



# Contract Award Notification Update

---

## Subject: 1 Year Contract Renewal

**DATE:** January 31, 2017

**AWARD #:** [22445](#)

**GROUP #:** 79008

**AWARD DESCRIPTION:** Bank Card Services, Fuel Card Services

**NEW CONTRACT PERIOD:** June 22, 2012 – June 21, 2018

**CONTACT:** Christopher Martinez | 518-473-7790 | [christopher.martinez@ogs.ny.gov](mailto:christopher.martinez@ogs.ny.gov)

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

The above mentioned Contract has been extended to June 21, 2018 or until a new contract has been awarded whichever occurs first.

A revised Contract Award Notification reflecting the new end date is available at the following address:  
[https://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can\\_WrightExpress.pdf](https://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can_WrightExpress.pdf)

All other terms and conditions remain the same.



# Contract Award Notification Update

---

## Subject: Contract Award Notification Updates

**DATE:** December 12, 2016      **AWARD #:** [22445](#)      **GROUP #:** 79008

**AWARD DESCRIPTION:** Fuel Card Services

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

**CONTACT:** Christopher Martinez | 518-473-7790 | [Christopher.Martinez@ogs.ny.gov](mailto:Christopher.Martinez@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. Christopher Martinez has replaced Jonathan Davis as the contract administrator.

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



# 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](mailto: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 1<sup>st</sup> 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.**











# 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](mailto: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





# 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](mailto: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





# 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](mailto: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



# 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](mailto: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





# 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](mailto: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













# 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](mailto: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



# 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](mailto: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





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](mailto:James.patrick@ogs.ny.gov)

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

**OTHER AUTHORIZED USERS**

Customer Services  
Phone: 518-474-6717  
Email: [customer.services@ogs.ny.gov](mailto: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](http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can_WrightExpress.pdf)

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](mailto: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](mailto: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.

	<i>Monthly NYS Gallon Consumption (all Authorized Users)</i>	<i>NYS Primary Fuel Discount</i>
Tier 1	0 - 250,000	<b>1.38 %</b>
Tier 2	250,001 - 500,000	<b>1.43 %</b>
Tier 3	500,001 - 750,000	<b>1.48 %</b>
Tier 4	750,001 – 1.25 million	<b>1.53 %</b>
Tier 5	1.25 million – 1.75 million	<b>1.58 %</b>
Tier 6	1.75 million and above	<b>1.63 %</b>

**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](mailto: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](mailto: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](mailto: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](mailto: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**

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:** 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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  
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:** 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](mailto: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](mailto: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.

**State of New York Executive Department**  
**Office Of General Services**  
**Procurement Services Group**  
**Corning Tower Building - 38th Floor**  
**Empire State Plaza**  
**Albany, New York 12242**  
<http://www.ogs.ny.gov>

**CONTRACT AWARD NOTIFICATION**

<b>Title</b>	<b>: Group 79008 Fuel Card Services (Wright Express Financial Services) Classification Code(s): 15, 84</b>
<b>Award Number</b>	<b>: 22445</b>
<b>Contract Period</b>	<b>: June 22, 2012 to June 21, 2015</b>
<b>Bid Opening Date</b>	<b>: January 19, 2012</b>
<b>Date of Issue</b>	<b>: June 27, 2012</b>
<b>Specification Reference</b>	<b>: As Incorporated In RFP 22445</b>
<b>Contractor Information</b>	<b>: Appears on Page 2 of this Award</b>

**Address Inquiries To:**

<b>State Agencies &amp; Vendors</b>		<b>Political Subdivisions &amp; Others</b>	
Name	James Patrick		Procurement Services Group
Title	Purchasing Officer		Customer Services
Phone	518-408-1026	Phone	518-474-6717
Fax	518-486-6867	Fax	518-474-2437
E-mail	James.patrick@ogs.ny.gov	E-mail	customer.services@ogs.ny.gov

**The Procurement Services Group 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 Product. 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.

<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
PS65802	<b>Wright Express Financial Services Corporation</b> 7090 South Union Park Center Suite 350 Midvale, UT 84047	<b>84-1425616 / 1000009725</b>

For the current list of Contractor contact information for this Award, please see the Contractor Information page located on the OGS website at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can.HTM>.

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 THE PROCUREMENT SERVICES GROUP 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 THE PROCUREMENT SERVICES GROUP.

**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 Group 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).

**PROCUREMENT INSTRUCTIONS:**

For procurement instructions for this Award, please see the Contract Guidelines page located on the OGS website at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7900822445can.HTM>.

**NON-STATE AGENCIES PARTICIPATION IN CENTRALIZED CONTRACTS:**

New York State political subdivisions and others authorized by New York State law may participate in contracts. These include, but are not limited to local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See "Participation in Centralized Contracts" in Appendix B, OGS General Specifications. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies must furnish contractors with the proper tax exemption certificates and documentation certifying eligibility to use State contracts. A list of categories of eligible entities is available on the OGS web site (<http://www.ogs.ny.gov/purchase/snt/othersuse.asp>). Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS Procurement Services Group's Customer Services at 518-474-6717.

**EXTENSION OF USE:**

Any contract resulting from this bid solicitation may be extended to additional States or governmental jurisdictions upon mutual written agreement between New York State (the lead contracting State) and the contractor. Political subdivisions and other authorized entities within each participating State or governmental jurisdiction may also participate in any resultant contract if such State normally allows participation by such entities. New York State reserves the right to negotiate additional discounts based on any increased volume generated by such extensions.

**NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE FOR-PROFIT BUSINESS ENTITY:**

Contractor is encouraged to maintain up-to-date Questionnaire during the life of the contract and is also required to ensure this Questionnaire reflects any substantive issues that may have occurred from the time the Contract was initially awarded.

**CONTRACT BILLINGS AND PAYMENTS:**

a. Billings. Contractor and the dealers/distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to each Authorized User in order to receive payment. Billing invoices submitted to an Authorized User must contain all information required by the Contract and the State Comptroller or other appropriate fiscal officer. Submission of an invoice and payment thereof shall not preclude the Commissioner from requesting reimbursement or demanding a price adjustment in any case where the Product delivered is found to deviate from the terms and conditions of the Contract or where the billing was inaccurate.

Contractor shall provide, upon request of the Commissioner, any and all information necessary to verify the accuracy of the billings. Such information shall be provided in the format requested by the Commissioner and in a media commercially available from the Contractor. The Commissioner may direct the Contractor to provide the information to the State Comptroller or to any Authorized User of the Contract.

b. Payment of Contract purchases made by an Authorized User when the State Comptroller is responsible for issuing such payment. The Authorized User and Contractor agree that payments for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payments shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller website at [www.osc.state.ny.us](http://www.osc.state.ny.us), by e-mail at [epunit@osc.state.ny.us](mailto:epunit@osc.state.ny.us), or by telephone at 518-486-1255. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract that are payable by the State Comptroller if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

c. Payment of Contract purchases made by an Authorized User when the State Comptroller is not responsible for issuing such payment. The Authorized User and Contractor agree that payments for such Contract purchases shall be billed directly by Contractor on invoices/vouchers, together with complete and accurate supporting documentation as required by the Authorized User. Such payments shall be as mandated by the appropriate governing law from the receipt of a proper invoice. Such Authorized User and Contractor are strongly encouraged to establish electronic payments.

**PSG's DISPUTE RESOLUTION POLICY:**

It is the policy of the Office of General Services' Procurement Services Group (PSG) to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to PSG bid solicitations or contract awards. PSG encourages vendors to seek resolution of disputes through consultation with PSG staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes. A copy of PSG's Dispute Resolution Procedures for Vendors may be obtained by contacting the person shown on the front of this document or through the OGS website ([www.ogs.ny.gov](http://www.ogs.ny.gov)).

## Fuel and Associated Product Discounts and Fuel Card Services Fee Schedule

**FUEL AND ASSOCIATED PRODUCT DISCOUNTS:**

**Primary Fuel 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 NYS Authorized Users.*

*Calculation of Primary Fuel Discount Tier: The applicable Primary Fuel Discount tier will be calculated by aggregating Fuel purchases by all New York State Authorized Users on a monthly basis at the time of billing.*

*Application of Primary Fuel Discount: The applicable Primary Fuel Discount tier 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.*

	<b>Monthly NYS Gallon Consumption (all Authorized Users)</b>	<b>NYS Primary Fuel Discount</b>
Tier 1	0 - 250,000	<b>1.38 %</b>
Tier 2	250,001 - 500,000	<b>1.43 %</b>
Tier 3	500,001 - 750,000	<b>1.48 %</b>
Tier 4	750,001 and above	<b>1.53 %</b>

**Secondary Fuel Discount(s)**

*The following Secondary Fuel Discount(s) are applicable to specific Fuel Locations.*

*Application of Secondary Fuel Discount: The Secondary Fuel Discount is added to the Primary Fuel Discount to obtain the total discount applicable to a specific transaction. The applicable Secondary Fuel Discount 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 the specified Fuel Locations.*

<b>Additional Discount #</b>	<b>Fuel Locations where additional discount applies. (Indicate specific oil company or franchisee name)</b>	<b>NYS Secondary Fuel Discount</b>
Disc 1	N/A	0 %

**Associated Product Discount(s)**

The following Associated Product Discount(s) are applicable to non-Fuel purchases.

Note: Associated Product purchases may only be made in an Emergency situation (i.e., Product is required for continued safe operation of the vehicle), or when the purchase is a car wash.

<b>Associated Product Type</b>	<b>NYS Discount</b>	<b>Unit of Measure (e.g., per item), and method for applying discount.</b>
Fluids (e.g., motor oil, transmission fluid, and windshield washer fluid)	<b>1.38-1.53%</b>	<b>%</b>  <b>The discount percentage for Associated products will be consistent with the gallon fuel tiers and will be calculated on Total Gross Sales of the gallon tier</b>
Vehicle Parts (e.g., windshield wipers and tires)		
Emergency Service (e.g., tire repair)		
Other (e.g., car washes)		

**FUEL CARD SERVICES FEE SCHEDULE:**

Account Set-up Fee	WAIVED
Monthly Card Fee	WAIVED
Replacement Card Fee	WAIVED
International Currency Conversion Fee	1% of the total Transaction value
Reproduced Report Fee*	\$25.00 per request
General Research Fee*	\$15.00 per hour
Regular Mail Fee	\$0.00
Expedited Shipping Fee*	Cost varies by option
Returned Item Fee (e.g. NSF/ACH)*	\$20.00
WEXPay	\$0.00
Octane	\$0.00

\*These fees are only charged upon request for the item or in the case of the Returned Item Fee upon occurrence.

**This Award and the Price List  
Can Be Viewed on the OGS Web Site at  
[www.ogs.ny.gov](http://www.ogs.ny.gov)**

**State of New York  
Office of General Services  
PROCUREMENT SERVICES GROUP  
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 by FAX to 518/474-2437 or mail to:**

OGS PROCUREMENT SERVICES GROUP  
 Customer Services, 38th Floor  
 Corning 2<sup>nd</sup> Tower - Empire State Plaza  
 Albany, New York 12242  
 \* \* \* \* \*