EXHIBIT C

**Official Bid (OB)**

**Instructions:**

* Bids should be submitted by the time and date specified above.
* The vendor should provide the information below.

|  |  |
| --- | --- |
| **MAILING ADDRESS:** | **BID OPENING LOCATION:** |
| **Music City Center**  **700 Korean Veterans Blvd**  **Nashville, TN 37203** | **Music City Center**  **600 Korean Veterans Blvd**  **Nashville, TN 37203** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **VENDOR INFORMATION** | | | | | | |
| Company Name: |  | | | | | |
| Name (type or print): |  | Title: |  | | | |
| Address: |  | | | | | |
| City: |  | State: |  | | ZIP Code: |  |
| Telephone Number: |  | Fax Number: | |  | | |
| E-Mail Address: |  | | | | | |

|  |  |  |
| --- | --- | --- |
| NAME OF REPRESENTATIVE: |  |  |
| EMAIL: |  |  |
| PHONE: |  |  |
|  |  |  |
| In submitting this bid, proposers represent: A) that the proposers has examined and carefully studied the Bidding Documents; and B) that all components and parts are accounted for and included to complete the product and specification requirements. | | |
|  |  |  |
| Print Name | Date |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Authorized Signature | Date |  |

**EXHIBIT** **C (cont.)**

Official Bid Price Sheet

1.Based on the projected monthly volume for one account shown below, please provide the monthly fee.

2. If necessary, each fee can be annotated with comments or additional worksheets on a separate page. Respondents should structure their Cost of Services form as they deem appropriate. The purpose is to have a clear understanding of all fees incurred, including base fees (interchange and assessments), mark-up fees, recurring monthly flat charges and other charges.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Town of Normal Utility Web |  | | | | | | |
|  |  |  | **BASE FEES** | | **MARK-UPS** | | **TOTAL MONTHLY** |
| **Type of Fees** | VOLUME | SALES | **RATE** | **PER TRANS** | **RATE** | **PER TRANS** | **COSTS** |
| **TRANSACTIONAL** | Per Month Estimate | |  |  |  |  |  |
| Visa | 14,951 | $246,683 |  |  |  |  |  |
| MasterCard | 1,759 | $29,022 |  |  |  |  |  |
| Discover | 528 | $8,706 |  |  |  |  |  |
| American Express | 352 | $5,804 |  |  |  |  |  |
| **TOTAL** | 17,5900 | $290,216 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **FLAT FEES** |  |  |  |  |  |  |  |
| Monthly Maintenance |  |  |  |  |  |  |  |
| Online Access Fee |  |  |  |  |  |  |  |
| Statement Fee |  |  |  |  |  |  |  |
| Terminal Fee |  |  |  |  |  |  |  |
| PCI Fees |  |  |  |  |  |  |  |
| Batch Fee |  |  |  |  |  |  |  |
| Address Verfication Service |  |  |  |  |  |  |  |
| Other: please list individually |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **TOTAL MONTHLY FEE** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **OTHER FEES (if applicable)** |  |  |  |  |  |  |  |
| Chargeback Fee |  |  |  |  |  |  |  |
| Other: please list individually |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **ONE TIME FEES** |  |  |  |  |  |  |  |
| Setup Fee |  |  |  |  |  |  |  |
| Terminal Equipment/Supplies |  |  |  |  |  |  |  |
| Computer Programming |  |  |  |  |  |  |  |
| Annual Fee |  |  |  |  |  |  |  |
| Monthly minimum Fee |  |  |  |  |  |  |  |
| Other: please list individually |  |  |  |  |  |  |  |