORMATION AUTHORIZATION**

In exchange for our and Member Bank's acceptance of this Agreement, each person signing immediately below this paragraph (each a "Guarantor") is signing this Agreement as a Guarantor of the Merchant identified on page 1 of the Agreement. By signing below, each Guarantor (i) accepts and agrees to be bound by the Continuing Unlimited Guaranty provisions contained in Section 11 of the Merchant Processing Agreement Terms and Conditions, and (ii) acknowledges and confirms that, prior to signing, he or she received and read those Continuing Unlimited Guaranty provisions. Each Guarantor individually consents and authorizes Processor, Member Bank, and/or either of their representatives, affiliates and assigns to conduct an initial and ongoing comprehensive credit investigation of him or her by utilizing a third-party credit-reporting agency.

1	SIGNATURE	PRINTED NAME	DATE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME ADDRESS (PHYSICAL ADDRESS ONLY—NO PO BOXES)				HOME PHONE NUMBER	CELL PHONE NUMBER
2	SIGNATURE	PRINTED NAME	DATE	SOCIAL SECURITY NUMBER	DATE OF BIRTH
HOME ADDRESS (PHYSICAL ADDRESS ONLY—NO PO BOXES)				HOME PHONE NUMBER	CELL PHONE NUMBER

**Merchant Processing Agreement  
Price Schedule**

Refer to Section 6 "Fees and Other Services" of the Terms and Conditions for additional pricing disclosures. You are responsible for and agree to pay all fees and charges we assess or that are associated with any services provided to you, including services not initially provided to you, and Additional Services and Optional Services as defined in the Agreement. PLEASE NOTE THAT CERTAIN MCC CODES ARE SUBJECT TO UNDERWRITING FEES, WHICH ARE IN ADDITION TO THE FEES IN THE TRANSACTION PRICING SECTION AND APPEAR IN THE ADDITIONAL FEES PRICING SECTION OF THIS APPLICATION. IF YOU HAVE QUESTIONS ABOUT WHETHER YOUR ACCOUNT IS SUBJECT TO UNDERWRITING FEES, PLEASE REFER TO THE TERMS AND CONDITIONS AND ADDENDUM A OR ASK YOUR REPRESENTATIVE FOR MORE INFORMATION.

**RATES AND FEES**

Billing Frequency:  Daily  Monthly **CREDIT AND SIGNATURE DEBIT TRANSACTION PRICING**

**Visa/MasterCard/Discover/American Express OptBlue/PayPal Program**

	Discount Rate	Transaction Fee
<b>Flat Rate Pricing</b>		
<input type="checkbox"/> Flat Rate Pricing <sup>16</sup>	_____ %	+ \$ _____
<input type="checkbox"/> Flat Rate Plus Pricing <sup>16</sup>		
Regulated Debit	_____ %	+ \$ _____
Credit and Signature Debit (other than Regulated Debit)	Above Regulated Debit rate + 1.00%	
Non-fully qualified transactions will be assessed the above Flat Rate Plus Pricing Discount Rate and Transaction Fee plus an additional Discount Rate of 2.00% (See Terms and Conditions under the section heading Tiered Transaction Pricing.)		
<b>Tiered Pricing</b>		
<input type="checkbox"/> Tiered Pricing <sup>1</sup>	Qualified _____ %	+ \$ _____
	Mid-Qualified _____ %	+ \$ _____
	Non-Qualified _____ %	+ \$ _____
High-Risk transactions will be assessed the Non-Qualified Discount Rate and Transaction Fee plus an additional Discount Rate of up to .75% (See Terms and Conditions under the section heading Tiered Transaction Pricing).		

**American Express OptBlue Program<sup>2</sup>:**  
 Is annual volume less than \$1,000,000.00?  Yes  No  
 If No, you are not eligible for the American Express OptBlue Program unless your Merchant Category Code is exempt from the \$1,000,000 annual volume threshold according to current American Express OptBlue Program limitations.  
 (If No and your volume decreases to less than \$1,000,000.00, you may be converted to the American Express OptBlue Program unless you have elected to opt out.)  
 Communication Fee  Yes  No.  
 (If Yes, you shall be assessed a communication fee of \$0.10/transaction for American Express)  
 \_\_\_\_\_ By initialing here, you elect to opt-out of the American Express OptBlue Program.

**American Express Direct<sup>2</sup> Account Number (if applicable):** \_\_\_\_\_  
 American Express Direct Merchant Transaction Fee: \$ \_\_\_\_\_ (this fee is in addition to any other applicable fees)

**Interchange Plus Pricing**

<input checked="" type="checkbox"/> Interchange+ Pricing <sup>3</sup>	_____ %	+ \$ _____
	0.1000 %	+ \$ 0.1000

**Transaction Risk Fee** Unless the box immediately below is checked, Interchange+ Pricing includes a Transaction Risk Fee from \_\_\_\_\_ % up to 0.85% in addition to your Discount Rate and applies to transactions that carry a higher degree of risk as described in the Terms and Conditions under the section heading Transaction Risk Fees.  
 Transaction Risk Fee Not Applicable when checked

**PIN DEBIT/EBT TRANSACTION PRICING**

PIN Debit Pricing	Discount Rate	Transaction Fee
<input type="checkbox"/> Interchange+ <sup>3</sup>	_____ %	+ \$ _____
<input type="checkbox"/> Flat Rate <sup>4</sup>	_____ %	+ \$ _____

Setup Fee	Monthly Fee	Transaction Fee
\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Electronic Benefits Transfer (EBT)		
Merchant FCS Number: _____		
Merchant Card Not Present FCS Number: _____		

**SECURITY PRODUCTS & FEES**

<input checked="" type="checkbox"/> <b>SaferPayments Basic</b> (Currently Included in Flat Rate)	\$24.95/Month/MID (capped at 20 MID's or \$499/Month)
SaferPayments Basic option includes PCI assessment tools and Breach Assistance. (Refer to Addendum A Section A.21)	
<b>EMV Non-Enabled Fee<sup>*5</sup></b>	Low Risk 0.05% of gross sales per month Moderate Risk 0.15% of gross sales per month High Risk 0.27% of gross sales per month

<b>PCI Non-Validation Fee</b>	\$49.95/Month/MID (capped at \$400/Month/Chain) (Refer to Terms and Conditions Section 6.G)
<input type="checkbox"/> <b>SaferPayments Managed</b>	
Tiered and Interchange Plus Pricing:	\$49.95/Month/MID (capped at 20 MID's or \$999/Month)
Flat Rate Pricing:	\$25.00/Month/MID (capped at 20 MID's or \$499/Month)
SaferPayments Managed option includes Managed PCI Support, PCI assessment tools, Cyber Security and compliance tools and Breach Assistance. (Refer to Addendum A Section A.21). Merchant acknowledges that additional terms and conditions apply to the use of this service, and hereby agrees to be bound by such terms.	
<input type="checkbox"/> <b>Tokenization*</b> (Currently Included in Flat Rate)	\$0.025/transaction (Refer to Addendum A Section A.21)

**ADDITIONAL FEES PRICING**

<b>Access Fees (choose one) *</b>	
<input type="checkbox"/> 0.15% Network & Processor Access Fee <sup>6</sup>	<input checked="" type="checkbox"/> Pass-through <sup>7</sup>
(If no box or more than one box is checked in this section, we will assess the default rate of 0.15% on Visa, MasterCard, Amex, and Discover volume.)	
<b>Minimum Bill</b> 30.0000	\$30.00/Month
<b>Annual Fee*</b> 199.0000	\$199.00/Year/MID

<b>Digital Acquirer Fee*</b>	0.03% / transaction
<b>Signature Merchant Location Fee*</b> 2.5000	\$2.50 / Month / Chain
<b>Monthly Discount Adjustment*</b> 0.0006	0.06% of gross sales amount of

**Merchant Processing Agreement  
Price Schedule**

7.2023-WP

		each transaction settled monthly			
<b>Compliance and Regulatory Fee*</b> 159.0000		\$159.00/Year/MID (capped at \$3,000/Chain)		<b>Underwriting Fee.* The Underwriting Fee applies to certain MCC codes and is in addition to other fees and charges. See below for details<sup>8</sup></b> Tier I 0.35% of total Credit, Debit Signature, and PIN Debit gross volume Tier II 0.25% of total Credit, Debit Signature, and PIN Debit gross volume Tier III 0.15% of total Credit, Debit Signature, and PIN Debit gross volume Tier IV 0.10% of total Credit, Debit Signature, and PIN Debit gross volume	
<b>Application Fee*</b>	\$ _____	<b>Paper Statement Fee * (per Month/Chain)</b>	\$ _____	<b>Retrievals Documentation Fee*</b>	\$ _____
<b>Setup/Installation Fee*</b>	\$ _____	<b>Monthly Service Fee * (per Month/MID)</b>	\$ 0.00	<b>Batch Fee* (per item)</b>	\$ _____
<b>Non-Worldpay FFE Auth<sup>9</sup> * (per authorization)</b>	\$ _____	<b>Early Deconversion Fee * (per Chain) (Refer to Terms and Conditions, Section 7.b)</b>	\$ 0.0000	<b>Chargeback Service Fee</b> For Tiered and Interchange Plus Pricing: (Refer to Addendum A Section A.18 for details) For Flat Rate Pricing: \$30.00 per Occurrence	
<b>Everyday Funding Monthly Service Fee (per MID)<sup>18</sup></b>	\$ _____				

**ADDITIONAL PRODUCTS**

<input type="checkbox"/> <b>ReviewTrackers</b> \$24.95/Month/MID	<input type="checkbox"/> <b>Authorize.Net<sup>11</sup></b> Setup Fee      \$ _____/MID Monthly Fee      \$ _____/Month/MID Transaction Fee      \$ _____/transaction	<input type="checkbox"/> <b>FastAccess™ Funding Program Services<sup>12</sup></b> _____% per dollar of accelerated Funding \$ _____ per deposit under such service	
	<input type="checkbox"/> <b>ROAMPay<sup>14</sup></b> \$6.95/Month/TID Setup Fee      \$ _____/MID Monthly Fee      \$ _____/Month/MID Additional User Fee      \$ _____/Month/user ID		<input type="checkbox"/> <b>Swipe Simple Register<sup>15</sup></b> Setup Fee      \$ _____/MID Monthly Fee      \$ _____/Month/MID Additional User Fee      \$ _____/Month/user ID

<input type="checkbox"/> <b>OmniFlex Services</b> Setup Fee      \$ _____/MID Monthly Fee      \$ _____/Month/MID Transaction Fee      \$ _____/Transaction (per inquiry to include authorization, settlement and transaction management requests (i.e. credits, reversals, etc)). An encrypted card reader or PIN Pad is required for retail card present merchants. This fee does not include the cost of the required card reader, PIN Pad or encryption fees.	<input type="checkbox"/> <b>Commerce360 Services<sup>19</sup></b> Please select one of the options below. Merchant's selection will be used to assist with implementation, but Merchant may modify its election in its agreement with Commerce360. If no box is checked in this section, Premium Terminal shall be the standard option.  <input type="checkbox"/> Basic Terminal <sup>a</sup> <input type="checkbox"/> Premium Terminal <sup>b</sup> <input type="checkbox"/> Omni-Commerce Terminal <sup>c</sup> <input type="checkbox"/> E-commerce Only <sup>d</sup>  <sup>a</sup> Commerce360 terminal with basic Commerce360 Merchant Portal features and functionality. No e-commerce. <sup>b</sup> Commerce360 terminal with enhanced Commerce360 Merchant Portal features and functionality. No e-commerce. <sup>c</sup> Includes e-commerce site and a Commerce360 terminal with enhanced Commerce360 Merchant Portal features and functionality. <sup>d</sup> E-commerce account (either DIY or DIFY)  Setup Fee      \$ _____ Monthly Fee      \$ _____/Month/MID Transaction Fee      \$ _____/transaction
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**INITIAL EQUIPMENT ORDER INFORMATION AND PRICING**

(L= Lease S= Purchase O= Reprogram R= Rental SP= Special Program) (Excludes Shipping and Handling)

Environment(s)	Model	Front-end(s)	Quantity	Pmt Code	Unit Price
Retail	VAR - Prop Software - Other		1	O	0.00

The above pricing for Equipment is for first equipment order only. Thereafter, any Equipment you order will be charged at our standard rates unless otherwise indicated via an amendment. If at any time your lease application is declined or in default (i) we reserve the right to assess our then current standard rates for your equipment or terminal hardware, (ii) we may require you to sign an amendment to this Agreement (iii) and the terms of this Agreement will remain in full force and effect. In addition, in the event the lease application requires additional verification and/or paperwork to activate the lease and you do not comply with such requirements for activation, we reserve the right to assess our then current standard rates for your equipment or terminal hardware.

**Merchant Processing Agreement  
Price Schedule**

PAYMENT APPLICATION DATA	
<p>All merchants must comply with the Payment Card Industry Data Security Standard ("PCI DSS"). Merchant is required to maintain the security of card data and to comply with the requirements of the PCI DSS. Merchant must validate its compliance with the PCI DSS and provide us with evidence that Merchant (a) has successfully completed a Self-Assessment Questionnaire and scan(s), if applicable, and (b) is compliant with the PCI DSS. We may offer one or more PCI products or services (the "PCI Program") to assist merchants in securing card data and complying with PCI DSS. Information on the PCI Program is set forth in Section 6.G of the Terms and Conditions and the applicable fees for the PCI Program are set forth above in this Merchant Application within the SaferPayments Security. All gateway or other vendor supplied software must be compliant with the Payment Application Data Security Standard rules ("PA-DSS"). Although you may have provided information to us regarding your processing and payment application(s), we have not and will not provide you with any advice, nor have we or will we endorse or validate your payment application as being in compliance with the Payment Application Data Security Standard (PA DSS), the PCI DSS, or Visa's Payment Application Best Practices (PABP). You acknowledge and agree that you have reviewed and confirmed that your application(s) complies with the PA DSS, the PCI DSS, and the PABP. You agree to allow us to work directly with the third party provider(s) indicated below to implement the Services. You acknowledge and agree that in order to implement the Services, we may disclose Confidential Information to such third parties.</p>	
<p>Have you suffered a system intrusion or "hack" that resulted in the compromise of account data? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<input type="checkbox"/> Payment Gateway (e.g. Authorize.net, etc.)	Name of Service Provider/Gateway:
<p>Service Provider/Gateway Address and Phone Number:</p>	
<input type="checkbox"/> VAR/3 <sup>rd</sup> Party Multi – Reseller: (Refer to Addendum A Section E. or Special Amendment – Additional Services)	
<input type="checkbox"/> Other Third Party Service Providers with Access to Cardholder Data (please list):	
Name of Third Party Service Provider	Address and Phone Number
Merchant Compliance Contact Information	
Name: <b>Jackeline Maestas</b>	Phone Number: <span style="background-color: black; color: black;">XXXXXXXXXX</span>
<p>Email Address (if preferred form of communication): <b>maestasjx@elpasotexas.gov</b></p>	
Integrated Software Solution (e.g. Micros, Aloha etc.)	
<p>If not using a payment application (i.e. software) to process transactions, please mark "N/A" in the Payment Application Vendor and Payment Application Name section. Please provide all possible information regarding terminals and Integrated Software Solutions. Provide a separate document, if necessary.</p>	
Payment Application Vendor	Payment Application Vendor
Payment Application Name	Payment Application Name
Payment Application Vendor Phone Number	Payment Application Vendor Phone Number
Version Number	Version Number
Last Upgrade	Last Upgrade
Type of Connection (e.g. Dial-up, Internet, etc.)	Type of Connection (e.g. Dial-up, Internet, etc.)
<p><sup>1</sup> Network Interchange Fees are included. Authorizations not settled will be assessed an Authorization Fee equal to the Qualified Transaction Fee.  <sup>2</sup> American Express Direct transactions shall be assessed an additional fee of \$0.03 per transaction. The \$0.03 transaction fee does not apply to Interchange Plus pricing methodology or to merchants participating in the American Express Program. If you have elected for the Marketing Opt-out, you may continue to receive marketing communications while American Express updates its records, and you will continue to receive important transaction or relationship messages from American Express. If you have not elected for the Marketing Opt-Out, your mailing address, phone number, email address, fax number, and/or cell (or mobile) phone number may be used by American Express to send commercial marketing messages, which may include information about American Express products, services and resources.  <sup>3</sup> Network Fees and Communication Fees are assessed separately. Refer to Addendum A for further details.  <sup>4</sup> Network Interchange and Switch Fees are included.  <sup>5</sup> Fee is assessed if you do not have EMV enabled equipment and/or software and is determined based on the chargeback liability risk of your MCC as determined by us. Transactions evaluated monthly at MID level and assessed at chain level when applicable. Based on the gross sales amount of each card present transaction.  <sup>6</sup> If selected, this fee will be assessed on all Visa, MasterCard, Discover, and American Express volume and is subject to \$10 monthly minimum. We may, in our sole discretion elect to waive this fee and instead assess to you the following fees as pass-through fees (which may be as an allocation): (i) the Visa Fixed Acquirer Network Fee ("FANF"); (ii) the MasterCard Acquirer Fee; (iii) the Discover Access Fee (which may be labeled as the Discover Data Usage Fee); and (iv) American Express Access Fee.  <sup>7</sup> If this box is checked, the Visa Fixed Acquirer Network Fee ("FANF"), MasterCard Acquirer Fee, Discover Access Fee, and American Express Access Fee will be assessed to you as pass-through, which may be as an allocation.  <sup>8</sup> We will assign you an MCC code based on your type of business. Certain MCC codes pose a greater operation risk on us. You will be assessed an Underwriting Fee if you fall into one of the below MCC codes. Refer to Addendum A for MCC code descriptions.                      Tier I consists of the following MCC codes: 4816, 5960, 5965, 5966, 5968, 5969, 6051, 6211, 7995.                      Tier II consists of the following MCC codes: 4121, 4131, 5912, 5933, 5946, 5962, 5963, 5967, 5993, 7297, 7321, 9223.                      Tier III consists of the following MCC codes: 4722, 5712, 5734, 5964, 7012, 7277, 7922, 7997.                      Tier IV consists of the following MCC Codes: 5122, 5499, 5921, 5999, 6300.  <sup>9</sup> Applicable to Non-Worldpay front ends.  <sup>10</sup> Reserved  <sup>11</sup> Merchant agrees that Authorize.Net and its affiliates shall have no liability to Merchant for indirect, incidental, consequential, special or exemplary damages in connection with Merchant's use of the Authorize.Net services, and Merchant further agrees that Authorize.Net's and its affiliates' total liability for any direct damages in the aggregate, under any legal or equitable theory, shall be the fees received by Authorize.Net for provision of Authorize.Net services to Merchant during the six (6) month period prior to the date that the cause of action arose.  <sup>12</sup> The per transaction limit applicable to the FastAccess™ Funding Program Services is \$15,000.00. Daily limits also apply. Refer to Addendum A for additional details.  <sup>13</sup> Reserved.  <sup>14</sup> You agree that the mobile processing service is used to accept credit transactions only (i.e. signature-based card transactions), and not PIN-Based Debit, EBT and/or gift card transactions.  <sup>15</sup> The Monthly Fee includes up to 5 Merchant user accounts. The Additional User Fee will be assessed for each additional user account. . Swipe Simple Register includes Swipe Simple Basic functionality and is available for use only with certain equipment types in our sole discretion.  <sup>16</sup> Network Fees are included. Fees designated with an asterisk (*) are waived for Flat Rate pricing. Fees with no asterisk or listed in the Additional Products, and Initial Equipment Orders sections are not included in Flat Rate pricing and will be charged separately. Where Flat Rate Plus Pricing is provided, the Flat Rate Pricing terms apply plus an additional fee of \$40.00 per month per MID in consideration of Merchant having available the following services at no additional charge: TruSpend Shopper (Analytics Lite) and ReviewTrackers. Merchant will also be offered free enrollment to GetUpside Service and Valute Card Solutions Gift Card Program (third party usage fees apply).  <sup>17</sup> Reserved.  <sup>18</sup> See Section E.19 of Addendum A for terms and additional information.  <sup>19</sup> See Section E.20 of Addendum A for terms and additional information.</p>	

**VISA MEMBER BANK INFORMATION:** Fifth Third Bank, N.A., 38 Fountain Square Plaza, Cincinnati, Ohio 45263, (866) 250-9764

**IMPORTANT MEMBER BANK RESPONSIBILITIES:**

- (1) A Visa Member is the only entity approved to extend acceptance of Visa products directly to a Merchant.
- (2) A Visa Member must be a principal (signer) to the Merchant Agreement.
- (3) The Visa Member is responsible for educating Merchants on pertinent Visa Operating Regulations with which Merchants must comply.
- (4) The Visa Member is responsible for and must provide settlement funds to the Merchant.
- (5) The Visa Member is responsible for all funds held in reserve that are derived from settlement.

**IMPORTANT MERCHANT RESPONSIBILITIES:**

- (1) Ensure compliance with cardholder data security and storage requirements.
- (2) Maintain fraud and chargeback below thresholds.
- (3) Review and understand the terms of the Merchant Agreement.
- (4) Comply with Operating Regulations.

The responsibilities listed above do not supersede the terms of the Merchant Agreement and are provided to ensure the Merchant understands some important obligations of each party and that the Visa Member (Acquirer) is the ultimate authority should the Merchant have any problems.

The parties agree electronic signatures will have the same legal effect as an original (i.e. ink) signature and that an electronic, scanned, facsimile, or duplicate copy of such signatures may be used as evidence of execution. A scanned, facsimile, or duplicate copy of this Disclosures page executed by the Merchant shall also be treated as and/or constitute an original.

MERCHANT LEGAL NAME

City of El Paso

MERCHANT SIGNATURE

PRINTED NAME

Ellen Smyth

TITLE

DATE

In Process

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

These Terms and Conditions apply to your card processing program. For simplicity, we refer to ourselves (i.e., Worldpay, LLC) as "Processor," "we," "our," or "us" in this document. We refer to you (i.e., the legal entity or sole proprietorship on the Application) as "you" or "your" or "Merchant." Other parties may also be parties to this Agreement (e.g., Member Bank, Guarantor, etc.). Terms that are capitalized but not defined are defined in Section 17.

### 1. Term and Exclusivity.

**A. Term.** This Agreement binds you on the earlier of your execution of this Agreement or your submission of a transaction for processing. This Agreement binds us the earlier of (i) the date we issue you a Merchant Identification Number; or (ii) the date we process your first transaction. Unless otherwise stated in the Agreement/Application, the term of this Agreement is 36 months from the first day of the calendar month following the date we process your first transaction ("initial Term"). Following the end of any term, the Agreement automatically renews for periods of 36 months, unless either party gives written notice of its intent to terminate or not renew the Agreement at least 90 days before the then-current term expires, provided that if automatic renewal of this Agreement violates the provisions of applicable law, the renewal term will be 30 days. For clarity, termination of this Agreement does not terminate your equipment lease.

**B. Exclusivity.** This Agreement is a "requirements contract." This means you shall exclusively receive the Services from us. However, we have no obligation to process a Visa or MasterCard transaction beyond the authority of a U.S. member of Visa and MasterCard, or to process Discover or American Express transactions outside the United States. Merchant agrees that Processor is Merchant's exclusive provider, at all of your locations, of the Services and any services that are the equivalent of the Services available from another provider, including any Services or their equivalents that relate to any Cardholder transactions originating at or with your Supplier that incorporates your goods and/or services. Prior to exercising any right of termination or non-renewal, you agree that we shall have a right of first refusal before you enter into an agreement with a third party for the Services. Except for term length, you agree that our right includes terms and conditions that are substantially similar to those discussed with the third party.

**2. Rules, Regulations and Laws.** As part of this Agreement, you agree to comply with, and to cause your employees and agents to comply with: (i) the Laws; (ii) the Rules Summary; (iii) the Operating Regulations and terminal update requirements related to optional Association programs, if applicable (and any related costs); and (iv) the confidentiality and security requirements of (a) USA Patriot Act and any related laws, rules, or regulations; and (b) the Associations and Networks, including the Payment Card Industry Data Security Standard, the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, the American Express Data Security Requirements (DSR), and any other Association or Network program or requirement. You accept any responsibility or liability (e.g., data breach liability) resulting from your decision not to participate in optional Association Programs (e.g., the Association EMV program).

### 3. Acceptance of Cards.

**A.** You can elect to accept all card types, or only certain Visa and MasterCard card types ("Limited Acceptance"). You are solely responsible for your Limited Acceptance program. This includes: (i) policing card types at the point of sale; (ii) paying Association fees and charges for only accepting certain card types; and (iii) paying any costs we incur in connection with your Limited Acceptance. Our obligations are limited to those expressed in the Operating Rules. Should you submit a transaction for processing for a card type you have indicated you do not wish to accept, we may process that transaction and you agree to pay any applicable fees, charges, and assessments. The card types are: (i) "Debit Card" -- U.S. and non-U.S. bank issued Visa or MasterCard Cards that access consumer asset accounts within 14 days of purchase, including stored value, prepaid, EBT, gift, or consumer check Cards; (ii) "Other Card" -- all Visa and MasterCard Cards issued by a non-U.S. bank and all Visa and MasterCard Cards other than Debit Cards, including business and consumer credit Cards. Your Limited Acceptance program only applies to U.S.-issued cards. The Visa and MasterCard Operating Regulations require merchants accepting any Card product bearing a Visa or MasterCard symbol to continue accepting both debit and credit Card products issued by non-U.S. members.

**B.** If we are unable to obtain, or choose not to obtain, authorization from an Association or Other Network, we may "stand-in" for the Association or Other Network. If we stand-in, we will authorize the Card transaction based on our own criteria. Our decision to stand-in does not change your obligation(s) to us.

### 4. Our Responsibilities.

**A.** We will provide the Services in accordance with our then-current systems, standards, and procedures. Nothing requires us to provide you with any special programming; any system, program, or procedure implementation; or any special hardware or software.

**B.** We will provide reports online for each fiscal day's activity by 10:00 AM ET the next calendar day. Such reports will include an accounting for each currency with supporting detail of transaction activity, Daily Proceeds, reserves and funds transfers for transaction settlement services. Reports will be available for download on the online reporting tool for a period of 14 months from the date of issue. Reports may be upgraded, enhanced and/or modified by us at any time.

**C.** We will initiate payment to you for the amount of each accepted Card transaction only after we receive payment.

**D.** We have the right to honor and rely on the request(s) or instruction(s) of any person we reasonably believe to be your representative or Agent. In the event we receive returned mail intended for you, we may, but are not required to, procure a replacement address according to our standard operating procedures.

**E.** We are only responsible for processing credits and adjustments for Card transactions that we originally processed. You authorize us to audit all Card transactions and deposits. We have the right to withhold amounts from you if we discover inaccuracies.

**F.** We may report information about your account, late payments, missed payments, or defaults to credit bureaus.

**G.** We may suspend or cease providing any Services to you in response to a Member Bank, Network, or Association request. We will use reasonable efforts to notify you if we suspend or cease any Services.

**H.** We are responsible for the security of Cardholder data we store or transmit on your behalf only while it is in our possession and control.

### 5. Your Responsibilities.

**A.** We have the right to charge your Designated Account without notice or to require payment from you in any appropriate situation for the amount of any Card transactions. This right includes Card transactions: (i) where merchandise is returned; (ii) where there is no valid authorization response; (iii) where the Cardholder has not given authority (e.g., improperly drawn, accepted, or endorsed transactions); (iv) where the Card transaction record is illegible; (v) where the Cardholder disputes the sale, quality, or delivery of merchandise or performance or quality of services; (vi) where the Card transaction was drawn by, or depository credit given to, you in a way that breaches the agreement or violates the Laws or Operating Regulations; (vii) where we have not received and retained payment for the Card transaction (even if we have already paid you for the transaction); (viii) where it is alleged that you have failed to comply with the Operating Regulations, Rules Summary, or the Laws; (ix) where an Association or Other Network action (e.g., a chargeback or compliance case) is pending or has been resolved against you; (x) where we have incurred claims, damages, or losses from any source including Card issuers, or (xi) where the extension of credit for a Card transaction violated the Laws or Operating Regulations. Additionally, you remain fully liable to us for any transaction returned to us for any reason ("chargebacks" or for PIN debit Card transactions, "reversals"). You agree to review all chargeback-related notices and reports (in any format). Your failure to respond to a chargeback or reversal within the applicable deadline may forfeit your chargeback rights. We have no duty to assist you in defending a non-compliance allegation related to a chargeback or reversal.

**B.** You represent that any information you have supplied to us is true and accurate and that the name and tax identification number ("TIN") on the Application matches the name and TIN that you use to file your tax returns. You agree to update your information with us when it changes. We may need to share your TIN, entity name, processing volume, principal's social security number, or other information with governmental entities. You agree to cooperate with our requests for information for any reason. We may be required to withhold processing funds or to forward processing funds to the IRS if you supply incorrect information, or a state or federal law or government agency so requires. You expressly release us from any liability in connection with our withholding of funds or submission of information to a government agency, even if incorrect. You are responsible for any fines or penalties assessed against you or us.

**C.** You shall not sell, purchase, provide, share, or exchange Cardholder name, address, account number, or other information to any third party (including your Agent) other than us, the Associations, or the Networks, and then only for the purpose of completing a Card transaction.

**D.** You agree to balance and reconcile the Designated Account and the Reserve Account each day. You shall immediately notify us of any missing or improperly deposited funds. Additionally, you agree to review our (or our agents') reports (including those made available online), notices, and invoices. You agree to accept any report, notice, invoice, Service deficiency, or billing or payment error if you fail to reject or dispute it in writing within 30 days of the date we made it available to you. We may make our reports, notices and invoices available to you in accordance with our standard processes, which are subject to change. For 60 days following our receipt of your written notice of an error or deficiency, you agree to refrain from making any loss or expense claims against us so that we have time to investigate the situation. If you notify us that a Card transaction batch has not processed, we may, at our option, attempt to re-present the missing Card batches dated during the 90 day-period preceding the date we received your notice. We have no obligation to correct any errors that flow from your failure to comply with the duties and obligations in this paragraph.

**E.** You shall not sell, assign, transfer, or encumber any part of your interest in the Reserve Account, or any present or future rights under this Agreement, including your right to receive payments or funds. Neither we nor Member Bank are obligated to honor any purported attempt to sell, assign, transfer, or encumber any interest, rights, payments, or funds. In the event you breach this Section, we have the right to withhold funds payable to you, in addition to any other rights we may have at law or equity. You shall indemnify and hold us harmless from and against any claims, liabilities and damages that any person (including a purported assignee) may assert against us arising out of your purported sale, assignment, transfer, or encumbrance of all or any of your present or future rights under this Agreement.

**F.** You agree to provide us with audited annual financial statements for your business using generally accepted accounting principles, at any time upon request. Additionally, you agree to provide any other financial information within fifteen days of a request by us.

**G.** You shall timely assist us in complying with all Laws and Operating Regulations related to the Services. This obligates you to execute and deliver all instruments we deem necessary for you to meet your obligations under the Agreement. Further, you agree to allow our auditors (third-party or internal), and the auditors of any Association or Other Network, to review the documents, records, procedures, systems, controls, equipment, and physical assets related to your transactions upon reasonable notice at any time. You also agree to assist our auditors as necessary. If an Association, Member Bank, or regulatory agency requires a third-party audit, or if the Operating Regulations or applicable law requires a third-party audit, we may retain a third party to perform the audit or require you to immediately retain a specific third-party auditor and provide us with a final audit report. You agree to pay our audit costs or the audit costs of Member Bank, an Association, or Other Network.

**H.** In the case of a delayed merchandise delivery, you agree to deliver the Card transaction record to us within two business days of the merchandise delivery (or as we specify in the Rules Summary). You agree to electronically deliver all other Card transactions and credit records to us in a suitable format within two business days of the transaction (unless the Associations or Networks require the records earlier). You also agree to deliver Card transactions and credit records to us at least once every business day. Your delivery constitutes an endorsement of each recorded transaction. You authorize us or our representative to place your endorsement on any Card transaction at any time. We have the right to refuse to acquire any Card transaction. You waive notice of dispute related to any individual Card transaction.

**I.** You shall not store Cardholder data, including track-2 data, in violation of the Laws or the Operating Regulations. Further, you shall not retain or store magnetic stripe data following the authorization of a Card transaction.

**J.** You are solely responsible for the quality, accuracy, and adequacy of all transactions and information you supply. Accordingly, you shall implement and maintain adequate audit controls for monitoring the quality and delivery of data. When submitting Card transaction, settlement, and other data and information to us, you agree to follow our communications processes and document formats. You agree to only transmit information and data to us with a secure system.

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

K. You may use a third-party agent ("Agent") to perform some of your obligations under this Agreement, subject to our approval. Agents include your software providers and equipment providers. You shall cause your Agent to complete any Association-required steps or certifications (e.g., registrations, PABP, PCI-DSS, audits, etc.). You shall ensure that your Agent complies with all applicable requirements of this Agreement. You expressly assume all responsibility for the acts or omissions of your Agent as if they were your acts or omissions. If your Agent qualifies as a service provider under applicable Operating Regulations, you agree, at your expense, to cause the Agent to cooperate with us in our due diligence requests, and in performing any steps required for registration and certification. You are responsible for conducting your own due diligence on your Agents, including the fitness of their services for a particular purpose and for determining the compliance of their services with the Operating Regulations and the Laws. You expressly assume all liability for the acts and/or omissions of your Agent even if we introduce or recommend the Agent, or resell the Agent's services.

L. You agree that it is important to notify us about changes in your business. Because of this, you agree to provide us 30 days prior written notice of your intent: (i) to change business form or entity type; (ii) to sell stock or assets to another entity; or (iii) to make changes that would affect information on the Merchant Application. Additionally, you shall notify us within three days of any judgment, writ, warrant of attachment, execution, or levy against any substantial part (25% or more) of your assets. Should you change or add locations, you agree to follow our standards and procedures. Unless we agree otherwise, you agree that you will only present Card transactions to us that correspond to the activities and volumes described on the Merchant Application. Accordingly, we must pre-approve increases in Card transaction volume of 25% or more over the amount stated in the Merchant Application. Changes in monthly volume, the stated average ticket size, or any other information on the Merchant Application entitle us to increase fees, delay or withhold settlement, or terminate this Agreement. Your failure to notify us of changes under this Section subjects you to liability for any losses or expenses we incur.

M. **Virtual Private Network ("VPN")/Secure Socket Layer ("SSL") Services.** Our standard VPN and SSL services establish an internet connection between you and us for processing your transactions. You are responsible for: (i) ensuring that your communication equipment is compatible with our VPN or SSL; (ii) ensuring that each terminal with a connection to the VPN or SSL has an active personal firewall; and (iii) ensuring a secure key exchange and key management process (including a process for key revocation when your personnel leave). Our VPN or SSL communication interface relies on the internet. You agree that the internet is not always reliable, and that internet problems and issues may interfere with our ability to process your transactions. Any service levels that appear in other parts of the Agreement do not apply to the VPN or SSL connection or to transactions transmitted using the VPN or SSL connection. We provide VPN and SSL services in accordance with our own standards, which are subject to change without notice. You agree to comply with any VPN and SSL standards we or the Associations or Other Networks establish.

N. **Optional Services.** We may offer you products and services through one or more third parties ("Optional Services"). You agree that, as available, the applicable third-party provider ("Provider") solely supplies and/or supports all Optional Services. We are not a party to your contracts with Providers. You are responsible for conducting your own due diligence on any Provider that you use, including the fitness of its services for a particular purpose and for determining the compliance of its services with the Operating Regulations and the Laws, even if we resell the Provider's services. You bear all of the risks associated with using an Optional Service. Although not an exhaustive list, we are not liable for: (i) exercising control over Provider; (ii) errors related to establishing and maintaining account relationships with Providers; or (iii) ensuring service levels with respect to the Optional Service(s). Our decision to offer any Optional Service shall not limit your duty to: (i) ensure that all account numbers are correct; (ii) notify Providers of changes to ACH, address, and account information; (iii) pay all fees, fines, damages, losses, or expenses arising in connection with your possession or use of an Optional Service; (iv) perform your own due diligence before using an Optional Service; and/or (v) perform any other proper act related to your use of the Optional Service. You agree to indemnify and hold us harmless for any damage, loss, claim, or liability arising from your possession and/or use of any Optional Service. Each Provider has the right to require you to enter into a separate agreement with it. Whether you and Provider enter into a separate agreement, you agree that: (i) your rights and duties regarding the use of an Optional Service are neither assignable nor delegable without Provider's prior written consent; (ii) you acquire no property right, intellectual property right, claim, or interest in any of Provider's systems, equipment, software, processes, programs, or data; and (iii) you shall protect the confidentiality of Provider's software and documentation.

O. You agree to pay us all Provider-imposed fees and assessments in connection with your use of the Optional Service(s). Your obligation to pay us shall continue until: (i) you have notified Provider(s) of your intent to cancel the Optional Service(s); (ii) you have provided us with notice that (a) you have notified Provider of your intent to terminate, (b) you have returned all equipment and software to Provider, and (c) you have ceased receiving all Optional Services; and (iii) Provider no longer assesses us for your receipt of the Optional Services or for possession of the equipment or software. You waive all rights to contest, challenge, or withhold payment for any fees we assess for Optional Services until you have satisfied the conditions in the preceding sentence.

P. You authorize us to contact your customers or their Card issuing bank(s) to find out information about any Card transaction. You shall not contact a Discover Cardholder unless authorized to do so by the Operating Regulations or required by Law.

Q. **Bankruptcy.** You agree to execute and deliver to us any documents we request to perfect and confirm the lien, security interest, and setoff rights in this Agreement. You shall immediately notify us of any bankruptcy, receivership, insolvency or similar action or proceeding initiated by or against you or any of your principals. Further, you shall include us on the list of creditors filed with the Bankruptcy Court, even if no claim exists at the time of filing. This is an executory contract to make a loan or extend other debt financing or financial accommodations to or for your benefit and, as such, cannot be assumed or assigned in the event of your bankruptcy. This is a contract of recoupment and we are not required to file a motion for relief from the automatic stay to realize on any of the Secured Assets. Nevertheless, you agree not to contest a motion for relief from the automatic stay. You must adequately fund the Reserve Account to provide us with adequate protection under Bankruptcy Code § 362. We have the right to consume and offset against the Reserve Account to cover your obligations under this Agreement, regardless of whether they relate to transactions created before or after your bankruptcy filing. Because this Agreement contemplates the extension of credit for your benefit,

you acknowledge that you cannot assign the contract in the event of a bankruptcy. We may immediately terminate the Agreement if you fail to comply with any part of this Section.

R. **Wireless Service Acknowledgement.** We are not responsible for verifying your wireless service coverage, or for losses in coverage, or for your failure to maintain coverage. By selecting wireless service, you acknowledge that wireless coverage is not guaranteed, and we have no control over the wireless service providers or the decisions they make. Additionally, you acknowledge that if wireless service is lost in your area, the equipment will not operate with another wireless carrier. We are not liable if wireless coverage is lost in a specific area and the equipment can no longer be used as a wireless terminal.

S. **Virtual Terminal Processor Services and Fees.** Our Virtual Terminal Processor Service (the "VT Service(s)") is an additional service (subject to separate fees and charges). It allows you to effectuate Card transactions within the merchant portal application in accordance with our standards. You represent and warrant that you have implemented and will maintain secure systems for using the VT Services and transmitting information to us. You are responsible for any authorized or unauthorized transactions initiated using your user IDs. You assume all liability for (i) acts or omissions arising out of your use of the VT Services; and (ii) risks associated with using software with internet connectivity.

### 6. Fees and Other Services.

A. You agree to pay fees, cost escalations, assessments, tariffs, penalties, fines, claims or other items under this Agreement or the Operating Regulations. We will periodically (daily, monthly, etc.) calculate your fees and charges and debit the account(s) that you designate ("Designated Account(s)") to collect those amounts. We have the right to determine and change the periodic basis in the previous sentence in our sole discretion, without notice. We have the right to round, assess, allocate, and calculate interchange, other fees, fines, and/or amounts, and impose a minimum fee on certain fees, fines, and/or other amounts imposed by the Associations and/or in connection with the Operating Regulations (e.g., fallback transactions, etc.). Additionally, on return, chargeback and other transactions, we may retain such interchange and/or other amounts in accordance with our standard operating procedures. We also have the right to assess some or all of the fees and charges via a separate or combined Services invoice(s). We will charge you for any fines, fees, penalties, loss allocations, assessments, registration expenses, certification expenses, telecommunication expenses, sponsorship fees and other amounts assessed by Member Bank and/or third parties or incurred as a result of your actions, omissions, or use of the Services, or those we incurred on your behalf under the Operating Regulations, the Rules Summary, and the Laws.

B. Transaction fees are fees charged on each authorization, Card draft, credit draft, or other transaction type, regardless of the stated total ("Transaction Fee(s)"). We may charge a Transaction Fee for any transaction activity. We may also assess a Risk Fee based on your MCC code. Subject MCC codes can be found in the Price Schedule and Addendum A. For avoidance of doubt, in the event Merchant elects to use buy now, pay later Services offered by Processor, Merchant will be subject to per Transaction Fees for said transactions in addition to all other applicable buy now, pay later fees owed (e.g., third party pass through fees) as memorialized in the Merchant Price Schedule, amendment or addendum.

C. VISA, MasterCard, and Discover Interchange fees, assessments, and other amounts will be either: (i) assessed to you separate from and in addition to the Discount Rate, Transaction Fee, and other fees listed in the Application, or (ii) included in the Discount Rate and/or Transaction Fee listed in the Application. For American Express Card transactions under Interchange Plus Transaction Pricing, we will assess interchange fees, assessments and other fees in addition to the Authorization Transaction Fee and other fees described on the Application. For American Express Card transactions under Tiered Transaction Pricing, interchange fees and other amounts will be included in the Discount Rate and/or Transaction Fee listed on the Application. For PIN debit Card transactions under Interchange Plus Transaction Pricing, we will assess interchange fees, sponsorship fees, switch fees, gateway fees, our Transaction Fee and other fees. For PIN debit Card transactions under Tiered Transaction Pricing, we will assess interchange fees, sponsorship fees, switch fees, and gateway fees as pass through, and other amounts will be included in the Discount Rate and/or Transaction Fee listed on the Application. Certain fees are available upon request or through the Associations. You are responsible for conducting your own inquiry into the nature and type of applicable fees. The Discount Rate, Transaction Fee and other fees may be based, in whole or in part, on interchange rates, assessments, and other fees that the Associations and Other Networks periodically change.

### D. Transaction Risk Fees; Tiered Transaction Pricing

I. **Transaction Risk Fees.** We assess Transaction Risk Fees on certain transactions that we determine carry a higher degree of risk. These higher-risk transactions may increase our operational, monitoring, and/or compliance obligations and costs. Factors that influence whether a transaction will be subject to a Transaction Risk Fee include whether it: (a) was key entered (i.e., the encoded card information was not read by a point of sale device); (b) was voice-authorized; (c) was not authorized; (d) was not transmitted to us for processing within 24 hours; (e) was a Consumer or Commercial Reward transaction, a Visa Signature transaction, or a MasterCard World Elite Card transaction; (f) was deemed a "Non-Qualifying" transaction by the Operating Regulations and/or us (e.g., certain foreign transactions or transactions from business, commercial, purchasing, or government Cards); (g) was difficult to capture; (h) was difficult to authorize; (i) was submitted incorrectly; and/or (j) was not eligible for the lowest interchange fee for any other reason. Additionally, your Card transactions may be subject to Transaction Risk Fees in instances where (1) your activities are outside the scope of or different from what was designated under your merchant category code or in the initial setup criteria used to establish the MID(s) associated with your account (e.g., your average ticket amount differs from what we used to calculate the Transaction Fee and/or Discount Rate, etc.); and/or (2) your terminal, software, or communications lines fail to function properly. The factors in this paragraph are not exhaustive and may change from time to time. The Associations require that information from the original authorization, including a lifecycle identifier, be retained and returned with subsequent authorizations and/or the settled transaction data; the Associations validate this information as part of the clearing and settlement process. If authorization data is not retained and returned at settlement, then the transaction will not clear as priced and will incur Transaction Risk fees.

II. **Tiered Transaction Pricing.** A tiered transaction is assessed a Qualified, Mid-Qualified, Non-Qualified, or High-Risk Transaction Fee and Discount Rate, or for flat rate plus pricing. Qualified Transaction Fees and Discount Rates plus, where applicable, a Non-Qualified Discount Rate, which is primarily based on interchange classifications under the Operating Regulations but may depend on other factors. You may be able to avoid processing certain non-

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

qualified transactions by using a product established by the Associations that supports authorization and market data requirements. We do not guarantee that your transactions will qualify for any given rate, and we have no liability for a transaction's failure to so qualify. In addition, Card transactions that do not meet the necessary criteria for payment are subject to complete denial, reversal and/or chargeback. The items listed in this Section are not intended to be a comprehensive list of all instances in which a transaction may not qualify as fully qualified.

iii. From time to time the Networks may introduce new interchange categories or modify existing interchange rates and such changes may result in changes to how your transactions qualify.

E. You shall pay all taxes imposed in connection with the Services. If we pay taxes for you, we can immediately debit your Designated Account or demand payment from you.

F. We may charge and you agree to pay for any non-specified service we provide and expense we incur at the request of or on behalf of you. Your use of any service not listed on the Application or provided at the commencement of the Agreement obligates you to pay any accompanying fees, charges, and related expenses. If you receive these Services you will be deemed to have consented to the fees, charges and expenses. We have no obligation to enhance or customize Services or additional services, but we may choose to do so for a separate fee. You shall take all necessary steps to ensure that you can receive the Services, at your own cost. This includes procuring equipment and software, and taking other steps as we direct. Certain other Services applicable to this Agreement are contained in Addendum A - General Services Addendum as may be published and modified from time to time by us and the parties agree that such addendum is incorporated into and made part of this Agreement and that such addendum shall apply only with respect to those addendum Services actually provided by us and received by you hereunder. We reserve the right to charge you a reasonable fee if we reasonably believe you are not fully compliant with the Rules Summary, Operating Regulations, Payment Card Industry Data Security Standard ("PCI-DSS") or any Laws, or if you fail to prove compliance upon our request. This fee will be in addition to any other amounts payable under the Agreement.

G. After your initial conversion to us, you agree to pay all direct and indirect costs (including those we, our affiliates, or our agents incur) related to any conversion to or from us as applicable, and/or relating to any programming effort affecting the Services.

H. If we advance funds to you or delay your obligation to pay funds, we reserve the right to assess you a cost of funds in the manner and amount of our choosing.

I. Upon your request, we may transmit Banking Identification Number ("BIN") Files to you for a fee. We neither represent nor warrant the completeness or accuracy of the File. BIN File information is confidential and proprietary information of Visa and MasterCard and is subject to the confidentiality protections of this Agreement. You shall not use BIN File information for any reason other than to identify card type categories at the point of sale.

J. After we approve your Application, we will begin assessing any applicable monthly recurring charges. This Agreement subjects you to a Minimum Monthly Bill unless otherwise noted on the Application. In the event this Agreement expires or terminates for any reason, the Annual Fee or Semi-Annual Fee, as applicable, will not be prorated or refunded. If applicable, we may assess the ACH/DBA Fee listed on the Merchant Application for administrative services.

K. Under our Visa and MasterCard "Interchange Plus" pricing methodology, you pay the Transaction Fees in the pricing section of this Agreement if your "Average Ticket" (i.e., the net monthly Card sales divided by the difference between gross monthly line items, less monthly returns) is less than or equal to \$150.00. If your Average Ticket in a month falls within the ranges described below, you shall pay the amounts listed below, in addition to the Transaction Fee:

Average Ticket	
\$150.00 - \$199.99	\$0.10/transaction
\$200.00 - \$499.99	\$0.25/transaction
\$500.00 - \$749.99	\$0.50/transaction
\$750.00 or greater	\$0.75/transaction

L. The Associations deem "fallback" transactions non-compliant transactions. A fallback occurs when a chip card (e.g., an EMV card) is presented at a chip terminal, but is processed using magnetic stripe data (e.g., the transaction "falls back" to a magnetic stripe transaction).

### 7. Termination or Suspension of Services.

A. **Default Event.** You are in default under this Agreement ("Event of Default") if: (i) we believe there has been a material or potentially material deterioration of your financial condition; (ii) you become subject to any voluntary or involuntary bankruptcy, insolvency, reorganization or liquidation proceeding, a receiver is appointed for you, or you make an assignment for the benefit of creditors, or admit your inability to pay your debts as they become due; (iii) you cease doing business as a going concern, or there is a change in the identity of any person or entity owning, directly or indirectly, ten or more percent of the business; (iv) you are in breach of any of the terms of the Agreement; (v) we reasonably believe fraud may be occurring, including splitting tickets or laundering tickets; (vi) your name or your principals' names are listed on the MATCH (Membership Alert to Control High Risk Merchants) System or other security or credit alert systems, or you are identified under an Association risk monitoring program; (vii) we determine that your Card transactions or the circumstances surrounding your Card transactions have become irregular or increase our exposure to chargebacks, reputational, or other security risks; (viii) we receive instructions from an Association or Other Network to close your account; (ix) circumstances exist that could cause harm or loss of goodwill to the Associations or Other Networks; (x) you no longer meet the eligibility requirements of an Association or Network; (xi) your volume in a calendar month exceeds 120% of the average annual volume indicated on the Merchant Application; (xii) your non-card present transactions in a calendar month exceed 120% of the MO/TO and internet volume on the Merchant Application; (xiii) you experience returns greater than three percent; (xiv) you cease doing the kind of business described in the Merchant Application; (xv) you fail to pay any amount to us when due; (xvi) in our opinion, provision of a Service might violate the Operating Regulations, Rules Summary, or the Laws; or (xvii) we believe that you have violated or are likely to violate the Operating Regulations, Rules Summary, or the Laws. We shall determine the existence of an Event of Default or Improper Transaction (defined in Section 7.A.). Our determination is conclusive unless you contest it in writing within one year. Upon the occurrence of an Event of Default, we may exercise any right or remedy in this Agreement without notice. These include: (i) terminating the Agreement; (ii) suspending or ceasing to provide the Services; (iii) collecting the early deconversion fee, if applicable; (iv) establishing a Reserve Account; (v) collecting any amounts you owe us by means of setoff, recoupment, or any other legal means; and/or (vi) assessing fees and recovering costs

associated with the investigation of any suspected fraudulent activity or Event of Default. Termination for any reason shall not relieve you of any liability or obligation you owe us. We have a right to assess fees and recover all costs associated with our investigation of suspected fraudulent activity or an Event of Default. You agree that we may retain the entire amount of the Reserve Account as liquidated damages if you engage in an Improper Transaction. If you accept transactions in connection with an Event of Default, we have the right to hold settlement funds and to subject them to a per month fraudulent transaction fee equal to 15% of the amount held. We have no liability to you for any direct or indirect losses you may suffer as a result of our suspension of funds disbursement or failure to pay transactions in connection with an Event of Default.

B. **Early Deconversion Fee/Liquidated Damages.** If we terminate this Agreement after a breach by you, or if you wrongfully terminate the Agreement, you shall: (i) pay us the Early Deconversion Fee set forth on the Merchant Application for each "Merchant Chain"; and (ii) where you processed more than \$5,000,000 in gross transaction volume in the most recent twelve (12) month period at the time of termination (or, if the Agreement has not been in effect for 12 months, where your annualized run rate is projected to equal \$5,000,000 in gross transaction volume over a twelve (12) month period), pay us liquidated damages equal to your average monthly fees for the three calendar months that your revenue was highest during the preceding 12 months (or shorter period if the Agreement has not been in effect for 12 months), multiplied by the number of months then remaining in the term of the Agreement. For clarity, the Early Deconversion Fee includes costs of processing Chargebacks, restocking equipment, and deleting numbers related to your deconversion. You agree that the liquidated damages are fair and reasonable because it is difficult or impossible to estimate our damages following a breach or wrongful termination. Notwithstanding the above, no early deconversion fee will be charged to the extent it is prohibited by Laws or Operating Regulations. Additionally, you agree to pay us (i) any unpaid invoice; and (ii) any damages, losses, expenses, fees, fines, penalties, chargeback amounts, and adjustments we incur in connection with the Agreement. You authorize us to debit your Designated Account or to deduct amounts you owe us under this Section from the settlement funds we owe you. You are responsible for any collection fees, legal fees, and other expenses we incur in recovering your delinquent amounts.

C. **Return of Equipment/Materials.** You shall return our equipment, promotional materials, advertising displays, emblems, Card drafts, credit memoranda, and other forms within 14 days of termination. You agree to immediately pay any amounts you owe for equipment costs.

D. **Remedies Cumulative.** Our rights and remedies under this Agreement and/or at law or in equity are cumulative.

E. **Terminated Merchant File.** You acknowledge and consent to our obligation to report your business name and the name of your principals to the Associations if we terminate you due to the reasons listed in the Operating Regulations, including for breaching this Agreement. You agree to refrain from bringing any claims against us for reporting you to the Associations.

F. Termination of this Agreement for any reason does not automatically terminate your equipment lease, if applicable.

G. If we believe that any of your activities, or our performance of any service under the Agreement, could subject us to increased regulatory scrutiny or reputational harm, we reserve the right to (i) terminate the Agreement at any time; or (ii) suspend or cease providing any service or the Services at any time.

H. **Other Termination Rights.** We have a right to terminate this Agreement at any time by providing you with 30 days written notice.

### 8. Authorization, Setoff, Reserve, and Security Interest.

A. You authorize us, our agents, and third parties to initiate ACH credit/debit entries to or from the Designated Account, the Reserve Account, or any other account you maintain at any institution that is a receiving member of ACH, including for amounts you owe us, that we owe you, or for correction of errors. This authorization applies even after you change accounts. It survives the termination of this Agreement, until the later of: (i) two years from the Agreement's expiration; or (ii) the date you have satisfied all of your obligations to us. You shall ensure the Designated Account(s) have funds sufficient to satisfy your contingent and accrued obligations and duties under this Agreement. No attempt to change or alter the account (an "Account Change") is effective until we acknowledge the change on our system. Accordingly, you shall not close an old account until the new account receives the third deposit. We are not responsible for checking the accuracy of any Account Change your purported representatives submit in connection with an Account Change. Additionally, we are not responsible for liability associated with any Account Change unless it is due to our gross negligence or willful misconduct. You are solely liable for all fees and charges your financial institution assesses, including overdraft and NSF charges. You release and hold us harmless from any financial institution fees or charges, regardless of cause. We are not liable for any delays in receipt of funds or errors in debit and credit entries caused by unaffiliated third parties, including the Associations, Other Networks, a clearing house, or your financial institution. We may audit and verify all Card and credits you accept. You agree that we may debit or credit your Designated Account for any inaccuracies. You also agree to be bound by the National Automated Clearing House Association's operating rules.

B. You agree that payment is due the date we originate an ACH debit transaction record to your Designated Account. Fees not paid when due bear interest at the rate permitted by Law. You are responsible for paying all fees, without set-off or deduction. We have a right to set-off amounts you owe us from amounts we owe you or your affiliates.

C. The closing of your Designated Account does not constitute a mutually agreed upon termination of this Agreement.

D. As a specifically bargained for inducement for us to enter into this Agreement with you, we reserve the right at any time to: (i) create a reserve of funds ("Reserve Account") from settlement amounts or any other amount payable to you; (ii) require you to pay us the amount needed to fund a Reserve Account during this Agreement and/or pay any additional funds needed to maintain the Reserve Account at all times; and/or (iii) require you to establish an irrevocable standby letter of credit naming a beneficiary we designate ("Letter of Credit"). If we require security as described in the preceding sentence, you will immediately fund the Reserve Account or provide the Letter of Credit and maintain the Reserve Account or renew or replace the Letter of Credit as we instruct. We have complete discretion to determine the amount of any Reserve Account or Letter of Credit. You will increase either at any time upon our request. If a Letter of Credit will be cancelled, will not be renewed, or will not be in full force and effect, you will provide a replacement Letter of Credit upon our demand, on or before the date that we

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

determine. Any Letter of Credit will be issued by a financial institution, in a format, and with an expiration date acceptable to us. We have the right to use the Reserve Account(s) and/or Letter(s) of Credit to cover amounts due or that might become due to us at any time. Reserve Account funds may be commingled with other funds and need not be maintained in a separate account designated in your name. Subject to the other terms of this Agreement, we have the right and discretion to retain funds placed into the Reserve Account until you request the funds in writing, and the later of (i) 270 days has passed following the termination of this Agreement; or (ii) 180 days has passed since the last possible chargeback (the later date shall be the "Refund Request Date"). The Reserve Account becomes our property upon our notice to you if you engage in, or are suspected to have engaged in, (i) illegal business activities; (ii) collusive fraudulent transactions with Cardholders; (iii) laundering or aggregating illegal and/or brand damaging transactions; (iv) establishing your account with us through identity theft; or (v) any other fraudulent act. (each an "Improper Transaction"). You waive any contract right you have in the Reserve Account and its balances if you fail to object in writing within 90 days of the Refund Request Date or our notification of an Improper Transaction event.

E. We have the right to divert your funds to a Reserve Account or to temporarily suspend processing for a reasonable time to investigate any real or potentially improper transaction activity. Following an investigation, we may continue to maintain the diverted funds in a Reserve Account in accordance with this Section 8. We have no liability to you for diverting funds or suspending processing.

F. This Agreement is a security agreement under the Uniform Commercial Code. You grant us a security interest in and lien upon all: (i) funds in the Designated Account; (ii) funds in the Reserve Account; (iii) amounts due you under this Agreement, including rights to receive payments or credits; and (iv) proceeds in any account or from any sale (collectively, the "Secured Assets"), to secure all of your obligations under this Agreement. For Secured Assets maintained by Member Bank, you authorize Member Bank to comply with our demands regarding the Secured Assets. Our control of the Secured Assets with Member Bank constitutes a perfected interest under Article 9 of the Uniform Commercial Code. We may direct the disposition of the Secured Assets without further consent from you. You represent and warrant that we have the only security interest in the Secured Assets. You agree not to grant a security interest in the Secured Assets to a third party without our prior written consent. Additionally, we have a contractual right of set-off against the Secured Assets. Our right of set-off shall be deemed to have been exercised immediately upon the occurrence of an Event of Default without any action by us or notation in our records, even if we enter the set-off on our books and records at a later time.

### 9. Indemnification and Limitation of Liability.

A. You shall indemnify and hold us, and our directors, officers, employees, affiliates, and agents harmless from and against all proceedings, claims, demands, losses, liabilities, damages and expenses (including any fines, fees, assessments, audit fees, card replacement costs, or penalties levied against us by an Association, any Card issuer, or any Other Network, and attorneys' and collection fees and expenses) resulting from or otherwise arising out of: (i) the Services; (ii) any breach of any term or condition of this Agreement; (iii) any misrepresentation by you under this Agreement; (iv) your acts or omissions in connection with the Services under this Agreement, including the acts and omissions of your employees and agents; (v) your processing activities and provision of goods and services to Cardholders; (vi) any violation of the Operating Regulations, the Rules Summary, or the Laws; (vii) any guarantees we provide to a third party for your benefit, including lease guarantees; (viii) any infiltration, hack, breach, or violation of the processing system resulting from, arising out of, or in any way related to your ability to use the Services, including your use of an Agent or any other third party processor or system, or your ability to connect to the Internet or an external network; (ix) any act or omission of a third-party with which you have contracted; (x) any bankruptcy proceeding; (xi) effecting transactions with the use of a lost, stolen, counterfeit, or misused Card; (xii) any action you institute against any Association, Other Network or Card issuer following a chargeback or fine; or (xiii) any action we take against the Designated Account, Reserve Account or any other account you own, pursuant to this Agreement. You shall also defend, indemnify, and hold harmless the institution that maintains your Designated Account for acting in accordance with any instruction from us regarding the Designated Account. This indemnification shall survive the termination of the Agreement. Your enrollment in the Breach Assist Program only reduces your indemnification obligations under this Agreement by the amount we actually recover in connection with the Breach Assist Program, and only to the extent the recovered amounts specifically relate to a data breach solely involving you. The Breach Assist Program's limited indemnity waiver may not cover all the costs associated with a data breach. You may review the specific terms and conditions of the Breach Assist Program at [www.royalroupservices.com/breach-assist/](http://www.royalroupservices.com/breach-assist/), or by contacting a customer service representative at 1-800-393-1345 or 1-877-207-6727.

B. EXCEPT FOR THOSE EXPRESS WARRANTIES MADE IN THIS AGREEMENT, WE DISCLAIM ALL WARRANTIES, INCLUDING ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. You acknowledge and assume all risks associated with the acceptance of cards. We are not liable for lost profits, lost business, or any incidental, special, consequential, or punitive damages (whether or not arising out of circumstances known or foreseeable by us) you or your customers or any third party suffers in connection with the Services. We are not liable for damages or losses wholly or partially caused by you or your employees or agents. Nor are we liable for any damages or losses you may sustain as a result of our exercise of post-default rights or remedies under this Agreement, provided we had a good-faith, reasonable basis to believe an Event of Default occurred. Our liability related to or arising out of this Agreement shall not exceed the fees paid to us for the particular Services in question for the calendar month preceding the date of our relevant act or omission. The parties acknowledge that the limitations in this Section are integral to the amount of fees we charge for the Services. Except as otherwise described in this Section, your exclusive remedy for any claim against us is termination of the Agreement. We are not in default under this Agreement or liable for any delay or loss in the performance, failure to perform, or interruption of any Services resulting, directly or indirectly, from errors in data you or other parties provide to us, or any event beyond our reasonable control, including the Force Majeure Events defined below. If we defend a claim you bring against us and prevail, you shall reimburse us the costs, attorneys' fees, and other related expenses we incurred.

C. We are not liable for, nor in default under this Agreement, for any delays, failure to perform, loss of performance, or interruption in service resulting directly or indirectly from a Force Majeure Event. A "Force Majeure Event" includes labor disputes, fire, weather, acts of God; acts

of a public enemy; other casualty; power outages; funding delays (however caused); governmental orders or regulations; errors in data provided by you or others; international, domestic, and/or economic terrorism; or any other cause, whether similar or dissimilar to those just mentioned, beyond our reasonable control.

D. Except for actions related to your failure to pay amounts due under the Agreement, no cause of action shall be brought by either party more than one year after it accrued.

E. You recognize and agree that any limitations of liability set forth in this Agreement are fair and reasonable.

F. Merchant acknowledges and agrees that certain Rules govern the relationships between various parties such as the Card Associations, Processor, Member Bank, and/or other entities (e.g., partners, etc.), and that any failure by Processor to abide by such Rules does not provide the basis for a breach of the Agreement claim by Merchant or any other third party.

### 10. Confidentiality.

A. We will be providing you with Confidential Information. "Confidential Information" includes this Agreement and information relating to our methods, techniques, programs, devices and operations and those of Providers, the Associations, and Other Networks. You shall not disclose Confidential Information to any person or entity, other than to your employees and agents who participate directly in the performance of this Agreement and need access to the information. You agree to comply with the confidentiality and security requirements of the Rules Summary, the Laws, and the Operating Regulations. This includes the Visa Cardholder Information Security Program ("CISP") found at [www.visa.com/cisp/](http://www.visa.com/cisp/); the MasterCard Site Data Protection Program ("SDP"), found at [www.mastercard.com/sdp/](http://www.mastercard.com/sdp/); and the American Express Data Security Operating Policy ("DSOP"), found at [www.americanexpress.com/merchant/](http://www.americanexpress.com/merchant/); and any similar Association or Other Network program requirement. You acknowledge receipt of our notice of privacy policies and practices ("Privacy Notice"). Notwithstanding anything to the contrary in the Privacy Notice or this Agreement, we have the right to use, disclose, share, and retain any information you provide or that arises out of the Services, during the term and thereafter: (i) with your franchisor or franchisee(s), association(s) you belong to or belonged to at the commencement of this Agreement; (ii) with your affiliates; (iii) in response to subpoenas, warrants, court orders or other legal processes; (iv) in response to requests from law enforcement agencies or government entities; (v) to comply with applicable Laws; (vi) with our affiliates, business partners and agents; (vii) to Associations and Other Networks and their designees, (viii) to Providers and their designees; (ix) to any other referral source or processor, including the applicable referrer, ISO/MSP, or independent Card office; (x) to perform analytic services for you, us and/or others, including analyzing, tracking, and comparing transaction and other data to develop and provide insights for those parties as well as for developing, marketing, maintaining and/or improving our products and services; and/or (xi) to offer or provide the Services under this Agreement. You authorize us to (i) make public the execution of this Agreement and/or the provision of Services under this Agreement; and (ii) include your name and logo on a list of our customers that may be shared with the public. Upon our request, you agree to provide testimonial information regarding the Services.

B. You must secure and prevent the unauthorized access of any systems and media containing account, Cardholder, or transaction information (physical or electronic, including account numbers, Card imprints, and terminal identification numbers). Except for Card drafts you maintain in accordance with this Agreement or the Laws or Operating Regulations, you shall render inoperative and unreadable any media you no longer deem necessary or appropriate to store. You shall notify us of the identity of any third party who will have access to Cardholder data ("Merchant Provider(s)"). You shall also ensure that (i) Merchant Providers cannot access Cardholder data unless authorized by the Operating Regulations; (ii) Merchant Providers have proper security measures to protect Cardholder data; (iii) you and Merchant Providers comply with the PCI DSS; and (iv) you have written agreements with Merchant Providers requiring compliance with the terms of this Section. You shall immediately notify us of any suspected or confirmed loss or theft of any transaction information. This includes any loss or theft from a Merchant Provider. You are responsible for demonstrating your and Merchant Providers' compliance with the PCI DSS programs. You agree to provide us reasonable access to your locations and the locations of your Merchant Providers so that we can, at our option, verify whether you and your Merchant Providers can prevent future security violations. In the event of a suspected or confirmed loss or theft of information, you agree, at your expense, to provide any information, whether requested by us, an Association, financial institutions, or a local, state, or federal official in connection with the event. You further agree to cooperate in any ensuing investigation, including any forensic investigation. The information you provide in response to an investigation shall be considered our confidential information. The requirements of this provision apply to Cardholder data regardless of the medium in which the information is contained and regardless of whether you process transactions via internet, mail, phone, face-to-face or any other method.

C. Our proprietary and confidential online portal service provides reporting detail about your use of the Services ("Portal Services"). We reserve the right to disallow, discontinue, suspend, or change your use of Portal Services at any time without notice. You agree to maintain the confidentiality of any Portal Services passwords in your possession. If we provide Portal Services to you, our only obligation is to make the Portal Services available in accordance with our standard operating procedures (e.g., then-current timeframes, standards, scheduling, and procedures, including those for setup, account access, and suspension of Portal Services). You shall provide us with prompt written notice of account or user ID changes, including User IDs that are no longer active or should be deleted. You are solely responsible for any unauthorized access to Portal Services, including unauthorized employee or agent access, or third party access. We have no liability for third-party interruptions in Portal Services (e.g., internet providers), or errors or inaccuracies in the data reported to you.

D. Notwithstanding any current or prior election to opt in or opt out of receiving telemarketing calls or SMS messages (including text messages) from us, our agents, representatives, affiliates, or anyone calling on our behalf, or from Worldpay on behalf of another entity, you expressly consent to be contacted by us, our agents, representatives, affiliates, or anyone calling on our behalf for any and all purposes arising out of or relating to your account, at any telephone number (including a personal telephone number), or physical or electronic address you provide or at which you may be reached. You agree we may contact you in any way, including SMS messages (including text messages), calls using prerecorded messages or artificial voice, and calls and messages delivered using auto telephone dialing system or an automatic texting system. Automated messages may be played when the telephone is answered, whether by you or someone else. In the event that an agent or representative calls, he or she

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

may also leave a message on your answering machine, voice mail, or send one via text. You consent to receive SMS messages (including text messages), calls and messages (including prerecorded and artificial voice and autodialed) from us, our agents, representatives, affiliates or anyone calling on our behalf at the specific number(s) you have provided to us, or numbers we can reasonably associate with your account (through skip trace, caller ID capture or other means), with information or questions about your application, and/or account. You certify, warrant and represent that the telephone numbers that you have provided to us are your contact numbers. You represent that you are permitted to receive calls at each of the telephone numbers you have provided to us. You agree to promptly alert us whenever you stop using a particular telephone number. Your cellular or mobile telephone provider will charge you according to the type of plan you carry. You also agree that we may contact you by e-mail, using any email address you have provided to us or that you provide to us in the future. We may listen to and/or record phone calls between you and our representatives without notice to you as permitted by applicable law. For example, we listen to and record calls for quality monitoring purposes. Additionally, you acknowledge and agree that certain SMS messages (including text messages) may be sent on a one-time and/or non-recurring basis, which means that no opt out option will be available.

**11. Continuing Unlimited Guaranty.** This Section ("Continuing Unlimited Guaranty") applies to each person who signs this Agreement as a Guarantor (each a "Guarantor"). To induce us to enter the Agreement, each Guarantor jointly and severally guarantees the prompt and full payment of all Obligations (defined below) when due.

A. The word "Obligation" is used in its most comprehensive sense. It includes all indebtedness, debts and liabilities (including principal, interest, late charges, collection costs, attorneys' fees and the like) that Merchant owes us, whether Merchant created the obligation alone or with others, and whether Merchant is primarily or secondarily responsible. Obligations can be secured or unsecured, absolute or contingent, liquidated or unliquidated, and direct or indirect. Obligations can be evidenced by note, draft, a guaranty agreement, or otherwise. Obligations can exist now or arise in the future. It includes all payment obligations, indemnification obligations, and indebtedness Merchant owes us arising from or related to the transactions or Services under this Agreement.

B. Guarantor promises to pay any Obligation that Merchant has not promptly paid when due. Guarantor promises to pay irrespective of our actions or inactions regarding the Obligations, or whether we have enforced any security interest created under this Agreement. Guarantor further promises to pay irrespective of the invalidity, insufficiency, or unenforceability of any Obligation. Guarantor's obligations shall not be affected, modified or impaired by any counterclaim, set-off, deduction or defense based upon any claim the Guarantor may have against you (Merchant) or us, except payment or performance of the Obligations.

C. Guarantor waives notice of any acceptances of this Continuing Unlimited Guaranty. Guarantor waives presentment, demand, protest, notice of protest, and notice of dishonor or other nonpayment of any Obligations. Further, Guarantor waives notice of sale or other disposition of any collateral or security we now hold or later acquire. The duties of Guarantor shall not be released, discharged, or modified by: (i) our extending the time for payment (for Merchant or Guarantor); or (ii) our delay or omissions in exercising any rights, taking any actions, or pursuing any remedies against Merchant or Guarantor. Guarantor agrees that we may release or modify any collateral, security, or other guaranties without notice or consent from Guarantor and without modifying Guarantor's duties to us. This is a guaranty of payment and not of collection. We have no obligation to demand or pursue any rights against Merchant, anyone else (including another Guarantor), or to exhaust any rights or remedies related to any collateral, security, or other guaranties before demanding payment from Guarantor. Guarantor waives all defenses based on suretyship or impairment of collateral. Following a default under this Agreement, we may apply and/or sell off against amounts due to us any deposits, account balances, or other credits of Guarantor in our possession. Guarantor grants us a security interest in the items just described.

D. The obligations of any Guarantor shall be joint and several with Merchant and any other Guarantor under this Agreement. The property described in any collateral security documents Guarantor provides, whether previously, contemporaneously, or in the future, secures this Continuing Unlimited Guaranty. This Continuing Unlimited Guaranty shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, successors, transferees and assignees. Other terms and conditions applicable to this Continuing Unlimited Guaranty can be found in Section 12.L.

**12. Miscellaneous Terms and Conditions.** The following terms and conditions also apply.

A. **Title to the Services.** You agree that the Services are licensed and not sold. As a result, you only acquire a nontransferable, revocable, non-exclusive right to use the Services. The right exists only during the term of the Agreement, and only for the purpose of accepting and managing payments. We retain all right(s), title, and interest in and to the Services. This includes rights in materials we deliver to you, and any invention, development, product, trade name, trademark, service mark, software program, or derivative from any item just listed. You shall not: (i) copy, reproduce, alter, modify, create derivative works, publicly display, republish, upload, post, transmit, resell, or distribute any of our material; (ii) permit any third party to use or benefit from the Services through a rental, lease, timesharing, service bureau, or other arrangement; (iii) work around, bypass or circumvent any of the technical limitations of the Services, use any tool to enable disabled functionalities, or decompile, disassemble, or reverse engineer the Services (unless the restriction is prohibited by the Laws); (iv) perform any act that interferes with proper access or use of the Services; or (v) use the Services in any manner not expressly allowed under this Agreement.

B. **Notices.** Unless otherwise stated, you shall deliver notices and other communications in writing via certified mail or reputable overnight courier (postage prepaid) to the following address: Worldpay, LLC, Attention: General Counsel/Legal Department, 8500 Governors Hill Drive, MD# 1GH1Y1, Symmes Township, OH 45249-1384. Notices delivered in this manner become effective upon our actual receipt. Our communications to you shall be delivered via email, facsimile (effective upon transmission confirmation), ordinary or certified mail (effective the seventh day after mailing), reputable overnight courier (effective the first day after submission to the courier), or via a report, communication via Portal Service or invoice (effective when made available).

C. We have no obligation to process any Visa or MasterCard transaction beyond the authority of a U.S. member of Visa and MasterCard or any Discover Network Card or American Express transaction outside the United States and other United States territories.

D. **Account Debiting Authorization.** In addition to our other collection rights in this Agreement, you expressly authorize us or our affiliate to collect amounts due us or our affiliate by debiting any deposit account you maintain with Member Bank.

E. **Amendments.** We may amend this Agreement or change rates at any time. You do not have the same right. We will provide notice of changes in accordance with the notice Section of this Agreement. If you continue to process transactions after, or fail to notify us that you contest a change within seven days of actual or constructive notice, you will be deemed to have accepted that change. We have the right to make Association and Other Network changes and increases in interchange, fees, or assessments without providing you notice. You agree to pay these increased fees and charges throughout the term. We are not bound by any changes, additions, or deletions you make to the Agreement unless they are part of a written amendment that is signed by you and us.

F. **Assignment.** We have a right to assign this Agreement. Unless you get our prior written consent, you do not. This means that any assignment, even an assignment by operation of law, is prohibited without our consent. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, executors, administrators, successors, transferees, and assignees (if applicable). If you assign this Agreement without our consent, the assignee will be bound by the terms of this Agreement. Your sale of the business does not relieve the original owner or original Guarantors of chargeback or other liabilities, even those occurring after sale.

G. **Independent Contractors.** We are not your agent, and we are not in a joint venture, or partnership with you (or vice-versa). Both you and we are independent contractors.

H. **No Third-Party Beneficiary.** Unless expressly stated in these Terms and Conditions, this Agreement is for the benefit of, and may be enforced by, only you and us, and our successors and permitted transferees and assigns. It is not for the benefit of any third party.

I. **Employee and Agent Actions.** You are responsible for the acts or omissions of your employees and agents related to this Agreement and the use of the Services.

J. **Severability and Non-Waiver.** The invalidity or illegality of any part of this Agreement shall not invalidate the rest of the Agreement. The Agreement shall instead be construed as if the invalid or illegal provision were not part of the Agreement. Our delay or failure to exercise any right under this Agreement shall not operate as a waiver or estoppel of that right.

K. **Signature.** An original, a copy, facsimile copy, or digital, photographic or electronic copy of your signature serves as the signature for this Agreement. Further, duplicate original records of this Agreement (digital, photographic, or otherwise) have the same force and effect as the original. The parties agree that contracting through electronic means including e-signature or "click to agree" processes is an acceptable form of showing agreement.

L. **Arbitration, Governing Law, Jury Waiver, and Class Action Waiver.** This Section applies to you, any Guarantor, or any other party who claims an interest in this Agreement.

(a) The United Nations Convention on Contracts for the International Sale of Goods does not apply to the Agreement or its subject matter.

(b) The Agreement and any dispute, difference, controversy, or claim directly or indirectly arising out of, relating to, or otherwise in connection with it or its subject matter or formation (including non-contractual disputes, differences, controversies or claims) (a "Claim") shall be governed by and shall be construed, resolved, and enforced in accordance with the Laws of the State of New York without regard to that state's choice-of-law provisions or principles. Except as otherwise provided in this Section, each party irrevocably agrees that any such Claim shall be resolved by arbitration in the City of Jacksonville, Florida, administered by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules (including, when applicable, the AAA procedures for Large, Complex Commercial Disputes but expressly excluding in all cases the AAA Supplementary Rules for Class Arbitrations). The parties hereby confirm their agreement that no Claim on behalf of or against a class or purported class may be asserted in such an arbitration; nor may any Claim for the benefit of or on behalf of the general public or other Claim as a private attorney general be asserted, or any collective Claim or Claim consolidated with another arbitration. The arbitrator shall decide any issues submitted in accordance with the provisions and commercial purposes of the Agreement and shall not have the power to award punitive, exemplary, or special damages or damages other than those described in the Agreement. Judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Except as may be required by law, or if necessary, to obtain a judgment on the award, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both parties.

(c) Each party agrees that a Claim of any breach of any of the confidentiality, non-use, and intellectual property obligations of the Agreement and/or of any infringement, ownership, and enforceability of any intellectual property right may result in irreparable injury to the other for which money damages would not adequately compensate, and each party shall be entitled to seek an injunction for any such Claim. Notwithstanding Section 12.L.(b), each party irrevocably: (i) agrees that the Florida state courts located in the City of Jacksonville, Florida, Duval County, or the United States District Court for the Middle District of Florida, sitting in the City of Jacksonville, Florida, shall have exclusive jurisdiction to adjudicate any such Claim described in this Section 12.L.(c), and consents to submit itself to the personal jurisdiction of such courts in connection with any such Claim; (ii) agrees that such courts shall be the proper venue therefor; (iii) waives any defense of inconvenient forum to the maintenance of any action or proceeding so brought; and (iv) waives the right to trial by jury in any such action or proceeding.

(d) **Class Action Waiver.** YOU AND/OR GUARANTOR ALSO WAIVE ANY RIGHT TO PARTICIPATE IN A CLASS ACTION AGAINST US OR MEMBER BANK.

M. **Headings and Construction.** The parties have used the headings in this Agreement for convenience only. No heading shall affect the interpretation of any provision. These Terms and Conditions are subordinate to the Rules Summary, the Operating Regulations, and the Application (unless the Application is blank). Our approval of the Application does not guarantee you a right to receive processing. The parties have chosen the language in this Agreement to express their mutual intent. No rule of strict construction shall operate against any party. This Agreement constitutes the entire agreement between the parties with regard to the Services, and supersedes all prior or other agreements or representations regarding the Services, whether written or oral. All prior understandings have merged into this Agreement.

N. **Other Rights and Acknowledgements.** We may change Member Banks at any time without notifying you. Any Member Bank may delegate all or part of its duties to its affiliate at any time, also without notifying you. We are an agent of Member Bank in connection with Visa and MasterCard transactions, and may use an ISO/MSP in connection with this Agreement. The ISO/MSP is an independent contractor and not our agent. Accordingly, ISO has no authority to

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

execute an Agreement on our or Member Bank's behalf. You owe Member Bank the same obligations you owe us. We may exercise any rights or remedies in this Agreement individually or jointly with Member Bank, and may likewise exchange or allocate the duties and obligations each owes to you.

**O. Attorney's Fees.** You shall reimburse and indemnify us for all attorneys' fees and other costs and expenses we incur or pay in: (i) defending our rights under this Agreement, (ii) enforcing the Agreement; or (iii) collecting any amounts you owe us under the Agreement.

**P. Survival.** Provisions that impose or could impose a continuing obligation on you shall survive the expiration or termination (for any reason) of this Agreement. This includes your liability for chargebacks and reversals, your duty to indemnify us and Member Bank, and your duties with respect to account maintenance.

**Q. Association/Other Network Agreements.** You may sign an agreement with an Association or Other Network ("Other Merchant Agreement"). An Other Merchant Agreement is a separate and independent agreement. We have no responsibility for Association's, Other Network's, or your breach of an Other Merchant Agreement. We do not have to comply with the terms or conditions of an Other Merchant Agreement. We have a right to cease providing Services for any Other Networks or Associations in our sole discretion. Whether or not you have an Association/Other Network agreement, you agree to pay all fees, fines, assessments and penalties the Associations or Other Networks impose and agree that we may allocate those fees, fines, assessments, or penalties in any manner and in our sole discretion. You agree that all POS terminals operate with unique keys according to PIN debit network requirements.

**R. Routing.** You authorize us to decide where to route a Card transaction.

**S. If applicable, we and you shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a).** These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their color, race, religion, sex, or national origin. Moreover, these regulations, if applicable, require each of us to take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

**13. Representations and Warranties.** You represent and warrant that:

**A. Information.** Any information you have submitted is true, complete, and accurate. This includes information about your entity type, the nature of your business (e.g., products and services sold, manner of sale, etc.), and the financial condition and ownership and executive structure of your business.

**B. Corporate Power.** You and the person signing this Agreement on your behalf have the power to execute this Agreement and to perform under this Agreement. The person signing this Agreement may execute any future documents and take any future action on your behalf.

**C. Existence/Organization.** You are a person or an entity validly existing and organized in the United States.

**D. No Litigation.** You have no knowledge of an actual or threatened action, suit, or proceeding against you that might impair your financial condition or prevent you from operating your business as you now conduct it. You have never appeared on MasterCard's MATCH system or the Combined Terminated Merchant File, except as already disclosed in writing.

**E. Transactions.** The Card Transactions you submit to us: (i) represent the obligations of the authorized Cardholder for merchandise or services actually sold, rented, or rendered (except for any delayed delivery or advance deposit authorized by the Operating Regulations) and do not involve any element of credit for any other purpose; (ii) represent *bona fide* Card/rentals of merchandise and/or services not previously submitted and do not represent a refinancing of any prior obligation; (iii) are not subject to any dispute, setoff, or counterclaim against the price; (iv) are not, to your knowledge or notice, fraudulent, not authorized by the Cardholder, or subject to any other infirmity or impairment; and (v) do not result from any sale outside your normal course of business, as described in the Application.

**F. Products and Services.** The following items are true: (i) you have complete power and authority to sell the products and services you offer and to display the advertisements you use; (ii) your products and services are not illegal, and you will not accept a Card for any illegal transaction; (iii) you will prominently and unequivocally inform each Cardholder of your identity at all points of interaction during the transaction to distinguish you from any other party; (iv) your products, services, and business name do not infringe upon the rights of any other person, including trademark, copyright, confidentiality or patent rights; and (v) you will not sell, market, or display any products or services that would jeopardize our reputation.

**G. PIN Debit & EBT Card Processing Services: Availability of Terminals.** We will process PIN debit Card transactions for you if indicated in the Application or an amendment. If you accept EBT Cards, the terms in Addendum A shall apply. We will provide sponsorship services to you (through a third party bank), if applicable. You will take all steps necessary to ensure that point-of-sale devices and PIN pads will be available for Cardholder use and will function in a reliable manner.

**14. Equipment Program.** The following provisions apply to you if you elect to purchase supplies or purchase or rent equipment from us at any time:

**A. Provision of Equipment.** You acknowledge receipt of the equipment listed on the Initial Equipment Order information and Pricing section of the Application. Our then-current standard pricing applies to the equipment. You agree to pay our then-current standard price (plus shipping) for any additional equipment or supplies.

**B. Purchase.** You are solely responsible for maintaining and repairing the equipment you purchase from us. We make no representations or warranties about the condition of the equipment, including any express or implied warranties of merchantability or fitness for a particular purpose. You agree to accept the equipment "AS IS," and to release us from any liability related to the equipment.

**C. Rental Term.** Unless purchase code "S," "L," or "O" appears in the Initial Equipment Order Information and Pricing section of the Application, each individual piece of equipment ("Rental Equipment") shall have a separate rental term. The term of each piece of Rental Equipment begins on its order date. It continues on a month-to-month basis. Any property interest in the Rental Equipment belongs solely to us (or our delegates or assigns). Either party may terminate the rental term for a piece of Rental Equipment on 30 days prior written notice. On the effective date of a termination, we may debit an amount equal to the fair market value of the Rental Equipment from your Designated Account. If you return the Rental Equipment within ten days of termination, we will refund the debited amount (less our determination of diminished value and/or cost of repairs). Call 866-622-2390 for a tag number and address for returning the Rental Equipment. You bear all return costs.

**D. Equipment Swap Program.** Our equipment swap program applies only to stand-alone PIN Pads and check readers, and terminals we support and integrate with PIN Pads or check readers. If you use the program, we, or our designated equipment provider ("Equipment Provider"), will provide you with programmed terminal(s), PIN Pads or check readers (the "Replacement Equipment"). When you receive the Replacement Equipment, you shall mail, in accordance with any instructions, the Equipment Provider a corresponding number of used equipment of the same brand and model, in good working condition ("Merchant Equipment"). The Merchant Equipment becomes the property of Equipment Provider when it receives the equipment. If Equipment Provider does not actually receive the Merchant Equipment within 30 days off the date Equipment Provider shipped the Replacement Equipment to you, we will charge you our standard purchase price for the Replacement Equipment. The Replacement Equipment shall become your property only after we receive payment from you and Equipment Provider receives the Merchant Equipment from you.

**E. Equipment Re-injection Services.** We may offer equipment re-injection services for stand-alone PIN Pads and check readers, and for terminals we support and integrate with PIN Pads or check readers. To use this service, you must mail your equipment (in good working condition) to Equipment Provider via insured shipment. Equipment Provider will re-inject the Merchant Equipment and return it to you.

**F.** We reserve the right to charge you shipping and handling fees for any equipment deliveries under the Agreement.

**G.** You agree that you will only permit employees who have read the operating instructions that we provided to operate the equipment. You also agree not to remove any equipment from its original place of installation without our prior consent. Neither you nor your employees may make modifications or additions to the equipment. Additionally, you shall only use the equipment in accordance with this Agreement. You shall not use the equipment for credit inquiry or account verification.

**H.** We have the right, but not the obligation, to enter your premises to service equipment, and to confirm the existence, condition, and proper maintenance of the equipment. We shall exercise this right during reasonable business hours. You agree to surrender the equipment to our authorized representative on our demand.

**I. Malfunctioning Equipment shall be shipped to Processor.** If your equipment malfunctions, call 866-622-2390 for instructions from us. For equipment we have agreed to maintain, we will either repair the equipment or send you comparable equipment. For equipment we have not agreed to maintain, you are responsible for all equipment-related expenses. These include maintenance and replacement expenses. You agree to promptly notify us at our designated terminal help desk telephone number of any malfunction or other incident resulting in the loss of use of the equipment.

**J.** You agree to pay all equipment related fees, expenses, and costs. You also agree to review all reports and/or invoices we prepare or our agents prepare. Your failure to reject any report or invoice in writing within five business days constitutes an acceptance of its content.

**K.** You are solely responsible for complying with the Operating Regulations and Laws regarding your use of the Equipment.

**15. Premier Issue Gift Card Program.** The following provisions apply if you elect to receive gift card program processing services and/or related services ("Gift Card Services") (excludes Valutec Card Solutions Gift Card Program):

**A. Compliance with Laws.** You are solely responsible for complying with the Laws related to the Gift Card Services. Upon our request, you shall periodically provide us with a written certification indicating your compliance with the Laws. We have the right to suspend or terminate the Gift Card Services if you fail to provide a certification. We make no representations or warranties about any sample materials we may provide to you. You use our sample materials at your own risk. Using our sample materials does not relieve you from any obligations you have under the Agreement.

**B. Merchant Gift Card Responsibilities.** You are responsible for gift card issuance, acceptance, and unused funds, and for the preparation and content of the gift cards, and of the cardholder agreements and disclosures. You assume all responsibility for funding the gift cards. You are responsible for the accuracy and security of all gift cards and gift card transactions. You are also solely liable for any losses arising out of or related to fraudulent gift cards or gift card transactions, and for anything arising out of your and your gift card cardholders' participation in the gift card Services.

**C. Cardholder Authorization Limits.** You shall set and maintain cardholder authorization limits in accordance with the Laws and this Agreement. You shall notify us of the limits and any other terms and conditions applicable to your use of the Gift Cards.

**D. Gift Card Affiliates.** If we decide to provide Gift Card Services to your eligible affiliates and/or franchisees ("Gift Card Affiliates") at your request, you agree to ensure the compliance of your Gift Card Affiliates with this Agreement. You agree to guarantee full and unconditional responsibility for the performance of any obligations of each Gift Card Affiliate related to this or any agreement between us and the Gift Card Affiliate(s). You agree to accept full responsibility for resolving any issues arising out of the Gift Card Services between you and any Gift Card Affiliate. Upon request, you agree to cause each Gift Card Affiliate to execute our standard addendum for Gift Card Services.

**E. Trademarks.** You are responsible for all content appearing on the Gift Cards. You represent and warrant that you have all rights and permissions necessary to use the content on the Gift Cards. You shall immediately notify us if a third party claims the Gift Card content infringes against its rights. You agree to indemnify and hold us harmless from any and all claims against us and any resulting liabilities, costs and expenses arising out of the content of the Gift Cards. This section shall survive termination of this Agreement. You agree that we may use your name, logo, trademarks, etc., in materials related to the Gift Card Services or in our own advertising.

\* Use of the Valutec Card Solutions Gift Card Program requires execution of a Valutec Gift Card Merchant Agreement.

**16. Special Association Considerations.** There are a few special rules regarding your participation in the Discover or American Express Card programs.

**A. Discover.** We have no liability for not processing or settling a retained Discover merchant's Discover Cards (as defined by Discover).

**B. American Express.** The following terms apply only to your American Express Program (see the American Express merchant requirements for capitalized terms).

i. You authorize us to exchange transaction and settlement information with American Express on your behalf.

## Merchant Processing Agreement Terms and Conditions

7.2023-WP

- ii. You agree to comply with the American Express Program terms provided in the Rules Summary, and the American Express Merchant Operating Guide, which can be located at <http://www.americanexpress.com/merchantopguide> and is incorporated herein by reference.
  - iii. We may disclose Transaction Data, Merchant Data, and other information about you to American Express. American Express may use the disclosed information for any lawful business purpose.
  - iv. In the event your Charge Volume exceeds (1) \$1,000,000 in a rolling twelve month period, or (2) \$100,000 in any three consecutive months ("High CV Merchant"), American Express may convert you to a direct Card acceptance relationship unless your Merchant Category Code is exempt from the High CV Merchant threshold according to current American Express OptiBlue Program limitations. Upon conversion, you will be bound by American Express' then-current Card Acceptance Agreement and corresponding pricing and fees.
  - v. You shall only sell *bona fide* goods and services at your establishment(s). Your Card transactions shall be free of liens, claims, and encumbrances, other than ordinary Card tax. Additionally, you shall not assign any payments you are due under the Agreement to a third party. However, you may sell and assign future transaction receivables to us or our affiliated entities and/or any other cash advance funding source we (or our affiliates) partner with.
  - vi. This Agreement confers third party beneficiary rights in American Express for enforcing terms against you. It imposes no obligations on American Express.
  - vii. You may opt out of accepting American Express Cards in writing without affecting your rights to accept other payment products.
  - viii. We may terminate your right to accept American Express Cards if: (i) you breach the Agreement; (ii) American Express instructs us to do so; or (iii) you engage in fraudulent or any other activity justifying termination.
  - ix. You may not bill or collect from any American Express cardholder for any purchase or payment on the Card unless chargeback has been exercised, you have fully paid for the charge, and you otherwise have the right to do so.
  - x. You agree to remove any American Express Licensed Marks from your website or any other location when your participation in the Program ends.
  - xi. If you do not participate in the American Express Program or EA Program, we will have no liability for not processing or settling your American Express transactions. Further, American Express cards will not be included in the definition of Cards.
17. **Key Definitions.** The following definitions are especially important:
- A. "Agreement" means the Merchant Processing Agreement (including these Terms and Conditions), the Application, Rules Summary, Operating Regulations, and any attached addenda, exhibits, schedules, or other documents.
  - B. "Associations" means, collectively, MasterCard International Inc. ("MasterCard"), VISA U.S.A., Inc. ("VISA"), DFS Services LLC d/b/a Discover Network ("Discover") (including any card issuer of payment cards processed and settled through the Discover network, which may include Japanese Credit Bureau ("JCB"), China Union Pay ("CUP") and Diners Club International ("DCI"), and American Express Travel Related Services Company, Inc. ("American Express") and certain similar entities.
  - C. "Application" means either the physical/virtual form or the act of making application to Worldpay by providing information via a web page user interface.
  - D. "Cards" means Association or Other Network branded cards that enable consumers to purchase goods and services from Merchants.
  - E. "Cardholder(s)": persons authorized to use Association or Network branded cards.
  - F. "ISO/MSP" means an independent Card organization/member service provider operating under the Operating Regulations.
  - G. "Laws" means all applicable state, federal, and local laws, rules, and regulations.
  - H. "Member Bank" means a member of VISA®, MasterCard® and/or Other Networks, as applicable, that provides sponsorship services in connection with this Agreement.
  - I. "Operating Regulations" means the Association and Network bylaws, operating regulations, rules, policies and procedures. The Operating Regulations may be changed or updated from time to time without notice.
  - J. "Other Networks" or "Networks" means, collectively, all Processor supported networks not defined above as Associations.
  - K. "Rules Summary" means the document containing a summary of key Operating Regulations governing this Agreement as amended from time to time.
  - L. "Service" means any services described in this Agreement and/or provided by us.

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**AMENDMENT TO THE AGREEMENT**

This Amendment to the Agreement is made among WORLDPAY, LLC ("Processor"), and Member Bank, and CITY OF EL PASO ("Merchant"). The "Agreement" shall mean the Bank Card Merchant Agreement, Merchant Processing Agreement, or other contract document for the Services provided by Processor to Merchant as previously executed by Merchant, and any corresponding Schedules, Addenda, Exhibits and Amendments thereto. The Agreement shall be amended in the following respects and shall become effective upon the first day of the calendar month following execution by the parties hereto ("Effective Date").

**A. The Merchant Processing Agreement Terms and Conditions (7.2023) shall be amended as follows:**

1. Section 1.B, Exclusivity, shall be amended by deleting the last three sentences in their entirety.
2. Section 5.E, shall be amended by adding the words "To the extent permitted by applicable law," before the words "You shall indemnify..." in the fourth sentence.
3. Section 5.G., shall be amended by deleting the last sentence in its entirety and substituting the following in lieu thereof:  

"Should Processor conduct an audit which is not required by the Operating Regulations or is not requested by an Association, such audit will be at Processor's sole expense; otherwise the audit shall be at Merchant's expense."
4. Section 5.N, shall be amended by adding the words "To the extent permitted by applicable law," before the words "You agree to..." in the seventh sentence.
5. Section 7.B, shall be deleted in its entirety and substituted with the following in lieu thereof:

**"B. Early Deconversion Fee.** If we terminate this Agreement after a breach by you, or if you terminate the Agreement, you shall pay us the Early Deconversion Fee set forth on the Merchant Application for each "Merchant Chain". For clarity, the Early Deconversion Fee includes costs of processing Chargebacks, restocking equipment, and deleting numbers related to your deconversion. Notwithstanding the above, no early deconversion fee will be charged to the extent it is prohibited by Laws or Operating Regulations. Additionally, you agree to pay us (i) any unpaid invoice; and (ii) any damages, losses, expenses, fees, fines, penalties, chargeback amounts, and adjustments we incur in connection with the Agreement. You authorize us to debit your Designated Account or to deduct amounts you owe us under this Section from the settlement funds we owe you. You are responsible for any collection fees, legal fees, and other expenses we incur in recovering your delinquent amounts."

6. Section 7.H, shall be deleted in its entirety and substituted with the following in lieu thereof:  

"H. Other Termination Rights. Either party has a right to terminate this Agreement at any time by providing the other party with 30 days written notice."
7. Section 8.A, shall be amended by adding the following sentence to the end of the section:  

"Notwithstanding the above, the Account designated and approved by the Merchant may only be changed upon prior written approval by the Merchant's Chief Financial Officer, Comptroller or Treasury Services Coordinator."
8. Section 8.D, shall be amended by deleting the last sentence beginning with the words "You waive any..." in its entirety.
9. Section 9.A, shall be amended be amended as follows:
  - i) by adding the words "To the extent permitted by applicable law," before the words "You shall indemnify..." in the first sentence.
  - ii) by adding the following to the end of the section:  

"Subject to the other limitations, terms and conditions of this Agreement, we shall indemnify, defend, and hold harmless you, and your directors, officers, employees, affiliates and agents from and against all third party proceedings, claims, losses, damages, demands, liabilities and expenses whatsoever, including all reasonable legal and accounting fees and expenses and all reasonable collection costs, incurred by you, your directors, officers, employees, affiliates and agents to the extent resulting from or arising out of our gross negligence, or willful misconduct. "
10. Section 9.B, shall be amended as follows:
  - i) By deleting the eighth sentence beginning with the words "Except as otherwise..." in its entirety.

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- ii) By deleting the last sentence in its entirety and substituting the following in lieu thereof:

"Unless prohibited by applicable law, if we defend a claim you bring against us and prevail, you shall reimburse us the reasonable costs, attorney's fees and other related expenses we incurred."

11. Section 10.A, Confidentiality, shall be deleted and substituted with the following:

\*10. Confidential Information.

(a) "Confidential Information" means all business or technical information disclosed by Disclosing Party to Receiving Party in connection with the Agreement. Merchant Confidential Information includes, but is not limited to, information relating to the methods, techniques, programs, devices and operations of Merchant and the details of Merchant's computer operations. Merchant Confidential Information does not include transaction information which has been de-identified or aggregated. Processor Confidential Information includes, but is not limited to, this Agreement, third party audit reports, and information relating to the finances, systems, methods, techniques, programs, devices and operations of Processor and/or the Associations. Except as required by law, neither party shall be obligated to preserve the confidentiality of any information that: (a) was previously known; (b) is a matter of public knowledge; (c) was or is independently developed without reference to or use of the other party's Confidential Information; (d) is released for disclosure with the other party's written consent; or (e) is received from a third party to whom it was disclosed by the Disclosing Party without restriction. Processor may use and disclose Merchant's name and logo as reasonably necessary to perform any Services.

(b) The party receiving Confidential Information ("Receiving Party") of the other ("Disclosing Party") will use the same reasonable efforts as it uses to protect its own Confidential Information of a similar nature (but in any event not less than a reasonable standard of care) to: (i) keep all Confidential Information of Disclosing Party strictly confidential; (ii) not disclose the Confidential Information of Disclosing Party to anyone other than its Authorized Recipients; and (iii) only use Confidential Information as permitted by applicable Laws. Receiving Party will promptly notify Disclosing Party if Receiving Party discovers any improper use or disclosure of Confidential Information and will promptly commence all reasonable efforts to investigate and correct the causes of such improper use and disclosure. "Authorized Recipient" means: (a) with respect to Merchant, Merchant and any employee of Merchant, and provided that such Authorized Recipient is not a competitor of Processor; and (b) with respect to Processor, Processor's Affiliates and their respective employees, contractors, or agents, in the case of (a) or (b) that has a reasonable need to know the Confidential Information in connection with the use or provision of the Services and who are required to protect and restrict the use of the other party's Confidential Information in accordance with terms substantially similar to the requirements of the Agreement. Without limiting the foregoing, Merchant agrees that it will fully comply with any and all confidentiality and security requirements of the USA Patriot Act (or similar law, rule or regulation), VISA, MasterCard, Discover, and/or Other Networks.

(c) If the Receiving Party believes the Confidential Information must be disclosed or made publicly available under applicable law, an order of a court of competent jurisdiction or in response to a request from a governmental regulator, Receiving Party may do so provided that, to the extent permitted by such applicable law, court of competent jurisdiction or governmental regulator, the Disclosing Party is given a reasonable opportunity to contest such disclosure and obtain a protective order, and shall in any event omit all pricing, service level or service specific information from any such disclosure or public filing, unless such omission is prohibited by law.

(d) Merchant acknowledges receipt of Processor's privacy notice ("Privacy Notice"). Merchant should direct any questions or requests for another copy of the Privacy Notice to a Processor customer service representative or Merchant's primary relationship manager, if applicable. Notwithstanding anything to the contrary in the Privacy Notice or this Agreement, Processor may use, disclose, share, and retain any information provided by Merchant and/or arising out of the Services, during the term and thereafter: (a) with Merchant's franchisor, Merchant's franchisee(s), association(s) to which Merchant belongs and/or belonged as of the commencement of this Agreement, (b) with any affiliate of Merchant; (c) in response to subpoenas, warrants, court orders or other legal processes; (d) in response to requests from law enforcement agencies or government entities; (e) to comply with applicable Laws, regulations, or Operating Regulations; (f) with Processor's affiliates, partners and agents; (g) to perform analytic services for Merchant, Processor and/or others including but not limited to analyzing, tracking, and comparing transaction and other data to develop and provide insights for such parties as well as for developing, marketing, maintaining and/or improving Processor's products and services; and/or (h) to offer or provide the Services hereunder.

(e) Publicity. Merchant and Processor agree that they will work together to issue a mutually agreeable joint press release after the execution of this agreement and/or after the conversion of Merchant to Processor's Services. In any event, Merchant acknowledges and agrees that Processor may make public the execution of this Agreement by Merchant and/or any of Merchant's affiliates, and/or the Services that may be or have been provided under the Agreement. Merchant agrees that Processor may include Merchant's name and logo on a list of Processor's customers, which may be made public. Merchant agrees that, upon Processor's request, Merchant will provide testimonial information related to the Services received by Merchant hereunder."

12. Section 11.A, shall be amended by adding the words ", to the extent permitted by applicable law" after the words "indemnification obligations" in the last sentence of the section.

13. Section 12.L.(b) shall be deleted in its entirety and substituted with the following in lieu thereof:

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"(b). The Agreement and any dispute, difference, controversy, or claim directly or indirectly arising out of, relating to, or otherwise in connection with it or its subject matter or formation (including non-contractual disputes, differences, controversies or claims) (a "Claim") shall be governed by and shall be construed, resolved, and enforced in accordance with the Laws of the State of Texas without regard to that state's choice-of-law provisions or principles."

- 14. Section 12.L.(c) shall be amended by deleting the second sentence beginning with the words "Notwithstanding Section 12.L.(b)..." in its entirety.
- 15. Section 12.L.(d) shall be deleted in its entirety.
- 16. Section 12.O, Attorney's Fees shall be deleted in its entirety.
- 17. Section 12.P, Survival, shall be amended by adding the words ", to the extent permitted by applicable law" after the words "Member Bank" in the last sentence.
- 18. Section 15.E, shall be amended by adding the words "To the extent permitted by applicable law," before the words "You agree to indemnify..." in the third sentence.

Except as otherwise provided in this Amendment, the terms of the Agreement are hereby ratified and affirmed and shall remain in full force and effect.

**CITY OF EL PASO**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**WORLDPAY, LLC**

DocuSigned by:  
*Alison A. Vieth*

\_\_\_\_\_  
Signature  
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Alison A. Vieth

\_\_\_\_\_  
Printed Name  
Corporate Counsel

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Date