

Corning Tower, Empire State Plaza, Albany, NY 12242 | https://ogs.ny.gov/procurement | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Updated Contact Information

| DATE: | June 24, 2 | 020 | AWARD #: | <u>23062</u> | GROUP #: | 79008 |
|--------|------------|----------------------|-----------------------|---------------------|-------------|-------|
| AWARD | DESCRIPT | ION: Fuel Ca | ard Services | | | |
| CONTRA | ACT PERIO | D: June 22, 2 | 2018 – June 21, 2021 | | | |
| CONTAC | Chris | stopher Martinez | z 518-473-7790 ch | ristopher.martinez@ |)ogs.ny.gov | |
| CONTRA | ACT NO.: | PS67946 | CONTRACTOR: | Wex Bank Inc. | | |
| | | | | | | |

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Please be advised that the Contract contact information for the above referenced contract has been updated. The updated information is as follows:

CONTACT INFO.

NYS VENDOR ID

<u>CONTRACT #</u> <u>CONTRACTOR & ADDRESS</u>

| PS67946 | Wex Bank 7090 South Union Park Center Suite 350 Midvale, UT 84047 | Janet Parker Phone: (207) 523-7332 Email: Janet.Parker@wexinc.com | Federal ID 84-1425616 Vendor ID 1000009725 |
|---------|--|--|---|
| | 24/7 Customer Service: Attn: Customer Service Department | 1-800-492-0669 Fax: 1-800-395-0809 Email: Correspondence@wexinc.com | |
| | Contractor Website: | www.wexinc.com | |

An updated Contract Award Notification can be viewed at the following address: https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm



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Contract Award Notification Update

Subject: Contract Amendment #1

DATE: June 25, 2019 AWARD #: 23062 GROUP #: 79008 **AWARD DESCRIPTION: Fuel Card Services** CONTRACT PERIOD: June 22, 2018 - June 21, 2021 CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez @ogs.ny.gov CONTRACT NO .: PS67946 CONTRACTOR: Wex Bank Inc.

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Contract Amendment #1 has been issued in order to allow for the incorporation of an early payment discount into the contract with Wex Bank Inc. The early payment discount will be issued by Wex as an additional monthly rebate and is subject to the terms and conditions listed below:

| Bill Presentment | Payment Timing Options | Basis Points (Rebate Percentage) |
|------------------|---|-------------------------------------|
| Monthly | Payment received and posted to account in full by the 15th calendar day of the month for the prior month's invoice. | 7 basis points (0.07%) |
| Monthly | Payment received and posted to account in full by the 10th day calendar day of the month for the prior month's invoice. | 10 basis points (0.10%) |
| Monthly | Payment received and posted to account in full by the 5th day calendar day of the month for the prior month's invoice. | 12 basis points (0.12%) |

*For paper invoices, receipt is deemed to occur within five days of WEX Bank mailing the invoice. For electronic invoices, receipt is deemed to occur on the date WEX Bank makes the electronic invoice available.

A copy of the Contract Amendment and a revised Attachment 1 – Fuel and Associated Product Discount Tables can be found at <u>https://www.ogs.state.ny.us/purchase/snt/awardnotes/7900823062can.htm</u>



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Contract Award Notification Update

Subject: Purchasing Controls Update

October 19, 2018 AWARD #: GROUP #: DATE: 23062 79008 **AWARD DESCRIPTION: Fuel Card Services** CONTRACT PERIOD: June 22, 2018 - June 21, 2021 Christopher Martinez | 518-473-7790 | christopher.martinez @ogs.ny.gov CONTACT: CONTRACTOR: CONTRACT NO .: PS67946 Wex Bank Inc.

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

OGS Procurement Services is working with Wex Bank Inc. to make adjustments with the Wex Bank Inc. fuel card over the coming months so that Authorized Users will be able to purchase fuel related products and fuel additives such as Diesel Emission Fluid (DEF). <u>Note:</u> These fuel related products purchases should only be made in an Emergency situation (when product is required for continued safe operation of the vehicle).

Agency Fleet Managers are hereby reminded that they are responsible for monitoring monthly fuel card invoices to ensure proper use by cardholders.

Authorized Users' Fleet Managers and card holders 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, Invoicing, and Invoice Reconciliation.*

Authorized Users' Fleet Managers and card holders should also be familiar with *Attachment 5 Contractor Additional Terms and Conditions*, particularly *Cards and Accounts* and *Controls. Attachment 5* can be located within the *Terms and Conditions* document available through the link below.

All above referenced documents can be found at https://www.ogs.state.ny.us/purchase/snt/awardnotes/7900823062can.htm



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Contract Award Notification Update

Subject: Fuel Rebate Issue Corrected

DATE:August 22, 2018AWARD #:23062GROUP #:79008AWARD DESCRIPTION:Fuel Card ServicesCONTRACT PERIOD:June 22, 2018 – June 21, 2021CONTACT:Christopher Martinez|518-473-7790|christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 CONTRACTOR: WEX Bank Inc.

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Wex Bank has advised OGS Procurement Services that the fuel rebate issue outlined in the Contract Award Notification issued on October 12, 2017 for Award 22445 has been corrected.

Wex Bank has provided the following statement regarding this issue:

Earlier this year WEX began an update to the automated rebate process that delayed the application of rebate credits until the following month's invoice. With this update now complete, WEX will resume calculating and applying your rebates on a monthly basis.

Please note: The August invoice will reflect rebate calculations for the month of July, as well as August. Moving forward, rebates for all transactions posted after September 1st will be calculated and reflected on that month's invoice.

To reconcile rebates on your August invoice, multiply the total Gross Dollar Amount (GDA) for August by the .0180 rebate percentage. Perform this same calculation on the GDA from your July invoice, then add these two rebate amounts together.

Example: August Gross Transaction Total: \$11,070.86 Rebate: .0180 \$11,070.86 x .0180 = \$199.27

July Gross Transaction Total: \$10,050.22 Rebate: .0180 \$10,050.22 x .0180 = \$180.90

Total August invoice rebate amount: \$380.17

We appreciate your patience and apologize for any inconvenience caused by this update.

Sincerely, WEX Customer Service 1-866-544-5796

Please continue to process invoices as usual. Should contract Users encounter any issues associated with the rebate after receiving their monthly invoices, they are advised to contact the above mentioned Contract Administrator.



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Contract Award Notification

| Title | : | Group 79008 – Fuel Card Services (Wex Bank Inc.) Classification Code(s): 15, 84 |
|-------------------------|-----|---|
| Award Number | : | <u>23062</u> |
| Contract Period | : | June 22, 2018 – June 21, 2021 |
| Bid Opening Date | : | August 8, 2017 |
| Date of Issue | : | February 9, 2018 |
| Specification Reference | : | As Incorporated in RFP 23062 |
| Contractor Information | n : | Appears on Page 2 of this Award |

Address Inquiries To:

| State Agencies & Vendors | Political Subdivisions & Others | |
|---|---|--|
| Name:Christopher MartinezTitle:Contract Management SpecialistPhone:518-473-7790Fax:518-474-2437E-mail:christopher.martinez@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 supplied by multiple oil companies, and Associated Products**. The card can also be used at NY State-owned and Contract User-owned Fuel Locations located within New York State. 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 associated contract for additional terms and conditions.

****Please find the definition for Associated Products below.**

| CONTRACT # | CONTRACTOR & ADDRESS | CONTACT INFO. | FED.ID NYS VENDOR ID |
|------------|--|--|-------------------------|
| PS67946 | Wex Bank | Janet Webb | Federal ID |
| | 7090 South Union Park Center | Phone: (207) 523-7332 | 84-1425616 |
| | Suite 350 | Email: Janet.Webb@wexinc.com | Vendor ID |
| | Midvale, UT 84047 | | 1000009725 |
| | 24/7 Customer Service: | 1-800-492-0669 | |
| | | Fax: 1-800-395-0809 | |
| | Attn: Customer Service Department | Email: Correspondence@wexinc.com | |
| | Contractor Website: | www.wexinc.com | |
| | Cash Discount for Payment of Invoices Received and Posted by: | 5 th calendar day of the prior month's bill 10 th calendar day of the prior month's bil 15 th calendar day of the prior month's bil | ling cycle: 0.10% |

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 NEW YORK STATE PROCUREMENT 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 <u>SB</u> listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters <u>MBE</u> and <u>WBE</u> indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:

The Procurement Services 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 |

NOTE TO AUTHORIZED USERS:

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. 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).

FUEL CARD APPROPRIATE USE

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). Additionally, if a type of fuel is not referenced in this Contract (e.g. aviation fuel) or if a new type of fuel becomes available during the term of the Contract from a commercial/retail source that Wex has a relationship with or can enter into a relationship with to provide the non-referenced/emerging fuel, then it may be made available for purchase by Authorized Users.; and
- Associated Products: A non-Fuel Product that may be purchased with the Fuel Card in an Emergency situation. Associated Products purchased in an Emergency situation are limited to Products that are required for continued safe operation of the vehicle (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 Attachment 5 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_Wex.pdf

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 Attachment 5, 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 <u>WEXOnline</u> site: https://go.wexonline.com .

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

Primary Fuel and Associated Products Discount Tiers

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

The applicable Primary Fuel Discount tier (calculated by aggregating Fuel purchases by <u>ALL</u> New York State Authorized Users on a monthly basis at the time of billing) 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.

****Associated Products** (*As defined in Section II. General Terms of the Fuel Card Services Contract, 1.5 Definitions, Letter B*): A non-Fuel Product that may be purchased with the Fuel Card ONLY in an **EMERGENCY SITUATION** (when product is required for continued safe operation of the vehicle).

Associated Products are limited to Products that are required only for the continued safe operation of the vehicle (e.g fluid refills {motor oil, transmission fluid, power steering fluid, brake fluid, antifreeze/coolant, windshield washer fluid, etc.}, windshield wipers, head lights).

<u>NOTE: Car washes, standard maintenance, and roadside assistance are not included in the</u> <u>scope of this Contract.</u>

The following Associated Product Discount(s) are applicable to non-Fuel purchases in the following categories:

| | Monthly NYS Gallon Consumption | NYS Primary Fuel | Associated Products |
|--------|--------------------------------|------------------|---------------------|
| | (all Authorized Users) | Discount | Discount |
| Tier 1 | 0 - 750,000 | 1.50% | 1.50% |
| Tier 2 | 750,001 - 1,250,000 | 1.65% | 1.65% |
| Tier 3 | 1,250,001-1,750,000 | 1.75% | 1.75% |
| Tier 4 | 1,750,001 - 2,250,000 | 1.80% | 1.80% |
| Tier 5 | 2,250,001 - 2,750,000 | 1.83% | 1.83% |
| Tier 6 | 2,750,001 + | 1.86% | 1.86% |

Fuel Card Services Fee Schedule

| Set-up Fee |
|---------------------------------------|
| Monthly Card Charge |
| Replacement Card |
| International Currency Conversion Fee |
| Reproduced Reports |
| General Research Fee |
| Expedited Shipping Fees |
| Returned Payment Fee |
| Program Maintenance Charge |

WAIVED WAIVED 2% of the total transaction value WAIVED \$15.00 per hour Cost varies \$50.00 per occurrence WAIVED

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 phot | accopy this form & return via e-mail to christopher.marting | ez@ogs.ny.gov or mail to: |

NYS Office of General Services Procurement Services Chris Martinez, 38th Floor Corning Tower - Empire State Plaza Albany, New York 12242 * * * * *