



PURCHASING DEPARTMENT
THE RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

Sealed Bid Number 1680
VeriFone MX915 Payment Card Readers
File No. C-03786

BIDS/PROPOSALS WILL BE RECEIVED BY THE PURCHASING DEPARTMENT,
RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE
6201 FLORIDA BLVD
BATON ROUGE, LOUISIANA 70806.

Bids/Proposals will be accepted until: September 1, 2016 @ 10 am CT

Advertisement: The Official Journal, THE ADVOCATE of Baton Rouge 8/17, 8/24 and 8/31/16.

THIS IS THE BID/PROPOSAL OF:

Company: _____

Submitted by: _____ Title: _____

Address: _____

Telephone Number _____

Date _____

Please read bidding instructions on the next page carefully!

IMPORTANT: A cashier's check, certified check, or bid bond equal to 5% of the total amount of the bid **is not** required.

Standard Terms and Conditions for Bids

INSTRUCTIONS TO BIDDERS

1. Bids may be delivered by hand, mail or courier service to our physical address: BREC, 6201 Florida Blvd., Baton Rouge, LA 70806. BREC is not responsible for any delays caused by the bidder's chosen means of bid delivery. Bidder is solely responsible for the timely delivery of its bid. Failure to meet the bid opening date and time shall result in rejection of the bid.
2. Electronic OR Paper bids will be received until the stated bid opening time, by the BREC Finance Department, BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, Louisiana. All electronic bids will be downloaded and publicly read aloud, along with all paper bids received, immediately after the bid closing in Room 2304 of the BREC Administration Building. Bidders or their authorized representatives are invited to be present. No bids will be received after the stated date and time.
3. Complete bid documents are provided at no cost in electronic format at www.bidexpress.com. Bidders may register and view complete bid documents and Instructions for Bidders at no cost. Questions about this procedure shall be directed to Bid Express Customer Service at support@bidexpress.com. Toll free phone: (888) 352-BIDX (2439), Phone: (352) 381-4888, Fax: (352) 381-4444, Monday thru Friday, 6am - 6pm CST. See also <http://www.brec.org/assets/bidderinst.pdf> for instructions.
4. Electronic Bids must be submitted through www.bidexpress.com prior to the bidding deadline. Bidders utilizing the electronic bid process are responsible for confirming that all documents are properly submitted and received by Bid Express.
5. Paper bid forms must be submitted in a sealed, opaque envelope and endorsed with Bid Number and Title for BREC sites for the Recreation and Park Commission for the Parish of East Baton Rouge. Bid form blanks must be duly filled in by the Bidder. FAX Bids are not acceptable. Bidders are cautioned not to attach any conditions or provisions to their bids. Any foreign conditions will render the bid invalid and may cause its rejection.
6. Bidders may attend the bid opening, but no information or opinions concerning the bid award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of bid opening. Access to information in completed files may be secured by visiting the Finance Department during normal business hours.
7. Terms and Conditions: This solicitation contains all terms and conditions with respect to the commodities and/or bid specifications herein. Any vendor contracts, forms, terms or other materials submitted with bid may cause bid to be rejected. Any bidder modifications to published terms and conditions of BREC bids may also cause bid to be rejected.
8. The Purchase Order, whether verbal or written, is the only binding contract to be issued against this bid. Signing of vendor's forms is not allowed.
9. All bid prices must be typed or written in ink, unless submitted electronically through our electronic bid system. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder.
10. Bid prices shall include delivery of all items FOB: Destination, or as otherwise provided. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
11. By signing the bid, the bidder certifies compliance with all instructions to Bidders, terms, conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor. Other means for submittal is through our electronic bid system. (See #4)
12. **In accordance with RS 39:2212.1C, this specification has been approved as proprietary. Only the brand and models specified will be acceptable for the Purchase.**
13. BREC reserves the right to award items separately, grouped or on an all or none basis and to reject any or all bids and waive any informalities.
14. Prices: Unless otherwise specified by BREC in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and bid prices shall be firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period. Bids other than FOB Destination may be rejected.

15. Vendor is responsible for including all applicable taxes in the bid price. BREC is exempt from all state and local sales and use taxes.
16. Unless specifically called for in the solicitation, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the solicitation. The manufacturer's standard warranty will apply, unless otherwise specified in the solicitation.
17. BREC reserves the right to cancel any contract, in accordance with Purchasing rules and regulations, for cause, including, but not limited to, the following: a) Failure to deliver within the time specified in the contract; b) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; c) Misrepresentation by the contractor; d) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with BREC; e) Conflict of contract provisions with constitutional or statutory provisions of State or Federal law; f) Any other breach of contract.
18. All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
19. Vendors must clearly identify bids by name, bid number and bid opening date and time on face of sealed envelope.
20. Bid Bond is NOT Required for this bid, unless otherwise stated in bid documents.
21. BREC is an Equal Opportunity Employer. The Bidder is encouraged to utilize minority participation in this contract to the extent possible through the use of small, disadvantaged and women-owned businesses as suppliers or subcontractors.
22. **Purchase Order Numbers are required for all materials and supplies ordered by BREC. No order is to be accepted by a vendor unless a valid Purchase Order number is obtained by BREC employees prior to purchase request, and given to vendor. Invoices that do not have a valid Purchase Order Number listed on the invoice are not authorized purchases and will be returned to the vendor.**
23. In order to receive ACH payments, you must complete the attached ACH Vendor Payment Authorization Agreement form. Please return the completed form to the Accounts Payable Department via email (Accountspayable@brec.org).

Recreation and Park Commission
for the Parish of East Baton Rouge (BREC)
6201 Florida Blvd
Baton Rouge, Louisiana

BID OPENING DATE
September 1, 2016
BID NO. SB1680

FORMAL INVITATION TO SUBMIT COMPETITIVE SEALED BIDS
NOTE: THIS FORM MUST BE USED TO SUBMIT YOUR BID

VENDORS DELIVERY ARO	PAYMENT TERMS	DELIVERY DATE DESIRED	PURCHASING CONTACT
	NET 30	Earliest Possible	RoShunda Ward PH: 225-273-6422 Email: roshunda.ward- latigue@brec.org

COMPANY OR FIRM NAME

ADDRESS

CITY & STATE

ZIP

PHONE

FAX

EMAIL ADDRESS

BIDDERS SIGNATURE (BID MUST BE SIGNED)

BIDDER'S PRINTED NAME

PRODUCT DELIVERY TO:

RECREATION AND PARKS COMMISSION
INFORMATION AND TECHNOLOGY DEPARTMENT
6201 FLORIDA BLVD
BATON ROUGE, LA 70806

BID PRICES

Item #	Description	Qty	Unit of Measure	Unit Price	Extended Price
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Payment Card Readers					
1	VeriFone MX915 PCI 4 Pin pad Card Read	50	Each	\$	\$
2	MX915 Berg I/O Power Audio, Tailgate, Ethernet	50	Each	\$	\$
3	MX915/925 Software License & Application	50	Each	\$	\$
4	Verishield Protect License encrypt key for Point	50	Each	\$	\$
5	MX915/925 Debit/Credit Card Key inject and App Load	50	Each	\$	\$
6	Multiport Purple Ethernet Switch	50	Each	\$	\$
7	VXMX3XX VSP HTDES Key Injection	50	Each	\$	\$
8	MX915/925 Universal Power Supply	50	Each	\$	\$
9	MX915/925 Flip/Swivel Stand	50	Each	\$	\$
10	MX915/925 Weighted Base, nonskid pad	50	Each	\$	\$

Application Software					
11	Payment Card Reader Integration	50	Each	\$	\$
12	VeriFone Point Merchant One-Time Setup Fee-includes vendor assistance to configure and test each RecTrac merchant account with the VeriFone Point Service using the MX915/925 readers	1	Each	\$	\$
13	HPP online Merchant One-Time Setup Fee- includes vendor assistance to configure and test each RecTrac merchant account with the VeriFone HPP (Hosted Payment Page) for online patrons' use	1	Each	\$	\$

Payment Card Services

14	VeriFone Point Services Monthly Fee/Device Uni Tm- includes the Transaction Gateway with Unlimited monthly point transactions, point portal, data encryption and Tokenization, remote key loading, estate management, help desk, secure commerce application/NFC, payments enablement/EMV, Software Update Services, VeriCenter or VHQ. This monthly fee is applicable to each MX915 reader	50	Each	\$	\$
15	VeriFone HPP Online Monthly Merchant Minimum Fee-includes 1000 ecommerce (online) credit card payments for each merchant account. This monthly fee applies to each ecommerce merchant account.	1	Each	\$	\$
16	VeriFone Online Monthly Overage Payment Fee- the monthly overage transaction fee is charged for each ecommerce (online) transaction in excess of the first 1000 transactions.	1	Each	\$	\$
BID TOTAL					\$

IMPORTANT:

Please attach a voided check below and make sure that the account number & routing number on the check match page 1 of this form.

**Please return both pages of this completed form to us via email at:
Vendors@BREC.org**

The diagram shows a check form with the following fields and callouts:

- Payor Information:** John & Jane Doe, 123 Your Street, Anywhere, USA 12345. A callout box labeled "2001" points to the date field.
- Payee Information:** Pay To The Order Of _____ \$ _____ DOLLARS. A callout box labeled "Check Number (is not needed to complete this form)" points to the check number field.
- Bank Information:** YOUR BANK, 123 Your Bank's Street, Anywhere, USA 12345.
- Routing & Account Numbers:** A callout box labeled "Routing & Transit # (9 digit number between these two symbols)" points to the routing number field (012347678). A callout box labeled "Checking Account # (usually follows the Routing & Transit #)" points to the account number field (123456789).
- Memo:** A callout box labeled "2001" points to the memo field.

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC)

ACH Vendor Payment Authorization Frequently Asked Questions

FAQ's

Here are some frequently asked questions and answers:

Q. What is ACH Vendor Payment?

A. ACH Vendor Payment is a system that deposits payment for goods and/or services that you have sold to the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) directly into your account at any financial institution that is a member of the Automated Clearing House Network.

Q. Who is eligible for ACH Vendor Payment?

A. All vendors that provide goods and/or services to BREC who are now being paid by check through BREC's Accounts Payable Department.

Q. What steps should I take to assure that my payment is deposited to my account?

A. Verify with your financial institution that the routing number used for wires into your account is the same as indicated on your check. If it is not the same, please obtain and provide the correct routing number from your financial institution.

Q. When will my payment be deposited in my account?

A. Your payment will be deposited into your account based on the settlement date referenced on your direct deposit advice e-mail.

Q. Is my payment safe?

A. Billions of ACH transactions are transmitted successfully across the country. This could not be done without numerous checks and balances built into the system. NACHA manages the development, administration, and governance of the ACH Network. You may learn more at www.nacha.org.

Q. What do I do if for some reason my payment is not deposited into my account?

A. One of the advantages of the ACH Network is that all transactions are traceable. Simply contact the Accounts Payable Supervisor at (225) 272-9200, and ask that your payment be traced, starting with the originating financial institution.

Q. After I apply for ACH Vendor Payment, how soon can I expect to participate?

A. The target implementation date for changing over to ACH Vendor Payment is December 31, 2015. Beyond this date, most payments made by BREC to its vendors will be made via ACH transaction. However, as BREC transitions from the old "paper" method of paying vendors to ACH Vendor Payment, some vendors may begin to receive their payments via ACH transaction before December 31, 2015. In all cases, before a vendor receives their first payment via ACH transaction, they will receive an e-mail notifying them of the upcoming deposit.

Q. What happens if I change financial institutions and/or accounts?

A. In the event that you change financial institutions, or account numbers within the same financial institution, simply provide a new ACH Vendor Payment Authorization Agreement and a voided check, and mark the "Revision" box at the top. Until your account change has been completed, you may receive your payment by mail. It is the vendor's responsibility to advise BREC of any changes and to do so in a timely manner. BREC requires fifteen (15) working days to process changes.

Q. What if I want my payment to be forwarded to a financial institution outside the United States?

A. If you receive payments via direct deposit which are forwarded from a U.S. financial institution to a financial institution outside the U.S., please indicate YES in the ACH Vendor Authorization Agreement form and contact the Accounts Payable Supervisor at (225) 272-9200.

Q. BREC will transmit payment information AND invoice information (in the form of "addenda" information) to the vendor's banks. What happens if my bank statement does not break down the invoices paid by BREC?

A. Tell your bank that you will be receiving payments via ACH and that BREC will be including addenda information with our payment in the CCD Plus format.

Q. What do I need to do?

- A. Just follow these simple steps:
- Complete the ACH Vendor Payment Authorization Agreement.
 - Attach a voided check which clearly shows
 - the bank account holder's name
 - account number
 - financial institution's name
 - routing number
 - Send the signed agreement and voided check to: Vendors@BREC.org

If you have any questions about ACH Vendor Payment, please contact the Accounts Payable Supervisor at (225) 272-9200



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