



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
 304-558-2596

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

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	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
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130

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.