



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: June and July Rebates Delayed

DATE: July 12, 2023 **AWARD #:** [23062](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2024

CONTACT: Sean McManus | 518-473-7790 | sean.mcmanus@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** Wex Bank

Please be advised that due to an error in the Wex Bank rebates system all Authorized Users of Award 23062 did not receive a rebate for the month of June. This delay will also affect the month of July.

Wex Bank is aware of the issue and will be issuing the rebates for both June and July in August. Authorized Users should see the June and July rebates in addition to the earned rebate for the month of August in their August statements.

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: New Contract Manager

DATE: April 10, 2023

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2024

CONTACT: Sean McManus | 518-473-7790 | sean.mcmanus@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** WEX Bank

Please be advised that Sean McManus is the new Contract Manager for this award. His contact information and further details on this Contract Award may be found on the OGS website at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.HTM>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: CONTRACT RENEWAL

DATE: March 16, 2023 **AWARD #:** [23062](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2024

CONTACT: Todd Kayser | 518-473-3252 | todd.kayser@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** WEX Bank

Please be advised that in accordance with Appendix B, Contract Term – Extension clause, the Fuel Card Services contract with WEX Bank has been extended one year through June 21, 2024.

An updated Contract Award Notification is available to view at the following address:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm>

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: New Contract Administrator

DATE: November 14, 2022

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2023

CONTACT: Todd Kayser | 518-473-3252 | todd.kayser@ogs.ny.gov

CONTRACT NO.: PS67946

CONTRACTOR: WEX Bank

Please be advised that Todd Kayser is the new Contract Administrator for this award. His contact information and further details on this Contract Award maybe be found above, and on the OGS website at: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm>

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: July Rebate Overpayment

DATE: September 20, 2022 **AWARD #:** [23062](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2023

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** WEX Bank

Please be advised that WEX Bank has informed Procurement Services that all eligible accounts under the State of New York Contract were paid their July 2022 early payment timing rebate twice. This has resulted in an overpayment for each qualifying account within the contract.

WEX Bank is aware of the issue and will be debiting the overpaid rebate amount this month out of Authorized Users earned rebates.

To help clarify, depicted below is an example of what Authorized Users can expect (figures shown are hypothetical):

Example 1: A New York State Agency has earned an early payment rebate on their current month's invoice; however, it was less than the overpaid amount. As a result, the agency would still owe Wex \$159.90 and would not see any rebate on their next month's invoice. The remaining overpaid amount would be recovered the following month they qualified for a rebate, where their rebate would be reduced by \$159.90

Example 2: A Political Subdivision earned a rebate exceeding the amount they were overpaid and as a result will be paid remaining difference of \$86.15

Example Number	Account Name	Total Overpaid Rebate	Total Rebate Earned	Total Amount to Recoup	Total Rebate to Be Paid This Month
1	NYS Agency	\$ (1,817.70)	\$ 1,657.80	\$ (159.90)	\$ 0.00
2	Political Sub.	\$ (336.23)	\$ 422.38	\$ 86.15	\$ 86.15

Should Authorized Users encounter any issues associated with the rebate after receiving their monthly invoices, they are advised to contact WEX Bank.

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: June and July Rebates Delayed

DATE: August 2, 2021

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2023

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946

CONTRACTOR: Wex Bank

Please be advised that due to an error in the Wex Bank rebates system all Authorized Users of Award 23062 did not receive a rebate for the month July. This delay is in addition to the previously announced delay in the rebate for June.

Wex Bank is aware of the issue and will be issuing the rebates for both June and July in August. Authorized Users should see the June and July rebates in addition to the earned rebate for the month of August in their August statements.

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: June Rebate Delayed

DATE: July 26, 2021

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2023

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** Wex Bank

Please be advised that due to an error in the Wex Bank rebates system all Authorized Users of Award 23062 did not receive a rebate for the month June.

Wex Bank is aware of the issue and will be issuing the June rebate in July. Authorized Users should see the June rebate in addition to the earned rebate for the month of July in their July statements.

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: CONTRACT RENEWAL

DATE: April 6, 2021

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 to June 21, 2023

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** Wex Bank

Please be advised that in accordance with the CONTRACT PERIOD AND RENEWALS clause, the above-referenced awarded contractor for Fuel Card Services has renewed their contract through June 21, 2023.

Appendix A has been updated. The new Appendix A (dated October 2019) can be viewed on OGS's website at the following address:

<https://ogs.ny.gov/procurement/appendix>

A revised Contract Award Notification incorporating these changes is available to view at the following address:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm>

All other terms and conditions of the contract remain the same.



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Contract Award Notification Update

Subject: Updated Contact Information

DATE: June 24, 2020 **AWARD #:** [23062](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 – June 21, 2021

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** Wex Bank Inc.

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

Please be advised that the Contract contact information for the above referenced contract has been updated. The updated information is as follows:

<u>CONTRACT #</u>	<u>CONTRACTOR & ADDRESS</u>	<u>CONTACT INFO.</u>	<u>NYS VENDOR ID</u>
PS67946	Wex Bank 7090 South Union Park Center Suite 350 Midvale, UT 84047	Janet Parker Phone: (207) 523-7332 Email: Janet.Parker@wexinc.com	Federal ID 84-1425616 Vendor ID 1000009725
	24/7 Customer Service: Attn: Customer Service Department	1-800-492-0669 Fax: 1-800-395-0809 Email: Correspondence@wexinc.com	
	Contractor Website:	www.wexinc.com	

An updated Contract Award Notification can be viewed at the following address:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7900823062can.htm>

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



Contract Award Notification Update

Subject: Contract Amendment #1

DATE: June 25, 2019

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 – June 21, 2021

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946

CONTRACTOR: Wex Bank Inc.

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

Contract Amendment #1 has been issued in order to allow for the incorporation of an early payment discount into the contract with Wex Bank Inc. The early payment discount will be issued by Wex as an additional monthly rebate and is subject to the terms and conditions listed below:

Bill Presentment	Payment Timing Options	Basis Points (Rebate Percentage)
Monthly	Payment received and posted to account in full by the 15th calendar day of the month for the prior month's invoice.	7 basis points (0.07%)
Monthly	Payment received and posted to account in full by the 10th day calendar day of the month for the prior month's invoice.	10 basis points (0.10%)
Monthly	Payment received and posted to account in full by the 5th day calendar day of the month for the prior month's invoice.	12 basis points (0.12%)

**For paper invoices, receipt is deemed to occur within five days of WEX Bank mailing the invoice. For electronic invoices, receipt is deemed to occur on the date WEX Bank makes the electronic invoice available.*

A copy of the Contract Amendment and a revised Attachment 1 – Fuel and Associated Product Discount Tables can be found at <https://www.ogs.state.ny.us/purchase/snt/awardnotes/7900823062can.htm>

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



Contract Award Notification Update

Subject: Purchasing Controls Update

DATE: October 19, 2018

AWARD #: [23062](#)

GROUP #: 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 – June 21, 2021

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946

CONTRACTOR: Wex Bank Inc.

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

OGS Procurement Services is working with Wex Bank Inc. to make adjustments with the Wex Bank Inc. fuel card over the coming months so that Authorized Users will be able to purchase fuel related products and fuel additives such as Diesel Emission Fluid (DEF). **Note:** These fuel related products purchases should only be made in an Emergency situation (when product is required for continued safe operation of the vehicle).

Agency Fleet Managers are hereby reminded that they are responsible for monitoring monthly fuel card invoices to ensure proper use by cardholders.

Authorized Users' Fleet Managers and card holders 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, Invoicing, and Invoice Reconciliation.*

Authorized Users' Fleet Managers and card holders should also be familiar with *Attachment 5 Contractor Additional Terms and Conditions*, particularly *Cards and Accounts* and *Controls*. *Attachment 5* can be located within the *Terms and Conditions* document available through the link below.

All above referenced documents can be found at
<https://www.ogs.state.ny.us/purchase/snt/awardnotes/7900823062can.htm>

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



Contract Award Notification Update

Subject: Fuel Rebate Issue Corrected

DATE: August 22, 2018 **AWARD #:** [23062](#) **GROUP #:** 79008

AWARD DESCRIPTION: Fuel Card Services

CONTRACT PERIOD: June 22, 2018 – June 21, 2021

CONTACT: Christopher Martinez | 518-473-7790 | christopher.martinez@ogs.ny.gov

CONTRACT NO.: PS67946 **CONTRACTOR:** WEX Bank Inc.

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

Wex Bank has advised OGS Procurement Services that the fuel rebate issue outlined in the Contract Award Notification issued on October 12, 2017 for Award 22445 has been corrected.

Wex Bank has provided the following statement regarding this issue:

Earlier this year WEX began an update to the automated rebate process that delayed the application of rebate credits until the following month's invoice. With this update now complete, WEX will resume calculating and applying your rebates on a monthly basis.

Please note: The August invoice will reflect rebate calculations for the month of July, as well as August. Moving forward, rebates for all transactions posted after September 1st will be calculated and reflected on that month's invoice.

To reconcile rebates on your August invoice, multiply the total Gross Dollar Amount (GDA) for August by the .0180 rebate percentage. Perform this same calculation on the GDA from your July invoice, then add these two rebate amounts together.

Example:

August Gross Transaction Total: \$11,070.86

Rebate: .0180

$\$11,070.86 \times .0180 = \199.27

July Gross Transaction Total: \$10,050.22

Rebate: .0180

$\$10,050.22 \times .0180 = \180.90

Total August invoice rebate amount: \$380.17

We appreciate your patience and apologize for any inconvenience caused by this update.

Sincerely,

WEX Customer Service

1-866-544-5796

Please continue to process invoices as usual. Should contract Users encounter any issues associated with the rebate after receiving their monthly invoices, they are advised to contact the above mentioned Contract Administrator.

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