Office of General Services
Procurement Services

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: June and July Rebates Delayed

**DATE**: August 2, 2021 **AWARD #:** 23062 **GROUP #:** 79008

**AWARD DESCRIPTION:** Fuel Card Services

**CONTRACT PERIOD:** June 22, 2018 to June 21, 2023

**CONTACT:** Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

**CONTRACT NO.:** PS67946 **CONTRACTOR:** Wex Bank

Please be advised that due to an error in the Wex Bank rebates system all Authorized Users of Award 23062 did not receive a rebate for the month July. This delay is in addition to the previously announced delay in the rebate for June.

Wex Bank is aware of the issue and will be issuing the rebates for both June and July in August. Authorized Users should see the June and July rebates in addition to the earned rebate for the month of August in their August statements.

All other terms and conditions of the contract remain the same.

Office of General Services
Procurement Services

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: June Rebate Delayed

**DATE**: July 26, 2021 **AWARD #:** 23062 **GROUP #:** 79008

**AWARD DESCRIPTION:** Fuel Card Services

**CONTRACT PERIOD:** June 22, 2018 to June 21, 2023

**CONTACT:** Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

**CONTRACT NO.:** PS67946 **CONTRACTOR:** Wex Bank

Please be advised that due to an error in the Wex Bank rebates system all Authorized Users of Award 23062 did not receive a rebate for the month June.

Wex Bank is aware of the issue and will be issuing the June rebate in July. Authorized Users should see the June rebate in addition to the earned rebate for the month of July in their July statements.

All other terms and conditions of the contract remain the same.

Office of General Services
Procurement Services

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: CONTRACT RENEWAL

**DATE**: April 6, 2021 **AWARD #:** 23062 **GROUP #:** 79008

**AWARD DESCRIPTION:** Fuel Card Services

**CONTRACT PERIOD:** June 22, 2018 to June 21, 2023

**CONTACT:** Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

**CONTRACT NO.:** PS67946 **CONTRACTOR:** Wex Bank

Please be advised that in accordance with the CONTRACT PERIOD AND RENEWALS clause, the above-referenced awarded contractor for Fuel Card Services has renewed their contract through June 21, 2023.

Appendix A has been updated. The new Appendix A (dated October 2019) can be viewed on OGS's website at the following address:

https://ogs.ny.gov/procurement/appendix

A revised Contract Award Notification incorporating these changes is available to view at the following address:
https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm

All other terms and conditions of the contract remain the same.

Office of General Services
Procurement Services

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, 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:

| CONTRACT # | CONTRACTOR & ADDRESS | CONTACT INFO. | NYS VENDOR ID |
|---|---|---|---|
| PS67946 | Wex Bank<br>7090 South Union Park Center<br>Suite 350<br>Midvale, UT 84047 | Janet Parker<br>Phone: (207) 523-7332<br>Email: Janet.Parker@wexinc.com | **Federal ID**<br>84-1425616<br>**Vendor ID**<br>1000009725 |
| | **24/7 Customer Service:**<br><br>Attn: Customer Service Department | 1-800-492-0669<br>Fax: 1-800-395-0809<br><br>Email:<br>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.

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.services@ogs.ny.gov | 518-474-6717

# 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 https://www.ogs.state.ny.us/purchase/snt/awardnotes/7900823062can.htm

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

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.services@ogs.ny.gov | 518-474-6717

# Contract Award Notification Update

## Subject: Purchasing Controls Update

**DATE**: October 19, 2018 **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:**

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). **Note:** 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

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

NEW YORK STATE OF OPPORTUNITY. | Office of General Services | Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | www.nyspro.ogs.ny.gov | customer.service@ogs.ny.gov | 518-474-6717

# Contract Award Notification Update

## Subject: Fuel Rebate Issue Corrected

**DATE**: August 22, 2018 **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:**

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.

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