



STATE OF MISSISSIPPI

**CATALOG NO.
946-41**

FUEL ACCESS CARD SERVICES

**DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL AND FLEET MANAGEMENT
701 WOOLFOLK BUILDING, SUITE A
501 NORTH WEST STREET
JACKSON, MISSISSIPPI 39201**

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1. AUTHORITY

1.1 This certifies that a contract has been executed between the Office of Purchasing, Travel and Fleet Management, an Office of the Department of Finance and Administration for the State of Mississippi and the herein designated contractor pursuant to Section 31-7-7, Mississippi Code of 1972, Annotated, for the service specified herein.

2. APPLICATION

2.1 All services rendered to state agencies under the provisions of this contract shall be provided by the contractor receiving the award unless the state agency determines that utilization of this contract is not in the best interest of the state agency and approval is provided by the DFA Bureau of Fleet Management.

Under the provisions of Section 31-7-7 Mississippi Code of 1972, Annotated, the service offered herein may be extended to the governing authorities. However, the governing authorities, by provisions of Section 31-7-12, may use the state contract or follow the provisions set forth in 31-7-13(s) Mississippi Code of 1972, Annotated.

Fuel Access Card Services provided under this contract from the awarded contractor shall be exempt from competitive bid requirements otherwise applying to purchases by state agencies and governing authorities. Applicable purchase orders issued by state agencies, regardless of the total amount, do not require further approval by this office.

The term, governing authorities, shall be defined as to mean boards of supervisors, governing boards of all school districts, all boards of directors of public water supply district, boards of directors of master public water supply districts, municipal public utility commissions, governing authorities of all municipalities, port authorities, commissioner and boards of trustees of any public hospitals and any political subdivision of the state supported wholly or in part by public funds of the state or political subdivisions thereof.

3. RESTRICTION

3.1 During the term of this contract no designated services from the designated contractor shall be made at a fee in excess of that established by the price set out in this contract.

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4. OTHER INFORMATION

- 4.1 Purpose: The purpose of this catalog is to establish a contract with the contractor who shall provide fuel access cards and applicable services.
- 4.2 Participating Agencies and Personnel: Participating agencies will designate an agency liaison officer to communicate with the Office of Purchasing, Travel and Fleet Management and the contractor. The agencies will designate approving officials who will be responsible for review and verification of cardholder statement. The liaison officer will identify cardholders authorized to purchase fuel on behalf of the State. The appropriate number of cards shall be delivered to the agency liaison officer within four (4) weeks after submittal of the application.
- 4.3 Card Acceptance: The intent of this program is to allow government entities to make fuel purchases easier and more economical; therefore, the availability of acceptance is of utmost importance. It is required that the fuel access card provided by the contractor must be accepted at various locations within a minimum of eighty-one (81) counties, and within five (5) miles of all Department of Transportation county headquarters with locations offering both gasoline and diesel fuel. A list of viable business establishments in Mississippi which accept the card being offered shall be available from the contractor.
- 4.4 Training: Training meetings will be conducted by the contractor that will cover use of cards, use of reports, contact names, account changes, report and invoice questions, help desk procedures, and any other questions that may arise. The contractor will provide training sessions as often as state agencies need this service. The contractor will assist agencies in understanding billing procedures and management information reports.
- 4.5 Distribution of Information: The agency liaison officer will be responsible for distributing applications and information to agency staff. It will be the responsibility of each state agency and governmental entity to furnish the contractor a listing of their vehicles which will be authorized to obtain fuel under the terms of the contract and, also, to designate an agency contact person. It will be the responsibility of each individual state agency and governmental entity to furnish the contractor a listing of any additional information which will be needed to meet the needs of the agency's system.

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- 4.6 Setting up Accounts: The agency liaison officer will be required to collect and approve the applications for processing. The agency liaison officer will forward all acceptable applications to the contractor. The contractor will then establish the individual accounts as well as a master account file containing the accounts of all cardholders in each agency, including all expenditure limits, transaction limits, purchase restrictions, and management information report requirements. The contractor will send all cards to the agency liaison officer who will be responsible for distribution at the agency level. All cards must be approved by the Bureau of Fleet Management prior to being newly issued or renewed to any State Agency.
- 4.7 Cards: The contractor will provide cards to all cardholders at no charge to the State of Mississippi. The card prohibits the purchase of soft drinks, cigarettes, food, and other non-vehicle related items.
- 4.8 Lost and Stolen Cards: Each cardholder or agency liaison officer will be required to agree to report lost or stolen cards as soon as the loss or theft is discovered. The contractor must maintain a 24-hour, toll-free number for reporting lost or stolen cards. The contractor will be required to mail replacement cards within forty-eight (48) hours after receiving the report of a lost or stolen card. The contractor will be required to send written notification to the cardholder's agency within forty-eight (48) hours after receiving the report of a lost or stolen card. The written notification shall indicate the individual cardholders name and agency and date of loss. Total time of receiving replacement card(s) shall not exceed five (5) working days from original request.
- 4.9 Changes in Agency Accounts: The contractor must make all requested changes to accounts when requested in writing by the agency liaison officer. These requests may be faxed or e-mailed. The changes by the contractor must be made within six (6) business hours after receipt of written request and written confirmation shall be returned to the agency. The individual cardholder will not be permitted to request changes without the written consent of the agency liaison officer.
- 4.10 Authorizations: The contractor shall provide authorization support twenty-four (24) hours a day, every day of the year. For merchants having point of sale terminals, the contractor shall authorize all State of Mississippi fuel service purchases pursuant to the limitations set up in the cardholder's account.

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- 4.11 At the end of each billing cycle, the contractor shall send an electronic statement to each approving official including statements of the individual cardholders and, also, shall submit a consolidated report to the agency's accounting office. Billing shall be departmentalized for agency, if requested. For MDOT, the contractor shall send an electronic statement according to the procedure outlined in the RFP Article 2.17.
- 4.12 Interest: If payment for undisputed amounts is not mailed or otherwise delivered within forty-five (45) days after receipt of a correct electronic invoice, the public body shall be liable to the contractor, in addition to the amount of the undisputed amounts shown on the correct electronic invoice, for interest at a rate of one and one-half percent (1/2%) per month or portion thereof until such time as the payment is mailed or otherwise delivered to the contractor.
- 4.13 Liability: The State of Mississippi will not accept any liability or financial responsibility for state employee's charges that have been incorrectly authorized and:
- A. Exceed any of the limits specified to the contractor by a cardholder's agency.
 - B. Violate any of the restrictions specified to the contractor by a cardholder's agency.
- 4.14 Questioned items and chargebacks: The contractor shall have in place a method for handling cardholder, agency liaison officer, or accounting office questions concerning items on a cardholder's statement. Procedures for handling questioned items shall include but not be limited to:
- A. Procedures and instructions for questioning or disputing items appearing on a cardholder's statement.
 - B. Provisions for crediting the agency's account, pending the resolution of the questioned or disputed item.
 - C. Provisions for processing "chargebacks" for items resolved in the agency's favor.
- 4.15 The contractor shall provide access to management reports to the agencies on a weekly basis in a web-based system. The following following is a list of the weekly reports provided:
- 1. Weekly Fleet Management Report
 - 2. Invoice
 - 3. Monthly Fleet Summary Report

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The following is a list of the weekly maintenance reports provided:

1. Weekly Preventative Maintenance Report
2. Weekly Fleet Analysis Report
3. Year to Date Maintenance Analysis

The contractor shall provide the following information for all entities using the Fuel Access Services Card on an annual basis:

1. Number of current vehicle cards for each entity
2. Number of vehicles for each entity
3. Dollar volume of transactions for each entity

4.16 Pricing: Pricing for fuel purchased by the State of Mississippi will be equal to the sum of the following:

1. Applicable average terminal/rack prices for the Vicksburg, MS Terminal as reported by OPIS each Thursday for fuel purchased that calendar week ending Sunday midnight. OPIS, (Oil Price Information Service), is an independent company providing terminal/rack prices by area.
2. All applicable taxes (the contractor will exempt all state and governmental entities from federal excise taxes on gasoline and diesel at the time of purchase as allowed by current federal regulations.)
3. The contractor service fee, which includes applicable freight charges.

An example of this pricing formula would be as follows:

OPIS Rack Rate for average rack price, Vicksburg, MS, Week of February 10, 2014

Unleaded Regular - \$2.9600
Reg/Med - \$3.1160
Premium Unleaded - \$3.3879
Diesel (LS No2) - \$3.3470

Applicable taxes:

State Tax for gasoline - \$0.1300
State Tax for diesel - \$0.1365
Seawall Tax (for Hancock, Harrison, and Jackson Counties only) -\$0.03

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Freight charges: \$0.0600

Service Fee:

Unleaded Regular - \$0.0590

Reg/Med - \$0.0790

Premium Unleaded \$0.0790

Diesel (LS No2) - \$0.1090

For Unleaded Regular the calculation would be:

Rack Rate of \$2.9600 + State Tax of \$0.1289 +

Freight Charges of \$0.0600 + Service Fee for Regular

Unleaded of \$0.0590 = \$3.2079/gallon

The costs would be as follows: (all prices are per gallon): Unleaded Regular - \$3.2079

Reg/Med - \$3.3839

Premium Unleaded - \$3.6558

Seawall - Unleaded Regular - \$3.2379

Seawall - Reg/Med - \$3.4139

Seawall - Premium Unleaded \$3.6858

Diesel - \$3.6525

4.17 Maintenance Plan/Disaster Plan: The contract includes certain maintenance to be performed as needed. The prices for maintenance shall be at or below the standard price which the location offers to the general public. These allowed services are listed below:

1. Oil Change and lube
2. Vehicle Wash
3. Tire Repair (flat)
4. Belt Replacement
5. Hose Replacement
6. Wiper Blade Replacement
7. Oils (motor & hydraulic)
8. Tire Mounting, Rotation, Balance
9. Light Bulb, Seal Beam, or Related Repair
10. Radiator Repair
11. Air Conditioning Repair
12. Alternator Replacement or Repair
13. Minor Body and Under Repair to Allow Vehicle to Return to Base
14. EMERGENCY ONLY: New Tires and Batteries. (These services could be used only in an emergency and properly approved by supervisor.)
15. Glass Repair

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The intent is to automate shop oils such as motor oil and hydraulic oil in a system similar to the fuel system. A contingency plan should be submitted which indicates the fuel supplier's procedure for providing the needed service.

4.18 **Catalog Format:** The document for a given commodity will be called a catalog. The catalog number consists of five digits as follows: xxx-xx, the first three digits indicate the commodity class; the second two digits are unique indicators for use by the Office of Purchasing and Travel. Contract numbers are associated with the individual items. The contract number will consist of up to 11 digits as follows: xxx-xx-xxxxx-x, the first five digits will indicate the catalog number, the next group of digits will indicate the Office of Purchasing Vendor Number and the last digit will indicate the district(s) for which the contract is applicable. A "0" in the last space will indicate a statewide contract for the item. Example: 946-41-35668-0 indicates that this is Catalog No. 946-41, the vendor awarded the item is Vendor No. 35668 and the "0" indicates the price is applicable statewide.

4.19 **Posted Prices.** The Office of Purchasing, Travel and Fleet Management will have the contract fuel costs posted on its website whereby all interested parties can view the applicable cost of fuel for each week during the contract term. The Office will take the Vicksburg Terminal OPIS rack rate for each applicable fuel type and will add applicable taxes, freight charges and service fee to arrive at an actual cost. The link to current fuel pricing is as follows:

<http://www.dfa.ms.gov/Purchasing/FuelCardPricing.html>

5. CONTRACT ADMINISTRATION

5.1 Questions or problems arising from this contract or subsequent order and delivery procedures should be directed to the Office of Purchasing, Travel and Fleet Management, 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, MS 39201; Phone: 601-359-3409.

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6. CONTRACTOR IDENTIFICATION

6.1 The Fuel Access Card Service Contract has been awarded to one contractor. The successful bidder's information is shown below:

6.2 VENDOR NO.: 35668 Fleetcor Technologies,
Inc. dba Fuelman of
Mississippi

PAYMENTS TO: P. O. Box 105080
Atlanta, GA 30348-5080
V000196350

TERMS: Net 30 days

CONTRACT ADM.: Mr. Mark Roberts
704-853-2662,
800-877-9019 Ext. 12511
FAX: 704-853-1945

SALES MANAGER: Mr. Bill Monsour
800-877-9019 Ext.15508

ACCOUNT MANAGERS: Sharon Cargil
800-877-9019 Ext. 15505

JanetWard
800-877-9019 Ext. 15507

FUELMAN HELP DESK: 800-877-0800

24 Hour Help Desk number: 800-877-9013

WEBSITE: www.fleetcor.com

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State of Mississippi

<u>Description</u>	<u>Contract No.</u>	<u>Vendor No.</u>	<u>Price</u>
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<u>SERVICE FEE PER GALLON</u>	946-41-35668-0	35668	
Unleaded Regular			\$ 0.1190
Reg/Med			\$ 0.1390
Premium Unleaded			\$ 0.1390
Diesel (LS No2)			\$ 0.1690
FREIGHT CHARGES			\$ 0.0600