



CONTRACT AWARD NOTIFICATION

Title	:	Group 79008 – Fuel Card Services (WEX Bank Inc.) Classification Code(s): 15, 84
Award Number	:	<u>22445</u>
Contract Period	:	June 22, 2012 – June 21, 2017
Bid Opening Date	:	January 19, 2012
Date of Issue	:	June 22, 2012 (revised August 4, 2016)
Specification Reference	:	As Incorporated In RFP 22445.
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Jonathan Davis Title : Contract Management Specialist Phone : 518-474-3562 Fax : 518-474-2437 E-mail : jonathan.davis@ogs.ny.gov	Procurement Services Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

**OGS Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

This is a statewide contract for the provision of Fuel Cards that can be utilized at retail Fuel Locations located throughout New York State and nationwide, for Fuel and Associated Products (See definition) supplied by multiple oil companies,. The Contractor will also provide Fuel Card Services, (e.g., Fuel discount, deduction of applicable taxes, reports of Fuel Card transactions, training and help desk services). Authorized Users are advised to review the Contract Guidelines and Terms & Conditions

CONTRACT #	CONTRACTOR & ADDRESS	CONTACT INFO.	FED.ID NYS VENDOR ID
PS65802	WEX Bank (Wex Inc.) 7090 South Union Park Center Suite 350 Midvale, UT 84047	Contract and Sales Questions: Attn: Janet Hunnewell-Webb (207) 523-7332 Mobile: (207) 749-6176 janet.webb@wexinc.com	Federal ID 84-1425616 Vendor ID 1000009725
	Contract and Sales Questions: 97 Darling Avenue So. Portland, ME 04106 Attn: Janet Hunnewell-Webb	(207) 523-7332 Mobile: (207) 749-6176 janet.webb@wexinc.com	
	Card, Billing & Reporting Questions: 97 Darling Ave. South Portland, ME 04106 Attn: Kristin Moore	(207) 523-6416 Fax: (207) 253-1386 Kristin.moore@wexinc.com.	
	24/7 Customer Service: 97 Darling Ave. South Portland, ME 04106 Attn: Customer Service Department	(866) 544-5796 Customerservice@fleetservicesonline.com	
	Contractor Website: www.wexinc.com/newyork		

For the current list of Contractor contact information for this Award, please see the Contractor Information page located on the OGS website at: http://ogs.ny.gov/purchase/snt/awardnotes/7900822445cna_WEX.pdf

Cash Discount, If Shown, Should be Given Special Attention.

INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.

(See "Contract Payments" and "Electronic Payments" in this document.)

AGENCIES SHOULD NOTIFY PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:

The letters **SB** listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters **MBE** and **WBE** indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services Group supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS,RP,RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

FUEL CARD APPROPRIATE USE

NOTICE TO AUTHORIZED USERS:

When placing purchase orders or setting up accounts under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use, as outlined in the contract. Contract users must follow the Fuel Card Services Contract Guidelines and pay particular attention to the Appendix H, which has additional Terms and Conditions that authorized users should review in detail.

Authorized Users can manage their WEX accounts and run standard reports online at the WEXOnline site: <https://go.wexonline.com>.

Your WEXOnline user name and temporary password will be sent automatically from online_services@wexinc.com

The Authorized User shall designate a Fleet Contact Person for their Fuel Card program. The Fleet Contact Person's duties may be designated to multiple persons according to the agency's structure and business practices. The Fuel Card is to be used to purchase Fuel and Associated Product for the Authorized User's vehicles and equipment (e.g., automobiles, trucks, and heavy and light duty equipment). The card **may only** be used to purchase products and services for official government or business purposes and not for personal, family or household purposes. Fuel Cards are to be used for approved Fuel products for each vehicle. Unless otherwise approved by the Fleet Contact Person, drivers should purchase self-service regular grade unleaded fuel, rather than mid-grade or premium unleaded. If appropriate for the vehicle, diesel Fuel or alternative Fuel shall be purchased.

The WEX Card can be used to make the following purchases:

- **Fuel:** Conventional Fuels (e.g., gasoline and diesel) and Alternative Fuels (e.g., hydrogen, propane, compressed natural gas (CNG), liquefied natural gas (LNG), methanol, ethanol and electricity). The Fleet Contact Person is responsible for notifying card users about the Authorized User limits on gasoline type (e.g., regular grade, mid-grade and premium); and
- **Associated Product:** A non-Fuel Product that may be purchased with the Fuel Card in an Emergency situation, and car washes. Associated Products purchased in an Emergency situation are limited to Products that are required for continued safe operation of the vehicle (e.g., motor oil, transmission fluid, windshield wipers and fluid, and tire repair).

The Fleet Contact Person should set controls for each card that limits use by Fuel Location, days/times, number of transactions, and number of gallons allowed. Authorized Users may adopt more restrictive guidelines or policies at their discretion. WEX can also establish **email alerts** that notify a designated individual of Fuel Card misuse.

The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- The reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

Contract users Fleet Contact Person and card users should be familiar with Fuel Card Services Contract Guidelines and pay particular attention to;

- Procurement Instructions
- Appropriate Use
- On-line Account Management, and Reporting
- Training
- Help desk Services
- Dispute Resolution
- Billing and Payments
- Invoice Reconciliation

Contract users Fleet Contact Person and card users should be familiar with Appendix H Contractor Additional Terms and Conditions and pay particular attention to:

- Establishment of Account
- Cards and Accounts
- Controls

Fleet Contact Persons should contact WEX with any product code errors identified by authorized users or from the review of monthly statements. WEX would need the receipts to facilitate the reposting of the transaction. An affidavit can be submitted if a receipt is not producible.

These and all OGS Fuel Card Service Guidelines maybe found at the following:

http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445Guide_WrightExpress.pdf

Primary Fuel Discount Tiers

The NYS Primary Fuel Discount will be applied to Fuel purchases at **ALL** Fuel Locations where Contractor's Fuel Card may be used by a NYS Authorized User.

Calculation of Primary Fuel Discount Tier: The applicable Primary Fuel Discount tier will be calculated by aggregating Fuel purchases by all New York State Authorized Users on a monthly basis at the time of billing.

Application of Primary Fuel Discount: The applicable Primary Fuel Discount tier will be applied at the time of billing, prior to deduction of applicable tax(es), to the total gross monthly sales amount of each Authorized User's Fuel purchases at all Fuel Locations.

	<i>Monthly NYS Gallon Consumption (all Authorized Users)</i>	<i>NYS Primary Fuel Discount</i>
Tier 1	0 - 250,000	1.38 %
Tier 2	250,001 - 500,000	1.43 %
Tier 3	500,001 - 750,000	1.48 %
Tier 4	750,001 - 1,250,000	1.53 %
Tier 5	1,250,001 - 1,750,000	1.58 %
Tier 6	1,750,001 - 2,250,000	1.63 %
Tier 7	2,250,001 - 2,750,000	1.66 %
Tier 8	2,750,001 +	1.70 %

Associated Product Discount(s)

Associated Products: As defined in Section II. General Terms of the Fuel Card Services Contract, II.1 Definition of Terms, Letter A.

A non-Fuel Product that may be purchased with the Fuel Card in an emergency situation to include car washes. Associated Products purchased in an emergency situation are limited to products that are required for continued safe operation of the vehicle (e.g., motor oil, transmission fluid, windshield wipers and fluid, and tire repair).

Roadside assistance is not included in the scope of this Contract.

The following Associated Product Discount(s) are applicable to non-Fuel purchases.

Note: Associated Product purchases may only be made in an **Emergency situation** (when product is required for continued safe operation of the vehicle), or when the purchase is a car wash.

Associated Product Type	NYS Discount	Unit of Measure (e.g., per item), and method for applying discount.
Fluids (e.g., motor oil, transmission fluid, and windshield washer fluid)	1.38-1.70% %	The discount percentage for Associated products will be consistent with the gallon fuel tiers and will be calculated on Total Gross Sales of the gallon tier
Vehicle Parts (e.g., windshield wipers and tires)	1.38-1.70% %	The discount percentage for Associated products will be consistent with the gallon fuel tiers and will be calculated on Total Gross Sales of the gallon tier
Emergency Service (e.g., tire repair)	1.38-1.70% %	The discount percentage for Associated products will be consistent with the gallon fuel tiers and will be calculated on Total Gross Sales of the gallon tier
Other (e.g., car washes)	1.38-1.70% %	The discount percentage for Associated products will be consistent with the gallon fuel tiers and will be calculated on Total Gross Sales of the gallon tier

Fuel Card Services Fee Schedule

Account Set-up Fee		WAIVED
Monthly Card Fee		WAIVED
Replacement Card Fee	WAIVED	
International Currency Conversion Fee		1% of the total Transaction value
Reproduced Report Fee*		\$25.00 per request
General Research Fee*	\$15.00 per hour	
Regular Mail Fee		\$0.00
Expedited Shipping Fee*		Cost varies by option
Returned Item Fee (<i>e.g.</i> NSF/ACH)*		\$20.00
WEXPay		\$0.00
Octane		\$0.00

*These fees are **only** charged upon request for the item, or in the case of the Returned Item Fee, upon occurrence.

**State of New York
Office of General Services
PROCUREMENT SERVICES
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

Contract No.: _____ **Contractor:** _____

Describe Product* Provided (Include Item No., if available): _____

***Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: _____

_____ (over)

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ E-mail: _____

Please detach or photocopy this form & return by FAX to 518/474-2437 or mail to:

**Office of General Services
PROCUREMENT SERVICES
Customer Services, 38th Floor
Corning 2nd Tower - Empire State Plaza
Albany, New York 12242**