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Contract Award Notification Update

Subject: Purchasing Controls Update

DATE: November 14, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Bank Card Services, Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: Jonathan Davis | 518-474-3562 | jonathan.davis@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

OGS Procurement Services, working with Wex Bank Inc. will be making adjustments to the current set of purchasing controls at the master level for all contract users of the Wex Bank Inc. fuel card over the coming months and in multiple phases,. The establishment of agency card restrictions and controls helps ensure that the card is used for appropriate purchases in conjunction with State business rules.

The scope of the contract for the Fuel Card (Award #22445) states:
"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."

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

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.
The State has other awards that provide Purchase and Travel cards.

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 also be familiar with Appendix H Contractor Additional Terms and Conditions and pay particular attention to: • Establishment of Account • Cards and Accounts • Controls

What can Agencies expect? Card users and Fleet Contact Person can expect certain controls to be turned off or modified and this will be rolled out in a phased approach, which is expected to take a few months. OGS and WEX will work with State Agency and Authorized Users. Certain Associated Product types/categories will remain unaffected while others outside scope will be the turned off.
These are:

- Quick Lube
- Road & Tow
- General Merchandise

How contract users assist with proper product coding?
1.) 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. A receipt is preferred and affords the best option for accuracy, auditability and accountability on both ends. But, in the event a receipt is not producible, an affidavit can be submitted.

2.) Fleet Contact Persons and or card holders work with merchants at the point of sale locations to correct and ensure the proper product codes are used for transactions (e.g., A state agency has a driver fill up at Gas Station X on the corner of 1st and Broadway almost every day. Every time the card user fills up their state vehicle, the product code on the receipt is for general merchandise and is not for fuel, as it should be.)

Who can Agencies contact with questions? All questions and or concerns may be directed towards the NYS Contract Manager:
Jonathan T. Davis
Office of General Services | Procurement Services | Fuel Team
37th Floor, Corning Tower, ESP, Albany, NY 12242
(518) 474-3562 | OGS.sm.PS_CM_FleetFuelRoads@ogs.ny.gov

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

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Contract Award Notification Update

Subject: Contract Award Notification Updates

DATE: August 4, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: Jonathan Davis | 518-474-3562 | Jonathan.Davis@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

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

The above mentioned contract has been updated to reflect a change in Procurement Services contract administrator. Jonathan Davis has replaced James Patrick as the contract administrator, as noted above and on the revised Contract Award Notification (CAN).

There has been additional updates to the CAN to further assist and highlight rights and responsibilities for the benefit of the Authorized Users, Fleet Managers, and card users. Additional discount tiers and contractor contact information has been expanded in the CAN.

For more detailed information, please see the revised CAN

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

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Contract Award Notification Update

Subject: Fuel Card Discount for June 2016 Invoices

DATE: July 11, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of June 2016. It will be automatically deducted from your June Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for May 2016 Invoices

DATE: June 7, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of May 2016. It will be automatically deducted from your May Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for April 2016 Invoices

DATE: May 4, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of April 2016. It will be automatically deducted from your April Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for March 2016 Invoices

DATE: April 6, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of March 2016. It will be automatically deducted from your March Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for February 2016 Invoices

DATE: March 8, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of February 2016. It will be automatically deducted from your February Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for January 2016 Invoices

DATE: February 10, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of January 2016. It will be automatically deducted from your January Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for December 2015 Invoices

DATE: January 6, 2016 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of December 2015. It will be automatically deducted from your December Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for November 2015 Invoices

DATE: December 3, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of November 2015. It will be automatically deducted from your November Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for October 2015 Invoices

DATE: November 3, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of October 2015. It will be automatically deducted from your October Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged
79008

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Contract Award Notification Update

Subject: Fuel Card Discount for September 2015 Invoices

DATE: October 8, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of September 2015. It will be automatically deducted from your September Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for August 2015 Invoices

DATE: September 8, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of August 2015. It will be automatically deducted from your August Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for July 2015 Invoices

DATE: August 4, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of July 2015. It will be automatically deducted from your July Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for June 2015 Invoices

DATE: July 3, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of June 2015. It will be automatically deducted from your June Invoices.

1.63%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.63%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for May 2015 Invoices

DATE: June 4, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of May 2015. It will be automatically deducted from your May Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Contract Renewal

DATE: May 27, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Bank Card Services, Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2017

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

The above mentioned Contract has been extended to June 21, 2017 or until a new contract has been awarded whichever occurs first.

In addition to the extension Appendix E – Contract Guidelines has been amended to reflect the following additional discount tiers:

	Monthly NYS Gallon Consumption (all Authorized Users)	NYS Primary Fuel Discount
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 (new)	2,250,001 – 2,750,000	1.66%
Tier 8 (new)	2,750,001 +	1.70%

All other terms and conditions remain the same.

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Contract Award Notification Update

Subject: Fuel Card Discount for April 2015 Invoices

DATE: May 6, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2015

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of April 2015. It will be automatically deducted from your April Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for March 2015 Invoices

DATE: April 9, 2015 (Revised) **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2015

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of March 2015. It will be automatically deducted from your March Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for March 2015 Invoices

DATE: April 9, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2015

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of March 2015. It will be automatically deducted from your February Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Fuel Card Discount for February 2015 Invoices

DATE: March 3, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2012 – June 21, 2015

CONTACT: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT NO.: PS65802 **CONTRACTOR:** WEX Bank Inc.

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of February 2015. It will be automatically deducted from your February Invoices.

1.58%

To verify the rebate percentage on your monthly invoice it is to be calculated by taking the gross retail purchases for the month and multiplying that dollar amount by the 1.58%

All other terms and conditions of this award remain unchanged

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Contract Award Notification Update

Subject: Price Discount for January 1, 2015 – January 31, 2015

DATE: February 3, 2015 **AWARD #:** 22445 **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22,2012 – June 21, 2015

CONTRACT MANAGEMENT SPECIALIST: James Patrick | 518-408-1026 | james.patrick@ogs.ny.gov

CONTRACT No.: PS65802 **CONTRACTOR**: WEX Bank (WEX Inc.)

Based on total gallon fuel purchases and in accordance with the contract terms the following discount is applied to all purchases made with the WEX Bank universal fuel card under this contract during the month of January 2015. It will be automatically deducted from your January Invoices.

1.58%

All other terms and conditions of this award remain unchanged.

New York State Office of General Services
New York State Procurement (NYSPro)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
http://nyspro.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: NEG-22445

DATE: October 1, 2014

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:
STATE AGENCIES & CONTRACTORS
James Patrick
Contract Management Specialist 1
518-408-1026
James.patrick@ogs.ny.gov

CONRACT PERIOD: June 22, 2012 – June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
Phone: 518-474-6717
Email: customer.services@ogs.ny.gov

CONTRACTOR/ Wex Bank Inc.
CONTRACT NO.: PS65802

SUBJECT: Notice of Fee Changes from WEX Bank.

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

WEX Bank has recently issued a letter that you may receive announcing changes in the terms of your card agreement to be effective October 24, 2014. This announcement denotes fee increases and the addition of new fees.

Be advised that if you receive this letter it **only** pertains to the **Exxon Mobile fuel card**. The Exxon Mobile card is not a part of contract PS65802. Please refer to the Purchasing memorandum dated October 15, 2013.

Contract PS65802 is for a **universal fuel card** and authorized users are not to pay any of the fees identified in this letter from WEX Bank.

Authorized fees are identified and listed in the award section of the contract landing page located here.

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

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New York State Office of General Services
New York State Procurement (NYSPro)
Corning Tower Building
Empire State Plaza
Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: NEG-22445

DATE: June 3, 2014

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick, CPPB
Contract Management Specialist 1
Phone: (518) 408-1026
E-Mail: james.patrick@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012 - June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
Phone: (518) 474-6717
E-Mail: customer.services@ogs.ny.gov

CONTRACTOR(S)/ WEX Bank Inc.
CONTRACT NO(S).: PS65802

SUBJECT: Wex Bank Inc. – Additional Discounts

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The WEX Bank Contract has been amended to include an updated Appendix E "Fuel and Associated Product Discounts and Fuel Card Services Fee Schedule" adding two additional discount tiers 5 & 6.

	Monthly NYS Gallon Consumption (all Authorized Users)	*NYS Primary Fuel Discount*
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 – 1.25 million	**1.53 %**
Tier 5	1.25 million – 1.75 million	**1.58 %**
Tier 6	1.75 million and above	**1.63 %**

All other terms and conditions remain the same

Office of General Services
NY State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: NEG-22445

DATE: October 15, 2013

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick, CPPB
Contract Management Specialist 1
(518) 408-1026
james.patrick@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012 - June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ WEX Bank Inc.
CONTRACT NO(S).: PS65802

SUBJECT: Wex Bank Inc. – Universal Exxon Fuel Card

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Wright Express Financial Services had changed their name to WEX Bank and this has created some confusion in regards to their Universal Exxon Fuel Card.

WEX Bank is the parent company that handles both the Universal Fleet Fuel card which is covered under this contract and the Universal Exxon Fuel Card which is NOT covered under this contract.

Authorized users who have the Exxon fuel card are not to reference or utilize this contract in any means.

State Agencies should refer to the state finance law in regards to utilization of statewide contracts being designated as second priority after preferred sources.

All other terms and conditions remain the same

Office of General Services
NY State Procurement
Corning Tower Building
Empire State Plaza
Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: NEG-22445

DATE: October 7, 2013

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick, CPPB
Contract Management Specialist 1
(518) 408-1026
james.patrick@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012 - June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ Wright Express Financial Services
CONTRACT NO(S).: PS65802

SUBJECT: Wright Express Financial Services is now known as Wex Bank.

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

Wright Express Financial Services has changed their name to WEX Bank and has updated their account in SFS for State Agency use.

Be advised that WEX Bank is also referred to as WEX Inc. primarily on forms and in e-mail addresses but this is not considered a DBA or alternate company name.

State Agencies are also reminded to review the Purchasing Memorandum dated July 18, 2013 (*The PM preceding this posting*) regarding State Agency Contract Use Update VIN Data:

It is required that all** (State Agency) **applications for services from Wright Express** (now WEX Bank) **for use of the fuel card, must include the VIN upon setting up an account

All other terms and conditions remain the same

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NY State Procurement
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Empire State Plaza
Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: NEG-22445

DATE: July 18, 2013

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick
Contract Management Specialist 1
(518) 408-1026
PS_CM_ITServices@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012 - June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ Wright Express Financial Services
CONTRACT NO(S).: PS65802

SUBJECT: Wright Express (WEX FCS) State Agency Contract Use Update VIN Data

ALL STATE AGENCIES:

It is the policy of the State of New York that all expenses related to the operation of light duty state agency vehicles is to be recorded in the centralized vehicle system maintained by OGS. As the state begins to move in this direction, it is important that all state agencies set up their accounts with Wright Express in a way that links the vehicle identification number (VIN) to all data. This is the only way to assure that all expenses are accurately and consistently linked to the vehicle.

Therefore, it is required that all applications for services from Wright Express for use of the fuel card, must include the VIN upon setting up an account.

If you believe that there is some reason why a state agency vehicle should be exempt from this policy, then you may request such an exemption from Tomlynn Yacono, Director of the Bureau of Risk, Insurance and Fleet Management. Requests can be forwarded to her at: Tomlynn.Yacono@OGS.ny.gov.

For those already registered, that have NOT provided VINs, we ask that you do so over the next two months. Then, VINs should be provided for any new cards or vehicles entered in the system going forward.

Your cooperation on this matter is greatly appreciated.
All other terms and conditions remain the same.

Users of the ARI Vehicle Maintenance contract should note the same requirement will also apply and a separate Purchasing Memorandum should be posted on that specific contract.

New York State Office of General Services
Procurement Services Group
Corning Tower Building
Empire State Plaza
Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: 22445

DATE: **November 2, 2012**

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick CPPB
Purchasing Officer
(518) 408-1026
james.patrick@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012- June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ WEX Inc.
CONTRACT NO(S).: PS65802

SUBJECT: Wright Express Name Change – Wex Inc.

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The Wright Express Financial Services Corporation has changed their name effective immediately to:

WEX Inc.

There is **no** change in the Federal ID number and WEX Inc. is updating their information within the Statewide Financial System (SFS) for State Agencies.

All other terms and conditions remain the same. Please mark all vouchers accordingly.

New York State Office of General Services
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Albany, New York 12242
http://www.ogs.ny.gov

PURCHASING MEMORANDUM

CONTRACT AWARD NOTIFICATION UPDATE

AWARD NUMBER: 22445

DATE: **July 9, 2012**

GROUP: 79008 – Bank Card Services, Fuel Card Services

PLEASE ADDRESS INQUIRIES TO:

STATE AGENCIES & CONTRACTORS
James Patrick CPPB
Purchasing Officer
(518) 408-1026
james.patrick@ogs.ny.gov

CONTRACT PERIOD: June 22, 2012- June 21, 2015

OTHER AUTHORIZED USERS
Customer Services
(518) 474-6717
customer.services@ogs.ny.gov

CONTRACTOR(S)/ Wright Express Financial Services
CONTRACT NO(S).: PS65802

SUBJECT: Wright Express Fuel Card Services Contract and updated Participation Addendum

ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:
The Wright Express Financial Services Corporation Fuel Card Services Contract and Contract Guidelines have been updated with a revised Participation Addendum dated 07/12. The updated documents can be viewed on the OGS website at http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can.htm.

This centralized contract is for a universal Fuel Card that can be utilized at over 4,800 Fuel Locations located throughout New York State for Fuel supplied by multiple oil companies. For a list of brands offered, please see http://www.wrightexpress.com/fleet-fuel-cards/fleet-card-acceptance.

Wright Express also offers a comprehensive fleet management tool that can be used to help manage, track and control Fuel Card usage, and provides security alerts identifying Fuel Card usage outside the Authorized User specified Fuel Card controls.

Additional benefits of the contract include, but are not limited to:

a) The NYS discount is not limited to just one brand of Fuel, allowing users to choose Fuel Locations that are conveniently located and competitively priced;

b) Authorized Users will receive a monthly invoice with the NYS discount and all applicable taxes already deducted by the contractor;

c) Wright Express can integrate Fuel Card Services with Chevin FleetWave software

d) Wright Express will provide help desk services for Authorized Users based on a twenty-four (24) hours per day, seven (7) days per week basis, including holidays

All other terms and conditions remain the same. Please mark all vouchers accordingly.