



Office of General Services Procurement Services

Coming 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, 2020 **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:

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

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>CONTACT INFO.</u>	<u>NYS VENDOR ID</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>

All other terms and conditions of this award remain unchanged. Please mark your records accordingly.

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Contract Award Notification

Title	: Group 79008 – Fuel Card Services (Wex Bank Inc.) Classification Code(s): 15, 84
Award Number	: 23062
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	: Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Christopher Martinez Title : Contract Management Specialist Phone : 518-473-7790 Fax : 518-474-2437 E-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 7090 South Union Park Center Suite 350 Midvale, UT 84047	Janet Webb Phone: (207) 523-7332 Email: Janet.Webb@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	
	Cash Discount for Payment of Invoices Received and Posted by:	5th calendar day of the prior month's billing cycle: 0.12% 10th calendar day of the prior month's billing cycle: 0.10% 15th calendar day of the prior month's billing cycle: 0.07%	

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 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 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 WEXOnline 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 **ALL** 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 **ALL** 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).

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

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

	<i>Monthly NYS Gallon Consumption (all Authorized Users)</i>	<i>NYS Primary Fuel Discount</i>	<i>Associated Products Discount</i>
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	WAIVED
Monthly Card Charge	WAIVED
Replacement Card	WAIVED
International Currency Conversion Fee	2% of the total transaction value
Reproduced Reports	WAIVED
General Research Fee	\$15.00 per hour
Expedited Shipping Fees	Cost varies
Returned Payment Fee	\$50.00 per occurrence
Program Maintenance Charge	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 photocopy this form & return via e-mail to christopher.martinez@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
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