

**ADVERTISEMENT FOR BIDS  
FOR ON-LINE CREDIT CARD PAYMENT OF TAX BILLS**

Sealed bids/proposals for online processing of tax payments (compatible with Accela collection module) will be received by the City of Lackawanna, until **Thursday April 21, 2016**, in the City Clerk's Office, 714 Ridge Rd. Room 215 until 10:45 a.m. local time and opened at 11:00 a.m.in the Council Chambers located on the second floor of Lackawanna City Hall.

**NO BIDS WILL BE ACCEPTED AFTER 10:45 A.M.**

Please provide the following in your proposal:

- Executive Summary for your business
  
- An overview of your Merchant Services solutions
  - o Average daily transactions
  - o Average daily gross dollar volume
  - o Is there a minimum contract length/ termination fee
  - o Tech support for municipality and customers, hours of availability
  
- Describe Authorization /settlement process
  - cards accepted
  - how disputed charges are handled
  - frequency of transactions updated / deposits
  - convenience fee
  - Security procedures/ Credit card compliant

-Costs incurred by the City to implement on-line collection

The envelopes containing the proposals must be sealed and presented in person or via certified mail to the City Clerk's Office, 714 Ridge Road, Room 215, Lackawanna, New York 14218

Any questions or concerns regarding this bid should be directed to the City Treasurer at 827-6472. The City of Lackawanna reserves the right to waive and formally reject any or all proposals.