

**Select Board  
Town Manager**

2198 Main Street  
Brewster, Massachusetts 02631-1898  
(508) 896-3701  
FAX (508) 896-8089

**ADDENDA AND MODIFICATIONS**

1. Date: April 26, 2024
2. Re: Addendum No. 1
3. Project: Credit and Debit Card Processing Captains Golf
4. Issued: April 22, 2024
5. To: Current Plan holders through Town procurement webpage:  
<https://www.brewster-ma.gov/procurement-services/bids/captains-golf-course-credit-and-debit-card-services>
6. From: Donna J. Kalinick, Assistant Town Manager/Procurement Officer  
Town of Brewster, 2198 Main St. Brewster MA 02631
7. This Addendum forms part of and modifies Bidding and contract Documents for the project named above. Acknowledge receipt of this Addendum on the attached Bid form.
8. Where any original item called for in the Project manual or indicated on the Drawings is supplemented by this addenda, the supplemental requirements shall supersede the previous item.
9. Where any original item is amended, voided, or superseded hereby, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.
10. This Addendum consists of this document and the following attachments:
  1. Request for information from plan holder:
    - A. Recent Merchant Statement-attached

- B. Contact information for Chelsea: The website for our POS system is [www.chelseareservations.com](http://www.chelseareservations.com) and their phone number is 800-848-8291.
2. Updated Quote form to reflect acknowledgement of receipt of Addenda.

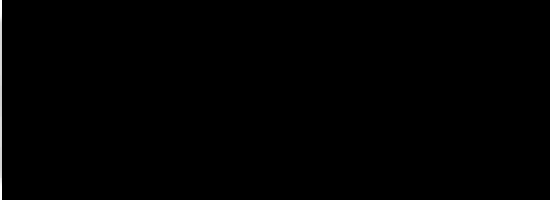
# Merchant Services

MERCHANT PROCESSING CENTER  
ONE HEARTLAND WAY JEFFERSONVILLE IN 47130

## Merchant Statement

Page 1 of 4

TOWN OF BREWSTER  
2198 MAIN ST  
BREWSTER MA 02631-1852



FOR CUSTOMER SERVICE PLEASE CALL (800) 654-9256

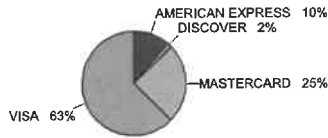
**Amount Deducted 2,533.82**

### Plan Summary

Plan Code	Number of Sales	Amount of Sales	Number of Credits	Amount of Credits	Net Sales	Average Ticket	Base P/I	Base Rate	Discount Due
VS	386	27,249.46	0	0.00	27,249.46	70.59	0.000	1.030	280.67
MC	221	10,722.09	0	0.00	10,722.09	48.52	0.000	1.030	110.44
AM	76	4,809.75	0	0.00	4,809.75	63.29	0.000	1.030	49.54
DS	24	733.89	0	0.00	733.89	30.58	0.000	1.030	7.56
PP	0	0.00	0	0.00	0.00	0.00	0.000	1.030	0.00
**	707	43,515.19	0	0.00	43,515.19	61.55			448.21

### News For You

#### Plan Summary



### Deposits

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Fees Paid	Net Deposits
01	90001966099	D	01	200.00	0.00	0.00	200.00
01	90001438161	D	01	100.00	0.00	0.00	100.00
03	90001445878	D	07	197.03	0.00	0.00	197.03
03	90001973880	D	01	200.00	0.00	0.00	200.00
03	90001450485	D	41	2,386.70	0.00	0.00	2,386.70
04	90001462662	D	24	1,072.70	0.00	0.00	1,072.70
05	90001478242	D	20	814.74	0.00	0.00	814.74
06	90001981613	D	01	50.00	0.00	0.00	50.00
06	90001485481	D	08	417.29	0.00	0.00	417.29
07	90001493089	D	29	1,158.71	0.00	0.00	1,158.71
08	90001509021	D	01	100.00	0.00	0.00	100.00
10	90001996425	D	01	75.00	0.00	0.00	75.00
10	90001514277	D	03	167.36	0.00	0.00	167.36
10	90001525267	D	47	1,847.37	0.00	0.00	1,847.37
11	90001531833	D	03	247.40	0.00	0.00	247.40
12	90001544322	D	05	273.49	0.00	0.00	273.49
13	90001554668	D	22	918.44	0.00	0.00	918.44
14	90001006643	D	01	100.00	0.00	0.00	100.00

#### PLAN CODES

VS -VISA  
VL -VISA LARGE TICKET  
VB -VISA BUSINESS  
VD -VISA DEBIT  
V\$ -VISA CASH ADV

MC -MASTERCARD  
ML -MASTERCARD LARGE TICKET  
MB -MASTERCARD BUSINESS  
MD -MASTERCARD DEBIT  
M\$ -MASTERCARD CASH ADV

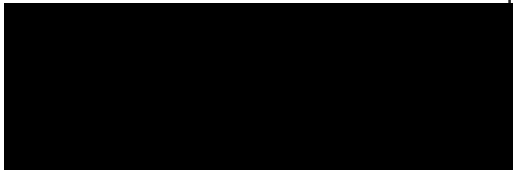
DS -DISCOVER  
DL -DISCOVER LARGE TICKET  
DZ -DISCOVER BUSINESS  
DD -DISCOVER DEBIT  
D\$ -DISCOVER CASH ADV

AM -AMERICAN EXPRESS  
DB -NETWORK PIN DEBIT  
EC -ELECTRONIC CHECK  
EB -EBT  
PP -PAYPAL

#### TRANSACTION CODES

D -DEPOSIT  
A -ADJUSTMENT

# Merchant Services



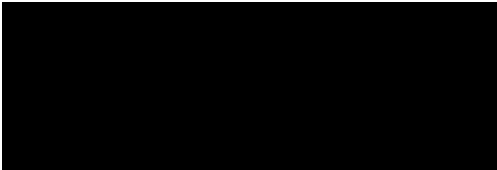
## Deposits - continued

Day	Reference Number	Tran Code	Total Number of Sales	Total Amount of Sales	Total Amount of Credits	Fees Paid	Net Deposits
14	90001567790	D	45	2,071.77	0.00	0.00	2,071.77
15	90001575598	D	58	2,481.77	0.00	0.00	2,481.77
17	90001581822	D	17	896.49	0.00	0.00	896.49
17	90001597213	D	68	3,849.06	0.00	0.00	3,849.06
18	90001018717	D	04	535.00	0.00	0.00	535.00
18	90001600111	D	40	2,181.28	0.00	0.00	2,181.28
19	90001617960	D	35	2,021.64	0.00	0.00	2,021.64
20	90001626969	D	12	1,603.82	0.00	0.00	1,603.82
21	90001635171	D	35	1,447.95	0.00	0.00	1,447.95
22	90001643173	D	05	291.80	0.00	0.00	291.80
24	90001654290	D	41	4,292.76	0.00	0.00	4,292.76
24	90001663364	D	12	835.10	0.00	0.00	835.10
25	90001677766	D	04	164.45	0.00	0.00	164.45
26	90001687005	D	05	153.84	0.00	0.00	153.84
27	90001020621	D	01	50.00	0.00	0.00	50.00
27	90001693215	D	05	2,506.24	0.00	0.00	2,506.24
28	90001701938	D	32	1,177.29	0.00	0.00	1,177.29
29	90001718656	D	04	2,295.75	0.00	0.00	2,295.75
31	90001727331	D	03	121.79	0.00	0.00	121.79
31	90001044895	D	01	150.00	0.00	0.00	150.00
31	90001733644	D	63	3,911.16	0.00	0.00	3,911.16
31	90001038186	D	01	150.00	0.00	0.00	150.00
	<b>Deposit Totals</b>		<b>707</b>	<b>\$43,515.19</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,515.19</b>

## Fees

Number	Amount	Description	Total
695	42,005.19	NON-EMV RISK ASSESSMENT FEE	420.05
67		AMEX ACQUIRER TRANSACTION FEE	1.34
12	2,026.61	VS US DIGITAL COMMERCE SERVICE	0.15
216	10,166.10	MC US PREAUTHORIZATION FEE CP	0.76
707	43,515.19	SETTLEMENT FUNDING FEE	152.30
2	101.00	VS Business Tier 1 Product 2 (7)	2.88
7	1,401.61	VS Non Qualification Cons CR (7)	55.37
1	50.00	VS VTR Product 1 (7)	1.50
1	150.00	VS VS Product 1 CR (7)	4.31
4	219.47	VS VTR Product 2 (7)	5.66
25	1,398.28	VS VS Product 2 (7)	36.09
142	13,276.74	VS VSP Product 2 (7)	392.64
13	828.42	VS VIQ Product 2 (7)	26.57
1	100.00	VS VIQ Product 1 (7)	3.45
1	223.63	VS VIN Product 2 (7)	6.03
1	135.01	VS Business Tier 2 Product 2 (7)	3.88
4	335.01	VS Business Tier 3 Product 2 (7)	9.95
3	257.00	VS Business Card CP DB (7)	6.60
4	241.70	MC Corp Data Rate 1 (7)	8.62
1	45.00	MC Merit1 DB (7)	1.23
2	125.06	MC Enhanced Merit 1 (7)	3.77
10	199.00	MC World Merit3 (7)	6.26
3	397.00	MC World Elite Merit1 (7)	13.60
91	4,559.64	MC World Elite Merit3 (7)	148.18
3	170.15	MC Commercial Data Rate 1 Level 3 (7)	6.43
3	116.00	MC Cons Rate 2 CP Prem (7)	3.01
3	335.00	MC High Value Merit1 (7)	11.52
27	1,042.79	MC High Value Merit3 Base 1 (7)	34.49
9	1,726.63	AM T/E Tier 2 (7)	58.75
61	2,906.67	VS CPS Retail Check DB	32.36
9	93.86	VS CPS Small Ticket DB	1.85
2	276.43	VS VT Product 2	4.37
1	47.00	VS InterReg Non Prem Base	0.52
20	204.23	VS REG CPS Small Ticket	4.59
87	5,180.10	VS US REG DB	21.81

# Merchant Services



## Fees - continued

Number	Amount	Description	Total
1	65.00	VS CPS Retail PPD	0.90
1	45.00	MC Merit3 CR	0.84
9	352.00	MC Enhanced Merit3 Base	7.24
25	841.43	MC Merit3 DB	12.61
1	140.01	MC US REG Cons POS DB	0.28
38	2,112.31	MC US REGF Cons POS DB Adj	9.48
67	3,083.12	AM T/E Tier 1	76.17
1	27.00	DS PSL Key Entry Rewards (7)	0.85
19	564.02	DS PSL Retail Prem (7)	15.90
1	10.00	DS Retail Prem Plus (7)	0.41
3	132.87	DS PSL Retail Rewards	2.58
1		\$100,000 BREACH COVERAGE MONTHLY FEE	6.95
1		MONTHLY SERVICE FEE	9.95
1		NON RECEIPT OF PCI VALIDATION	125.00
1		NON-EMV PROGRAM FEE	25.00
1		FIXED ACQUIRER NETWORK FEE (FANF)	7.00
657		TRANSACTION/NETWORK ACCESS FEE	164.25
76		TRANSACTION/NETWORK ACCESS FEE - AXP	19.00
76	4,809.75	AXP ASSESSMENTS	7.94
24	733.89	DISC/PAYPAL ASSESSMENTS	1.03
221	10,722.09	MC ASSESSMENTS	13.94
386	27,249.46	VISA ASSESSMENTS	37.28
4	810.79	AXP NON-SWIPED FEE	2.43
24		AXP SYSTEM PROCESSING FEE	14.43
707	43,515.19	DISCOVER DATA USAGE/NETWORK FEE	0.52
3	116.00	ASSOC KILOBYTE/BASE II FEES	11.43
234		MC INTERNATIONAL INTERCHANGE & ASSMNT	1.68
394		MC NABU/LICENSE/DIGITAL ENABLEMENT FEE	10.48
3		VISA ASSOC APF FEE & CREDIT VOUCHER FEE	7.71
7		VISA ASSOC APF FEE FOR REVERSALS	0.06
1	47.00	VISA INTEGRITY FEE	0.70
		VISA INTERNATIONAL INTERCHANGE & ASSMNT	0.68
		<b>TOTAL FEES</b>	<b>2,085.61</b>

Discount	448.21
Fees	2,085.61
Fees Paid	<u>0.00</u>
Amount Deducted	2,533.82

P  
A  
M

#### Important Information

EFFECTIVE APRIL 2024 VISA, MASTERCARD, AMERICAN EXPRESS, AND DISCOVER CARD SERVICES ARE INTRODUCING NEW, AND MODIFYING CURRENT, INTERCHANGE STRUCTURES AND PROCESSING PROGRAM FEES.  
THE FOLLOWING UPDATES WILL BE MADE TO YOUR BILLING EFFECTIVE IN APRIL:  
VISA COMMERCIAL SOLUTIONS FEE WILL BE BILLED AT 0.01%.  
VISA US ACCOUNT NAME INQUIRY WILL BE BILLED AT \$0.10  
FOR MASTERCARD DIGITAL ENABLEMENT FEE TRANSACTIONS THAT ARE GREATER THAN OR EQUAL TO USD \$1000, A FIXED RATE FEE OF \$0.40 WILL NOW BE BILLED  
MASTERCARD US MOTO FEE WILL BE BILLED AT 0.015%  
MASTERCARD IS EXTENDING THE NETWORK ACCESS AND BRAND USAGE FEE (NABU) FOR AUTHORIZATIONS AND REFUND/CREDIT TRANSACTIONS. NABU AUTHORIZED INTERREGIONAL AND NABU REFUND INTERREGIONAL FEES WILL BE BILLED AT \$0.0295  
MASTERCARD ACQUIRER BRAND VOLUME WILL BE BILLED AT 0.14%  
MASTERCARD ACQUIRER BRAND VOLUME ABOVE WILL BE BILLED AT 0.15%

IN AN EFFORT TO EMBRACE SUSTAINABLE BUSINESS PRACTICES, WE WILL BEGIN OFFERING THE OPTION TO ENROLL IN PAPERLESS STATEMENTS LATER THIS YEAR. GOING PAPERLESS IS A SOCIALLY RESPONSIBLE CHOICE. BY OFFERING PAPERLESS STATEMENTS, WE HOPE TO REDUCE THE NEGATIVE ENVIRONMENTAL IMPACT OF HUNDREDS OF THOUSANDS OF PRINTED PAPER STATEMENTS.

**BID FORM**

Indicate the cost per transaction for Visa, Mastercard, Discover, American Express, Apple Pay charged by the Processor (Does not include interchange fees)

\$ \_\_\_\_\_

Indicate the dollar rate per transaction charged by the processor

\$ \_\_\_\_\_

Cost for required hardware must be included and delivered at the start of the contract:  
(Please itemize below)

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\$ \_\_\_\_\_

Indicate other associated costs below:

Monthly fee

\$ \_\_\_\_\_

Annual fee

\$ \_\_\_\_\_

Statement fee

\$ \_\_\_\_\_

Chargeback fees

\$ \_\_\_\_\_

PCI Compliance/Non-Compliance fee

\$ \_\_\_\_\_

Data Breach and Insurance fee

\$ \_\_\_\_\_

All other associated fees (Please itemize below):

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

Please make sure to provide the required references as outlined in this bid package. Bidders must include their required agreement for this service outlining all of the terms of the contract. Certifications required by law must be signed and submitted with this bid package.

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Name and Title

Acknowledgement of Addenda: \_\_\_\_\_

Required documents:

Bid Form

References

Certifications Required by Law

Required Agreement outlining all terms



**Captains Golf**  
**Brewster, Massachusetts**

**Credit Card Processing Bid**

The bidder is requested to state below what work of a similar character to that included in the proposed contract he has done, and give references that will enable the Owner to judge his experience, skill and business standing.

Add supplementary page if necessary

<u>Completion</u> <u>Date</u>	<u>Project</u> <u>Name</u>	<u>Contract</u> <u>Amount</u>	<u>Design</u> <u>Architect</u>	<u>Reference</u> <u>Name</u>	<u>Telephone</u> <u>No.</u>
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a. \_\_\_\_\_

\_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_

d. \_\_\_\_\_

\_\_\_\_\_

e. \_\_\_\_\_

\_\_\_\_\_

f. \_\_\_\_\_

\_\_\_\_\_

**CERTIFICATIONS REQUIRED BY LAW**

**You must COMPLETE and SIGN the following certifications. You must also print, at the bottom of this page, the name of the contractor for whom these certifications are submitted.**

**STATE CERTIFICATIONS**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below-named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Further, per Executive Order of 481, I shall not knowingly use undocumented workers in connection with the performance of all Town of Yarmouth contracts; that pursuant to federal requirements, I shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the I shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). I understand and agree that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting me to sanctions, including but not limited to withholding of payments, contract suspension or termination.

Pursuant to M.G.L. Ch. 268A, this statement is to certify that no municipal employee of the Town of Yarmouth, nor any spouse, parent, child, brother or sister of such municipal employee, has any financial interest in the bidder on this proposal.

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**NON-COLLUSION**

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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**REGISTRATION WITH THE MASSACHUSETTS SECRETARY OF STATE**

If the undersigned is a Foreign Corporation (located outside of Massachusetts), I hereby certify that I comply with the provisions of Massachusetts General Laws, Chapter 30, Section 39L and Chapter 156D as they relate to Foreign Corporations and am registered and in good standing with the Massachusetts Secretary of State.

**COMPLETE AND SIGN BELOW:**

\_\_\_\_\_  
Authorized Person's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & Title of Signatory

\_\_\_\_\_  
Name of Contractor