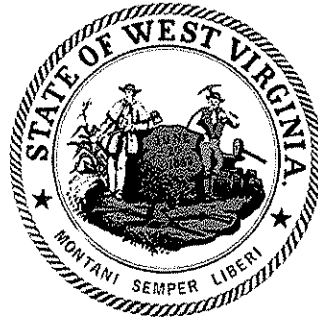


Response To

THE STATE OF WEST VIRGINIA



SEALED BID

SECTIONS I - IV TECHNICAL PROPOSAL

Fuel Card

BUYER: KRISTA FERRELL-FILE 21
RFP No.: FLT094800
RFP Opening Date: April 2, 2009
RFP Opening Time: 1:30 PM



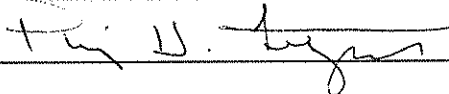
Submitted by:

Automotive Rentals, Inc.
9000 Midlantic Avenue
Mt. Laurel, NJ 08054

Philip H. Fitzgerald
Government Business Development Manager
856-439-7443
FAX: 856-787-5827

pfitzgerald@arfleet.com

Signature/Date



RECEIVED

2009 MAR 31 A 10:19

PURCHASING DIVISION
STATE OF WV



April 2, 2009

The State of West Virginia
Attn: Krista Ferrell
Purchasing Management Unit
2019 Washington Street East
Charleston, WV 25305-0130

Dear Ms. Ferrell,

Automotive Rentals, Inc (ARI) is please to respond to the State of West Virginia's RFQ FLT - 094800 Fuel Cards. ARI has been a provider of a co-branded card for the State of West Virginia for the last 4 years. During that time we have successfully managed the fuel purchasing process involving the fuel card and have provided the State with numerous reports such as the following:

- Fuel Usage by vehicle
- Fuel purchases by fuel type
- Mileage integration of the fuel purchases

In addition, ARI has been billing the State on a net tax basis. This included both State and Federal taxes. ARI is looking forward to a continued partnership with the State and if you have any further questions, you may contact Heather Odean at our Charlotte Office (704-556-2630) or me.

Sincerely,

Philip H. Fitzgerald
Government Business Development Manager
856-439-7443
pfitzgerald@arifleet.com

AUTOMOTIVE RENTALS, INC.
9000 MIDLANTIC DRIVE, MOUNT LAUREL, NJ 08054
856-778-1500



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Section IV – Vendor Capability and Stability: Specifications 3.2.4 – 3.2.4.4

Attachments

Affidavit

Addendum Acknowledgement

Addendum No. 1

Addendum No. 2

Exhibit 3.2.1.1, Fuel Vendors by State, on the disk inside the Master Copy of this RFP response





3.1 General requirements:

Furnish a secure fuel card with individual Personal Identification Numbers (PIN) for each operator of each vehicle in the program.

ARI currently provides a PIN to each State driver.

3.2 Scope of Work:

3.2.1 Fuel Card

3.2.1.1 Provide a number, list of names, and locations of fuel distributors which will honor the supplied credit card for West Virginia, Virginia, Kentucky, Ohio, Maryland, and Pennsylvania.

ARI's fuel supplier network includes 1,841 fuel distributors in the State of West Virginia and 31,232 fuel distributors for all of the above States.

☞ Please see FUEL Exhibit 3.2.1.1, Fuel Vendors by State on the disk inside the Master Copy of our RFP response.

3.2.1.2 Vehicle mileage information must be captured at the pump before any fuel can be purchased.

Yes. For each transaction, drivers swipe the card and input the required PIN and odometer reading to activate the pump. In addition, ARI collects and compares mileage data from several sources, including repair purchase orders, fuel station fill-ups, accident claims, and personal mileage.





3.2.1.3 Vendor must have the ability to invoice individual agencies as designated by the Fleet Management Office. The vendor will pay directly to fuel suppliers all charges, except any assessed taxes, made by drivers and invoice the designated agency on a monthly basis.

ARI audits and pays all invoices, net taxes where possible, from all service providers for the State. In addition, ARI prepares a consolidated bill net taxes for all fuel expenses bills the State agencies directly on a monthly basis.

ARI invoices individual agencies for all products and services purchased through ARI and our vendor network. For all fuel purchased at the Division of Highway's installations, ARI dedicated staff at the inception of our partnership in 2004 to audit the DOH bill upon receipt, research any suspected errors, revise the billing and pay the bill on behalf of the State. ARI then passes the charges through to the appropriate State agency on its monthly Miscellaneous Invoice.

In addition, ARI currently adds and deletes PIN numbers as necessary for each client code with the State. In addition, upon request, ARI adds new fuel cards and deletes those no longer being used.

3.2.1.4 Vendor must be able to 1) provide a mechanism to exclude Federal Excise Taxes at the fuel pump before the fuel supplier is paid, or 2) reimburse these taxes to the appropriate agency. The ability to exclude Federal Excise taxes at the pump is preferred.

For all fuel suppliers capable of itemizing their charges, clients are billed net of tax. For transactions in which the supplier cannot break out the taxes, ARI will provide a report that calculates the amount of tax billed, sorted by state. This report can be utilized to apply to the individual states for reimbursement.

The State has two options for handling tax:

OPTION 1 – ARI/WEX co-branded card will bill the State gross any taxes not exempt at time of purchase. ARI will file for the taxes and when recovered, ARI will remit to the State.

OPTION 2 – ARI/WEX co-branded card will bill the State net all taxes, then will file for the taxes that are not exempt at time of purchase. Upon recovery of the taxes, **the State will pay the interest on the float.** In the past, ARI has absorbed the float but can no longer accommodate with the current fee structure.





3.2.2 Reporting

3.2.2.1 Standardized reports will be distributed to designated agencies as determined necessary without additional charge. Additionally, the vendor will develop specialized reports unique to each agency's needs.

Everything you need to know about your fuel expenses is available in a quality report in the format of your choice. ARI's web-based standard fuel reports examine individual transactions and overall fleet purchases over a twelve-month period grouped by fuel type. Custom reports are available to help you obtain the information you need, when you need it. We can deliver a wide array of reports via the Internet on-demand or on a scheduled basis, simultaneously e-mailing copies to specified individuals. Currently we are providing the State of West Virginia with the following reports:

- West Virginia Lessee #5R82 Fuel Exceptions, by division
 - ✓ Excessive Gallons – single transactions exceeding 40 gallons or more
 - ✓ 3+ Transactions per day
 - ✓ Premium Fuel
 - ✓ Non Fuel
 - ✓ Incorrect Odometer Entry
- Division 07 - Custom fuel exceptions, with prompts for custom time frames
 - ✓ Weekend purchases
 - ✓ 3 or more uses in a day
 - ✓ Premium & Plus
 - ✓ MPG tracking
 - ✓ Non Fuel
 - ✓ Excessive Gallons
- Fuel Gallons by vehicle division
- 2001 or older / 125,000 miles or more
- 4+ years old / 100,000 miles or more
- Division 20 – Pfx LO01 PO details

ARI also distributes fuel exception reports via email to help identify transactions that exceed your policy parameters. Exception reporting notifies you of any cards incurring multiple transactions exceeding your daily threshold, number of gallons purchased within a single day exceeding your daily threshold, and all premium fuel and non-fuel purchases.

State users have also customized their ARI *insights* dashboard to display up to thirteen fuel-related Key Performance Indicators (KPI) and Alerts such as yearly cost and usage statistics, fuel cost and quantity exceptions, non-fuel transactions and transaction exceptions. ARI sends you email notifications when card usage violates any of your preset parameters, allowing you to identify potential misuse quickly.





ARI even helps you identify competitive fuel pricing. With Fuel Price Mapping through ARI *insights*, you can pinpoint the lowest-priced fuel in your area with this robust search function utilizing Google™ Maps to locate fuel stations by street, city, state, zip or fuel type.

Current State of West Virginia Parameters

Client # : 50 Client Name STATE OF WV - DEPT OF ADMIN Group : 00
5R32

Contact Information:

NAME	MAINTENANCE	INSURANCE	RENTAL	LIMIT	EMAIL
BARRY GUNNOE	P		P	\$1,000.00	barry.d.gunnoe@wv.gov
JANICE HARTMAN	P		P	\$1,000.00	janice.l.hartman@wvadmin.gov

ATA	VENDOR #	NOTES
		TMSYTRKSERVE \$1000 CP SCHEDULES Z-S,D-U ,PM SHEETS \$50 SERVICE CARDS AFTER HRS AND WEEKENDS OVER LIMIT USE BEST JUDGEMENT FYI FA JANICE (LEAVE VOICEMAIL)
C2		GLASS THROUGH MAINTENANCE
17		CLIENT HAS DIRECT BILL CONTRACT FOR TIRES AND RELATED ITEMS AT GOODYEAR
17		DO NOT ISSUE FOR ANY TIRES OR RELATED ITEMS ONE TIRE IS PERMITTED IN AN EMERGENCY SITUATION
32001031		BATTERY REPLACEMENT FOR EMERGENCY SITUATIONS ONLY. REFER DRIVERS ALL TIRES SHOULD BE DONE AT GOODYEAR. FA APPROVAL NEEDED ON OTHERS.
1A		REFER RENTAL REQUESTS TO FA CLIENT HAS DIRECT BILL CONTRACT WITH ENTERPRISE
03		REFER INSURANCE / ACCIDENT RELATED ITEMS TO FA
63000A01		CLIENT IS TAX EXEMPT 56-0062856
96001A23		CLIENT IS TAX EXEMPT 56-0062856
27		DO NOT PERFORM ANY TRANSMISSION FLUSHES. NO EXCEPTIONS.....
32001031		TO FA FOR NON-EMERGENCY SITUATIONS. CLIENT HAS DIRECT ACCOUNT WITH BATTERY VENDOR *****ONLINE SELF-PAY WEB-VENDOR PARAMETERS*****
51-000LA		PEARL DETAIL-OK FOR \$50 WASHES DAILY. ONLY 2 DETAILS PER YEAR (NO DOLLAR LIMIT ON DETAILS)
1C		OK FOR WASHES UP TO \$50.00 DAILY. BUT ONLY 2 DETAILS PER YEAR (NO DOLLAR LIMIT ON DETAILS)
1D		PER FA BARRY. OK TO TOW VEH INVOLVED IN ACCIDENTS TO DVR'S REQUESTED LOCATION





3.2.2.2 Provide training as required for full understanding and utilization of reports and analysis of operating costs and cost trends.

ARI Systems Support

ARI's Customer Information Systems staff is dedicated exclusively to serving ARI's customers' needs and supports each client user with individualized support and training; telephone support to answer questions and resolve technical hardware/software issues, and ongoing support, development and enhancement of CIS products. ARI provides unlimited training to client personnel on our systems and reports at no cost. Training sessions can be conducted at ARI's corporate office, at the State's offices, at one of ARI's regional offices, or via web cast.

Training sessions were conducted at the inception of the old contract and will be scheduled upon award of the new contract.

Fleet Performance Reviews: Analysis of Operating Costs and Trends

Led by ARI Government Business Development Manager, Phil Fitzgerald, the State's ARI Account Management team will conduct quarterly, semi-annual and annual fleet performance reviews at no additional cost. Performance reviews involve a thorough review of all aspects of your fleet account, including benchmarking, industry averages, trending and other measurements that identify fixed and variable expense reduction opportunities for establishing best-in-class practices and procedures:

- Time savings associated with vehicle acquisition
- Best practices cycling history
- Maintenance savings resulting from post-warranty recovery and repair negotiations
- Savings achieved by unleaded vs. premium fuel purchases
- Recommendations for implementing best practices and why





3.2.2.3 All reports must be mathematically correct. Rounding of individual costs and/or totals is not acceptable.

ARI's reporting systems have been designed to provide the State with useful and accurate information. System edits and controls have been built in to our system to preclude errors. In addition, the reporting parameters can be setup to eliminate rounding to conform to the State requirements.

Most of the current custom reports are fuel information which we receive directly from Wright Express and no rounding is involved. For the PO report, information comes directly from the invoices that are sent and no rounding is involved for this report.

3.2.2.4 Provide on-line computer access (viewing only) for expense information. Estimated number of view-only users is a maximum of 100.

Fleet managers can authorize use of ARI *insights*[®] by others in the State and tightly control what users can see and do within the system. The system is available on-line 24/7/365 to the State. The State currently has 72 enrolled users.





3.2.3 Management/Administration

3.2.3.1 The vendor shall send key personnel as identified by Fleet Management Office at no additional cost to visit designated agency representatives upon request. No more than four (4) half day visits will be required during the contract period.

ARI regularly performs on-site visits of fleet operations as part of our fleet consulting process. These visits assist us in identifying best possible fleet equipment and practices.

Since ARI and the State initiated our partnership in 2004, Government Business Manager Phil Fitzgerald has enjoyed numerous visits to the State, including the Public Safety Department as well as various locations during the Implementation phase.

ARI can commit to at least four such visits during the contract period at no cost to the State.

3.2.3.2 Participate, at Fleet Management Office's request, (with proper advance notice) at seminars to educate drivers/Fleet customers on program requirement in West Virginia at no additional cost to the state. Maximum participation will not exceed two per year.

ARI will participate in informational and training seminars and other meetings at the State's request.

In addition, ARI was pleased to host our inaugural Government Fleet Seminar in the spring of 2008 with the State of West Virginia in attendance. This month we held a Government Fleet Webinar for all of our governmental customers and prospects. In addition, we can offer weekly webinars to help educate users of our *insights* system.

3.2.3.3 Provide capability for Fleet Management to interact online with vendor for order, inquiry, change and reporting purposes. The maximum number of interactive users is 10.

All of the above functions are available through ARI's on-line systems. Fleet managers have the option of authorizing as many users as they wish, and have the ability to tightly control what those users can see and do within the system.





3.2.3.4 Allow Fleet Management Office to periodically visit the vendor to verify/review the program in operation.

ARI has been pleased to welcome the State of West Virginia once over the course of our existing partnership since 2004, including in March of 2008 as our guest at ARI's Inaugural Governmental Fleet Seminar.

The State of West Virginia has an open invitation to visit ARI's corporate offices in Mt. Laurel, NJ, for an on-site review of our systems and operating departments that will clearly illustrate both our commitments to service excellence and the quality of the people that deliver the results the State has come to expect and deserves.





3.2.4 Vendor Capability and Stability

3.2.4.1 The vendor must have at least three (3) years of experience providing similar maintenance management services for a wide variety of vehicles at high volume levels (minimum of 1,000 vehicles per fleet).

ARI has managed a fuel program for over 25 years. Currently, more than 194,000 vehicles and drivers are utilizing our fuel card program. Some of our most valued customers are the States of Georgia, Wisconsin, Utah, New York, the City of New York, and the Tennessee Valley Authority, all of which have well over 1,000 vehicles each.

ARI is in its 61st year of providing reliable fleet management services through the third generation of the same private ownership that created ARI in 1948. Fleet leasing and management has been ARI's sole proprietorship from the beginning. This focused commitment has made ARI the largest privately-held fleet leasing and management company in the United States. With more than 2,000 clients and over 650,000 vehicles under management, ARI has earned the reputation as a customer-service driven company with the flexibility to meet each client's unique requirements.

ARI customizes solutions for the specialized problems and needs of city, county, state and federal fleets ranging from fewer than 1,000 to more than 10,000 vehicles. Currently ARI manages over 46,000 governmental vehicles.





3.2.4.2 Vendors must provide five (5) customer references from private or government organizations for which similar services have been provided. The references must substantiate the requirement listed at 3.2.4.1. The references should contain at a minimum: the names of the organization, mailing address, a contact person and telephone number.

Fleet Management References

The State of West Virginia

P.O. Box 50130
Charleston, WV 25305
Janice Hartman, Fleet Manager
(304) 558-0086
Janice.C.Hartman@wv.gov

The State of Georgia

Department of Administrative Services
200 Piedmont Avenue
SE Suite # 1304
West Tower, Atlanta, GA 30334-9010
Steve Saltzgiver, Director
(404) 651-7263
Steve.Saltzgiver@doas.ga.gov

The State of Utah

Fleet Operations
4120 State Office Building
Salt Lake City, UT 84114-1201
Sam Lee, Assistant Director
(801) 538-3452
SamLee@utah.gov

The State of Wisconsin

Department of Transportation
PO Box 7880
Madison, WI 53707-7880
Rick Moling, Manager
(608) 261-0373
Richard.Moling@dot.state.wi.us





State of West Virginia
Request for Proposal -- FLT094800
Fleet Fuel Card
April 2, 2009

11

The State of Maryland

45 Calvert St.
Annapolis, MD 21401
Larry Williams, Fleet Manager
(410) 260-7195
LarryW@dbm.md.us

The City of New York

Office of Fleet Administration
18th Floor
1 Centre Street
New York, NY 10007
Steve Weir, Director
(212) 669-4226
SWeir@dcas.nyc.gov

The Tennessee Valley Authority

412 E. 10th Street
Chattanooga, TN 37402
Bruce Vincent, Fleet Manager
(423) 751-1007
bevincent@tva.gov

The State of New York

Office of General Services
38th Floor Corning Tower
Empire State Plaza
Albany, NY 12242
Jill McCabe, Purchasing Manager
(518) 474-1064
Jill.McCabe@ogs.state.ny.us



AUTOMOTIVE RENTALS, INC.



Large Fuel References

Allergan

Sharon K. Reffett
Director, Customer Systems & Administration
2525 Dupont Drive
Irvine, CA 92612-1599
Phone: 714-246-5496
Fax: 714-246-4696

Equitable Resources

Steve Anthos - Supervisor, Procurement Administration
225 North Shore Drive
Pittsburgh, Pa. 15212-5861
412-395-2582
santhos@eqt.com

Windstream Communications

Charles Neal – Fleet Manager
4001 North Rodney Parham Road
Little Rock, Arkansas 72212
(501) 748-5016

The State of West Virginia

P.O. Box 50130
Charleston, WV 25305
Janice Hartman, Fleet Manager
(304) 558-0086
Janice.C.Hartman@wv.gov





3.2.4.3 All use of subcontractors must be specifically identified in the vendor's proposal and the prime contractor must describe the type of contractual arrangement that will exist with all subcontractors. All subcontractors must have at least two (2) years of experience in the services they are providing. (See 3.4.9)

ARI offers its fuel card program through a partnership with Wright Express. The ARI/WEX fuel card program was established in 1993.



STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor must make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code §61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: AUTOMOTIVE RENTALS, INC (ARI)

Authorized Signature:  Date: 4-2-09



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

WV PURCHASING AGENCY SECTION Fax 304-558-4115

Mar 25 2009 01:11pm P001/006

**Request for
 Quotation**

RFQ NUMBER	PAGE
FLT094800	1

ADDRESS CORRESPONDENCE TO ATTENTION OF
KRISTA FERRELL 304-558-2596

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

PURCHASING DIVISION
 FLEET MANAGEMENT UNIT
 BOX OFFICE BOX 50130
 2019 WASHINGTON STREET, EAST
 CHARLESTON, WV
 25305-0130 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/24/2009				
BID OPENING DATE	04/02/2009	BID OPENING TIME		01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
THIS ADDENDUM IS ISSUED TO:						
1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND						
2.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS.						
BID OPENING DATE REMAINS: 04/02/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 1 *****						
0001	1	LS		946-35		
FUEL CARD						
***** THIS IS THE END OF RFQ FLT094800 ***** TOTAL:						

SIGNATURE			TELEPHONE		DATE
TITLE		FBN		ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

FTL094800---Fuel

Suggest that the awarded provider be able to feed data to the fleet management company's data base so that a consolidated data base can be maintained for the State's use.

How many cards are issued on the current program?

1,670

How many of the cards issued are active?

1,670

Do you plan to increase the number of cards issued? If so, what are your projections for year 1, 2 and 3?

The Fleet Management Office may need an additional 100 cards each year; this would depend on the transportation needs of the agencies participating in the program and the approval of the Governor's Office.

Does the state desire vehicle cards, driver cards or both?

We currently have a credit card for each vehicle and each driver has an assigned PIN (personal identification number).

What was the total spend volume on the existing program for fiscal year ending 2007 and 2008?

2007 - Approximately \$3,000,000

2008 - Approximately \$4,500,000

What was the total number of transactions for fiscal years 2007 and 2008?

2007 - Approximately 100,000

2008 - Approximately 107,000

What credit limit does the state desire for this program?

None

What are the ancillary services provided to the state on the existing program? Do you pay for those services?

Odometer information needs to be captured.

Unlimited number of PIN's must be provided.

The credit cards must be for fuel purchases only - no other purchases allowed.

The vendor providing a fuel card must be able to interface with the maintenance contractor (FLT094801) so that the data provided interacts and feeds into a sharing system.

No we do not pay for these services.

Are balances paid in full monthly? If not, what are the terms of repayment?

Yes

Please tell us which of the following fees are applicable to your current program:

Late Fees - N/A

Over limit Fees - N/A

Annual Fees - N/A

What rate of interest is applicable to your current program?

None

Is your current fleet card branded by MasterCard or VISA?

Neither (the current card is co-branded with Wright Express)

Does your current fleet card provide for vehicle maintenance or fuel only?

Fuel only - no other purchases allowed

Have you encountered any fraud on your current program? If so, what was the dollar volume of fraud in 2007 and 2008?

None

Does the state desire a custom designed plastic?

No

Does the state's current vendor share in the revenue on the current program?

None

Does the state require any FTP file transmission? If so, what is the frequency and the purpose of the transmission?

No

Does the current program provide for rewards?

No

If the state moves to a new fleet card issuer, is it expected that the historical data will move as well?

Definitely

Is the state exempt from federal and state taxes?

Yes

Section 3.2.1.4 states that vendor must be able to provide a mechanism to exclude federal excise taxes at the pump. There is no mention of the state?

Change:to exclude federal excise taxes AND STATE TAXES AT THE TIME OF BILLING. AGENCIES ARE NOT TO BE CHARGED ANY TAXES.

Does the state desire paper or electronic reports?

Electronic reports

Section 3.2.3.3 requires the vendor to provide the ability to interact online. Can the state provide examples of actions the user typically performs?

These reports may be categorized by overall fleet, particular agency or a particular vehicle.

Example:

Vehicles 4 years old and displaying 100K miles

Fuel transactions

Specific miles driven per month

Fuel Usage

Odometer

On the second page of the document supplied it says the State is exempt from Federal and State tax however on page 18 under 3.2:1.4 it requests the vendor must be able to exempt Federal tax and doesn't mention State tax. Is the State exempt from both or just Federal excise tax?

Both

If the State is offered financial incentives to pay early can they and would the State entertain an offering?

No

What are the State's standard payment terms?

Net 30

Can the State provide a yearly spend by gas and diesel and any alternative fuel as well as yearly gallons for each?

Yes

If there are hundreds of merchants in the State that would offer the State a discount do you want the amount included in the cost section?

-----**ASK Kristi - (FMO cannot obligate ourselves to a particular brand of fuel, however, we will accept any type of discounts offered).**

What do the other major agencies in the State do for fuel card services?

It varies; you will need to check with them.

SIGN IN SHEET

Request for Quotation Number: **FLT094800**

Date: **03/12/2009 @ 9:00 am**

PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.

Firm Name:	Baby Sunco
Firm Address:	
Representative Attending:	Fleet
Phone Number:	8-2614
Fax Number:	
Email Address:	

Firm Name:	Paula King
Firm Address:	
Representative Attending:	Paula King
Phone Number:	766-3626
Fax Number:	
Email Address:	

Firm Name:	AKI
Firm Address:	9000 MIDLAND DR MT. LAUREL, NJ 08054
Representative Attending:	Phil Fitzgerald
Phone Number:	856-439-7443
Fax Number:	
Email Address:	phil.fitzgerald@akifuel.com

Firm Name:	Wright Express
Firm Address:	97 Dorley Ave S Oakland NJ
Representative Attending:	Tim Bissett
Phone Number:	412-344-1347
Fax Number:	
Email Address:	Tim-Bissett@wright-express.com

Firm Name:	White & Bond
Firm Address:	500 Virginia Street East Charleston, WV 25322
Representative Attending:	Larry Solyers
Phone Number:	704-348-8396
Fax Number:	304-348-8327
Email Address:	larry.solyers@white-bond.com

Firm Name:	Comdata Corp
Firm Address:	5301 Maryland Way Brentwood TN 37027
Representative Attending:	Duan Telleman
Phone Number:	615-370-7663
Fax Number:	615-376-6960
Email Address:	dtelleman@comdata.com



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**Request for
 Quotation**

RFQ NUMBER
 FLT094800

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 KRISTA FERRELL
 304-558-3596

RFQ COPY
 TYPE NAME/ADDRESS HERE

PURCHASING DIVISION
 FLEET MANAGEMENT UNIT
 BOX OFFICE BOX 50130
 2019 WASHINGTON STREET, EAST
 CHARLESTON, WV
 25305-0130 304-558-0086

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
03/26/2009				

BID OPENING DATE: 04/02/2009 BID OPENING TIME: 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
THIS ADDENDUM IS ISSUED TO CORRECT THE QUESTIONS AND ANSWERS ISSUED AS A PART OF ADDENDUM NO. 1 WHICH INADVERTANTLY CONTAINED A TYPOGRAPHICAL ERROR.						
BID OPENING DATE REMAINS: 04/02/2009						
BID OPENING TIME REMAINS: 1:30 PM						
***** END ADDENDUM NO. 2 *****						
0001	1	LS		946-35		
FUEL CARD						
***** THIS IS THE END OF RFQ FLT094800 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

FTL094800---Fuel

Suggest that the awarded provider be able to feed data to the fleet management company's data base so that a consolidated data base can be maintained for the State's use.

How many cards are issued on the current program?

1,670

How many of the cards issued are active?

1,670

Do you plan to increase the number of cards issued? If so, what are your projections for year 1, 2 and 3?

The Fleet Management Office may need an additional 100 cards each year; this would depend on the transportation needs of the agencies participating in the program and the approval of the Governor's Office.

Does the state desire vehicle cards, driver cards or both?

We currently have a credit card for each vehicle and each driver has an assigned PIN (personal identification number).

What was the total spend volume on the existing program for fiscal year ending 2007 and 2008?

2007 - Approximately \$3,000,000

2008 - Approximately \$4,500,000

What was the total number of transactions for fiscal years 2007 and 2008?

2007 - Approximately 100,000

2008 - Approximately 107,000

What credit limit does the state desire for this program?

None

What are the ancillary services provided to the state on the existing program? Do you pay for those services?

Odometer information needs to be captured.

Unlimited number of PIN's must be provided.

The credit cards must be for fuel purchases only - no other purchases allowed.

The vendor providing a fuel card must be able to interface with the maintenance contractor (FLT094801) so that the data provided interacts and feeds into a sharing system.

No we do not pay for these services.

Are balances paid in full monthly? If not, what are the terms of repayment?

Yes

Please tell us which of the following fees are applicable to your current program:

Late Fees - N/A

Over limit Fees - N/A

Annual Fees - N/A

What rate of interest is applicable to your current program?

None

Is your current fleet card branded by MasterCard or VISA?

Neither (the current card is co-branded with Wright Express)

Does your current fleet card provide for vehicle maintenance or fuel only?

Fuel only - no other purchases allowed

Have you encountered any fraud on your current program? If so, what was the dollar volume of fraud in 2007 and 2008?

None

Does the state desire a custom designed plastic?

No

Does the state's current vendor share in the revenue on the current program?

None

Does the state require any FTP file transmission? If so, what is the frequency and the purpose of the transmission?

No

Does the current program provide for rewards?

No

If the state moves to a new fleet card issuer, is it expected that the historical data will move as well?

Definitely

Is the state exempt from federal and state taxes?

Yes

Section 3.2.1.4 states that vendor must be able to provide a mechanism to exclude federal excise taxes at the pump. There is no mention of the state?

Change:to exclude federal excise taxes AND STATE TAXES AT THE TIME OF BILLING. AGENCIES ARE NOT TO BE CHARGED ANY TAXES.

Does the state desire paper or electronic reports?

Electronic reports

Section 3.2.3.3 requires the vendor to provide the ability to interact online. Can the state provide examples of actions the user typically performs?

These reports may be categorized by overall fleet, particular agency or a particular vehicle.

Example:

Vehicles 4 years old and displaying 100K miles

Fuel transactions

Specific miles driven per month

Fuel Usage

Odometer

On the second page of the document supplied it says the State is exempt from Federal and State tax however on page 18 under 3.2.1.4 it requests the vendor must be able to exempt Federal tax and doesn't mention State tax. Is the State exempt from both or just Federal excise tax?

Both

If the State is offered financial incentives to pay early can they and would the State entertain an offering?

No

What are the State's standard payment terms?

Net 30

Can the State provide a yearly spend by gas and diesel and any alternative fuel as well as yearly gallons for each?

Yes

If there are hundreds of merchants in the State that would offer the State a discount do you want the amount included in the cost section?

Please complete the cost section as outlined in the Request for Proposal documents. Any optional pricing should be submitted separately.

What do the other major agencies in the State do for fuel card services?

It varies; you will need to check with them.