



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: WEX Bank, Inc. IP Address Update

DATE: December 19, 2025 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services (Statewide)

CONTRACT PERIOD: June 25, 2024 to December 31, 2027

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

Beginning on **Monday, January 12, 2026** WEX will be sending emails from different IPs. For most customers there isn't any action needed, but for authorized users that whitelist IPs for incoming email, the new IP address will need to be added to their whitelist. Some authorized users that do not whitelist IPs for incoming email may still need to update their spam or junk mail filters if they stop receiving emails from WEX.

If your agency **whitelists IP addresses** for incoming email, please add the following IP address by **Monday, January 12, 2026** to ensure you keep receiving emails from WEX.

New IP Address to whitelist: 159.183.209.111

No action is needed for most authorized users.

If you stop receiving emails after this date, please check your spam or junk folder.

All terms and conditions of the current contract remain unchanged.



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Contract Award Notification Update

Subject: Contact Information Update

DATE: December 3, 2025 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services (Statewide)

CONTRACT PERIOD: June 25, 2024 to December 31, 2027

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

Effective immediately, please be advised of the following changes.

1. WEX Bank, Inc. has a new contact for Sales/Billing.

Name: Kelly Downs
Phone: 207-523-7424
Email: kelly.downs@wexinc.com

All terms and conditions of the current contract remain unchanged.



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Contract Award Notification Update

Subject: How To Use Update

DATE: November 21, 2025 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services (Statewide)

CONTRACT PERIOD: June 25, 2024 to December 31, 2027

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

The How-To-Use guide has been updated as indicated below in red.

INVOICING

Unless otherwise agreed upon in writing between the Authorized User and the Contractor, Fuel and Associated Product costs must be separately invoiced on a monthly basis to each participating Authorized User. In order to allow for the aggregation of the NYS discount, all Authorized Users of the Contract shall be invoiced on the same billing cycle. **WEX will send an automated email notifying the Authorized User that their monthly invoice is ready to be downloaded from WEXOnline. (WEX does not email invoices to Authorized Users)** Note: See Appendix B, §45 Contract Invoicing and

§47 Prompt Payments. Invoices shall include, at a minimum, the following level of detail:

1. Total gallons of Fuel in tenths, and volume of Associated Product purchased during the billing period;
2. Total Gross/pump price of Fuel, and retail price of Associated Product purchased;
3. NYS discount(s) deducted;
4. Taxes deducted; and
5. Net amount due from the Authorized User.

In addition to the summary invoice described above, a transaction detail report will be available for download from a secure location at WEXOnline or submitted directly to the Authorized User in an Excel spreadsheet. The transaction detail report will match the billing cycle of the invoice and provide the level of detail listed the Piggyback Contract §2.15 *Service Requirements*, II. *Reporting*, 1. *Authorized User Transaction Reports*

All terms and conditions of the current contract remain unchanged.



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Contract Award Notification Update

Subject: Contract Manager Update and How To Use Update

DATE: October 16, 2025 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services (Statewide)

CONTRACT PERIOD: June 25, 2024 to December 31, 2027

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

Effective immediately, please be advised of the following changes.

The NYS OGS Contract Management Specialist contract for this award has changed.

New Contract Manager information is:

Name: Bradford Deforge
Title: Contract Management Specialist 2
Phone: 518-473-3876
Email: bradford.deforge@ogs.ny.gov

The How To Use guide has been updated.

Please see the Contract Award for these updates:
<https://ogs.ny.gov/award-23310>

Questions pertaining to these changes should be directed to the OGS contract manager listed on the Award.

All terms and conditions of the current contract remain unchanged.



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Contract Award Notification Update

Subject: Quarterly Rebate Payments

DATE: December 9, 2024 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 25, 2024 to December 31, 2025

CONTACT: Joan Balinda | 518-486-1258 | joan.balinda@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

Please be advised that the July, August and September (quarterly) rebates for Award 23310 and Contract PS70422, were to be paid in November and seen on the invoice available December 1st. However, due to a system issue with the rebate process at WEX Bank, Inc., the rebate was not applied to the November invoices.

This has been corrected by WEX for future quarterly rebates, and this first rebate under the contract will now be applied to the December invoice available January 1st.

Further details on this contract can be found on the OGS website at:
<https://ogs.ny.gov/award-23310>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: Quarterly Rebate Payments/Rebate Error and Correction Details/New Contract Manager

DATE: September 6, 2024 **AWARD #:** [23310](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 25, 2024 to December 31, 2025

CONTACT: Joan Balinda | 518-486-1258 | joan.balinda@ogs.ny.gov

CONTRACT NO.: PS70422 **CONTRACTOR:** WEX Bank, Inc.

1. Please be advised that the current contract, which is a piggyback off NASPO, issues rebates quarterly. The previous contract paid rebates monthly.
2. WEX paid out the rebate for Contract PC67946 on Award 23062 for the final month of the contract, June 1 through June 21, 2024 in the June Invoice. WEX inadvertently then paid out another rebate for the full month of June and July on the June and July invoices. This rebate was not due against the previous contract since it expired June 21, 2024. WEX then issued a debit in August (will be seen on the September 1st invoice) to recover the rebates issued inadvertently on the June and July invoices. The debit will correct the rebates that were inadvertently paid for June and July on the September 1st invoice.
3. Starting with the July, August and September (quarterly) rebates for Award 23310 and Contract PS70422, these will be paid in November and seen on the invoice available December 1st. Rebates should be correctly applied for contract users moving forward. If contract users want to verify the values for these rebates and the corrected rebate debit for their facilities, they can email joan.balinda@ogs.ny.gov and their rebate data will be provided to them.
4. Joan Balinda is the new contract manager for this contract. Her contact information is provided above.

Further details on this contract can be found on the OGS website at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823310can.HTM>

All other terms and conditions remain the same.

