

**Alethea Brown**

*Fuel  
cards*

*State Contract Info*

**From:** Hall, Carl <Carl.Hall@doas.ga.gov>  
**Sent:** Thursday, May 30, 2019 8:45 AM  
**To:** Alethea Brown  
**Cc:** Sever, Jim  
**Subject:** RESPONSE: RE: RESPONSE: RE: GA Fuel Card Program  
**Attachments:** Fuel Card Benefit Sheet-10-16.pdf; SUPPLIER INFORMATION SHEET. Fuel Card Management Services - Updated 09282017.pdf; Fully+Executed+Renewal+#2 +-+Wex+Bank.pdf

Good morning Ms. Brown. Attached, please find background information on our statewide contract for Fuel Card Management. I have included, for your review:

1. Contract Benefits Sheet
2. Supplier Information Sheet
3. Fully-Executed Renewal #2, noting that this contract is in its 2<sup>nd</sup> renewal (an additional 1-year renewal option remains).

Feel free to contact our supplier-partner for additional information.

Thank you very much.  
Carl

**From:** Alethea Brown <ABrown@daltonga.gov>  
**Sent:** Thursday, May 30, 2019 7:58 AM  
**To:** Hall, Carl <Carl.Hall@doas.ga.gov>  
**Subject:** RE: RESPONSE: RE: GA Fuel Card Program

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you

*Alethea Brown, CAP*

**Dalton Police Department**

Purchasing Agent

706-278-9085, ext 9-404

FAX: 706-217-2076

[abrown@daltonga.gov](mailto:abrown@daltonga.gov)

\*\* Please note: The City of Dalton has adopted a new Domain and my email address has changed. My Primary address is [abrown@daltonga.gov](mailto:abrown@daltonga.gov). I can still be reached at [abrown@cityofdaltongga.gov](mailto:abrown@cityofdaltongga.gov) however all outgoing email will use the new domain.

“Do not regret growing older. It is a privilege denied to many.”



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Nathan Deal  
Governor

Sid Johnson  
Commissioner

The Georgia Department of Administrative Services, State Purchasing Division, has established a Statewide Contract for *Fuel Card Management Services* with *Wex Bank*.

This is a **MANDATORY CONTRACT** for all State of Georgia governmental entities subject to the State Purchasing Act. The statewide contract is also available on a convenience basis to other governmental entities such as state authorities, local government, municipalities, cities, townships, counties and other political subdivisions of the State of Georgia.

The purpose of this contract is to provide fuel card management and related services in support of the State's Fuel Card Program.

**Key benefits of the contract include:**

- No account set up fees (commercial \$40.00 onetime charge per account)
- No monthly card fees (commercial \$2.00/month/card)
- No fees for replacement cards
- Access to Strategic Support for specialized Customer Service
- Improved Hierarchical reporting levels
- Early payment rebates ranging from of 0.10% - 0.13%
- Enhanced reporting features: Custom reporting templates, scheduling and emailing reports
- Additional data fields on card and driver ID records such as tank capacity and employee ID



**CONTRACT RENEWAL NO. 2**

This amendment by and between the Supplier and State Entity defined below shall be effective as of the date this Amendment is fully executed. To the extent the contract requires the State Entity to issue a Notice of Award Amendment for purposes of exercising the renewal option, this written document shall serve as such Notice of Award Amendment.

<b>STATE OF GEORGIA CONTRACT</b>	
<b>State Entity's Name:</b>	Georgia Department of Administrative Services
<b>Supplier's Full Legal Name:</b>	WEX Bank
<b>Contract No.:</b>	99999-001-SPD0000112-0001
<b>Solicitation No./Event ID:</b>	SPD0000112
<b>Solicitation Title/Event Name:</b>	Fuel Card and AVL Telematics Management Services
<b>Contract Award Date:</b>	September 22, 2014
<b>Current Contract Term:</b>	October 1, 2014 - September 30, 2018
<b>Amendment No.:</b>	4

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

- CONTRACT RENEWAL/EXTENSION.** The parties hereby agree that the contract will be renewed/extended for an additional period of time as follows:

<b>NEW CONTRACT TERM</b>	
<b>Beginning Date of New Contract Term:</b>	October 1, 2018
<b>End Date of New Contract Term:</b>	September 30, 2019

The parties agree the contract will expire at midnight on the date defined as the "End Date of the New Contract Term" unless the parties agree to renew/extend the contract for an additional period of time.

CONTRACT NUMBER: 99999-001-SPD0000112-0001-001

2. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

**CONTRACTOR**

<b>Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)</b>	WEX BANK
<b>Authorized Signature:</b>	<i>Kirk S. Weiler</i>
<b>Printed Name and Title of Person Signing:</b>	Kirk S. Weiler President/CEO
<b>Date:</b>	9/14/18
<b>Company Address:</b>	7090 South Union Park Center, Suite 350 Midvale, UT 84047

**APPROVED**

By Eleanor Duffus at 4:28 pm, Sep 14, 2018

**STATE ENTITY**

<b>Authorized Signature:</b>	<i>Scott P. ... for Lisa Eason</i>
<b>Printed Name and Title of Person Signing:</b>	Lisa Eason Deputy Commissioner State Purchasing Division
<b>Date:</b>	09/20/2018
<b>Company Address:</b>	200 Piedmont Avenue, S.E., Suite 1302, West Tower Atlanta, GA 30334-9010



# Statewide Contract Information Sheet

<b>Statewide Contract Number</b>		<b>99999-001-SPD0000112-0001</b>	
<b>Name of Contract</b>	<b>Fuel Card Management Services</b>		
<b>Effective Date</b>	<b>October 1, 2014</b>	<b>Expiration Date:</b>	<b>September 30, 2018</b>
<b>Contract Table of Contents</b>			
<b>Suppliers Awarded</b>	<b>1</b>	<b>Contract Information:</b>	<b>Mandatory</b>
<b>Contract Information for Supplier</b>			<b>Page Number</b>
<b><u>Wex Bank</u></b>			<b><u>2</u></b>
<b>Additional Contract Information</b>			
<b><u>General Contract Information</u></b>			<b><u>3</u></b>
<b><u>Ordering Instructions</u></b>			<b><u>4</u></b>
<b><u>Frequently Asked Questions</u></b>			<b><u>5</u></b>
<b><u>Contract Renewals/ Extensions/ Changes</u></b>			<b><u>8</u></b>
<b><u>DOAS Contact Information</u></b>			<b><u>9</u></b>



## Supplier Information Sheet

Contract Information	
<b>Statewide Contract Number</b>	<b>99999-001-SPD0000112-0001</b>
<b>PeopleSoft Supplier Number</b>	<b>0000094858</b>
<b>Supplier Name &amp; Address</b>	
Wex Bank 3995 SOUTH 700 EAST Salt Lake City, UT 84107	
<b>Contract Administrator</b>	
Denise Baumgart Government Account Manager Telephone: 913-393-3208 <a href="mailto:Denise.Baumgart@wexinc.com">Denise.Baumgart@wexinc.com</a>	
<b>Contact Details</b>	
<b>Ordering Information</b>	Michael Marsh <a href="mailto:Michael.Marsh@doas.ga.gov">Michael.Marsh@doas.ga.gov</a> 404-656-6295
<b>Remitting Information</b>	Fleet Services P.O. Box 6293 Carol Stream, IL 60197-6293
<b>Delivery Days</b>	N/A
<b>Discounts</b>	.0010% net 10      .0012% net 7 .0013% net 5      (see details below)
<b>Payment Terms</b>	<b>Net 30 Days</b>
<b>Bid Offer includes</b>	State and Local Government
<b>Acceptable payment method</b>	Supplier will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



## General Contract Information

- (1) No set up or card fees apply
- (2) Early Payment Rebates Available
  - Payment received within 10 days of the billing date appearing on the monthly invoice: .0010% off retail transactions
  - Payment received within 7 days of the billing date appearing on your weekly invoice: .0012% off retail transactions
  - Payment received within 5 days of the billing date appearing on the weekly invoice: .0013% off retail transactions



## Ordering Instructions

### Initial Fuel Cards

#### State Agencies

- Contact Jim Sever, Office of Fleet Management (404) 463-6410 or [jim.sever@doas.ga.gov](mailto:jim.sever@doas.ga.gov)

#### Local Government

- Contact Denise Baumgart, Wright Express Account Manager (913) 393-3208 or [Denise.Baumgart@wexinc.com](mailto:Denise.Baumgart@wexinc.com)

### Replacement Fuel Cards

#### State Agencies

- Visit: [www.wexonline.com](http://www.wexonline.com)

#### Local Government

- Follow local Fleet/Purchasing directives



## **Frequently Asked Questions For the WEX Millennium Fuel Card Program**

### **1. How long will the process take for me to have my new fuel card?**

Each Account will go through a Discovery Session, Implementation and post implementation process. A standard conversion time is approximately 2-4 weeks, possibly longer depending on complexity.

### **2. What is Discovery?**

The Discovery process is a meeting between the account holder and WEX to review your current account set-up or hold a discussion with new accounts to see how they would like their account set-up (I.E. Account Name, Reporting options, Invoicing option, Driver PIN Length, utilization of standard fields for Driver records/Vehicle Records, etc.).

### **3. When will the implementation take place?**

A Representative from WEX will be reaching out to your Fleet Coordinator within the next couple of months to schedule a Discovery/Implementation call with you.

### **4. Who will contact me for implementation? What will be the communication method?**

Your Fleet Coordinator (the current fleet contact on your WEX account) will be contacted by Dianna Meserve or Sarah Scott via email or phone.

### **5. Will my import files change (WEXLink/.XLS)?**

Yes, the Millennium system has its own WEXLink 2000 file spec (flat File) which may require IT resources if you have coded to a previous version. The .XLS files will include all additional standard fields that the Millennium system provides.

### **6. Will my reports change?**

The Standard reports (Billing, Purchase activity etc.) will stay primarily the same with some formatting changes.



**7. Can I still use the same process for WEXLink Maintenance (for automation processing)?**

A New Process will be discussed with Account Representatives utilizing this functionality and IT resources will be necessary.

**8. Will our driver PIN's change?**

The driver PIN's (DID, Driver Identification) can remain the same as they are today.

**9. Will we get new cards?**

Yes, new cards will be issued.

**10. Will my Account numbers and card numbers change?**

Yes, both the account number and the card numbers will change. The Millennium system will be using a Credit Card Number (CCN) on the cards. The account number will no longer be printed on the cards. This helps to mitigate fraudulent activities. The CCN number is an eighteen digit string that is randomly generated within the system and reduces the risk of someone being able to replicate the number. When a card is reissued for being lost/stolen a new randomly generated number is given.

**11. Will my Online User ID and password change?**

You will need to keep your current user ID and Password for the online system you use today to retrieve historical information. You will receive a "New" User ID and Password for the millennium online system (they will not be the same).

**12. Will this cost money?**

No, we will only require resources during the discovery and implementation process.

**13. Can I see the historical information from my old account on this account?**

Historical information will not be available on the new account. You will still be able to access your old account via the "old" online system to pull any additional transactional information and reports.



**14. Will I get multiple invoices?**

Yes, you will get two separate invoices until all transactions have posted to your old account.

**15. When will my old cards be shut off?**

We will suspend and remove credit on your old account once your Fleet Coordinator has verified with us that you are no longer using the cards associated with that account. Usually 2 weeks from receipt of new cards or longer if necessary.

**16. Which contract should I remit payment to?**

You will remit payment under the new contract when you receive your invoice for the charges against the new fuel card. Fuel purchased with the current fuel card will be billed under the expiring (old) contract.

**17. Will I have to resubmit my tax forms/direct debit forms?**

New tax forms will need to be submitted if your current forms are due to expire within 4 months from the implementation start date on your account. WEX will inform you at the time of implementation if this will be necessary

Direct Debit/ACH forms will NOT need to be resubmitted as long as the bank account information is to remain the same.

**18. Will I need to reset my Purchase Alerts?**

Yes, this process will be covered during the Discovery/Implementation/Training