

Request for Legislative Action

Res. #20741
Sponsor: Charlie Franklin
Date: August 23, 2021

Completed by County Counselor's Office			
Action Requested:	Resolution	Res.Ord No.:	20741
Sponsor(s):	Charlie Franklin	Legislature Meeting Date:	8/23/2021

Introduction
Action Items: ['Award']
Project/Title:
Awarding a Twelve (12) Month Term and Supply Contract, with One (1) Twelve (12) Month Option to Extend for the furnishing of Fleet Fuel Cards for use by Various County Departments to WEX Bank of Midvale, UT; under the Terms and Conditions of the State of Missouri Contract No. CC211293001, an existing government contract.

Request Summary
Various County Departments require a Term and Supply Contract to purchase fuel on an "as needed" basis when they are out of the area and away from our fueling locations.
Pursuant to Section 1030.4 of the Jackson County Code, the Director of Finance and Purchasing recommends the award of a Twelve (12) Month Term and Supply Contract, with One (1) Twelve (12) Month Option to Extend for the furnishing of Fleet Fuel Cards for use by Various County Departments to WEX Bank of Midvale, UT; under the Terms and Conditions of the State of Missouri Contract No. CC211293001, a competitively bid government contract.
The Director of Finance and Purchasing recommends the approval of this contract due to the higher volume discounts offered to larger entities and/or purchasing groups.
This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount. Estimated Annual Usage: \$109,000.

Contact Information			
Department:	Finance	Submitted Date:	8/5/2021
Name:	Katelyn W. Edgar	Email:	KEdgar@jacksongov.org
Title:	Buyer	Phone:	816-881-3292

Budget Information	
Amount authorized by this legislation this fiscal year:	\$ 0
Amount previously authorized this fiscal year:	\$ 0
Total amount authorized after this legislative action:	\$

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Is it transferring fund?			No
Single Source Funding:			
Fund:	Department:	Line Item Account:	Amount:
			!Unexpected End of Formula

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Prior Legislation	
Prior Ordinances	
Ordinance:	Ordinance date:
Prior Resolution	
Resolution:	Resolution date:
20483	August 31, 2020
19303	October 31, 2016
18708	February 9, 2015
17960	August 27, 2012
17096	December 7, 2009

Purchasing	
Does this RLA include the purchase or lease of supplies, materials, equipment or services?	Yes
Chapter 10 Justification:	Fixed Price Contract
Core 4 Tax Clearance Completed:	Yes
Certificate of Foreign Corporation Received:	Not Applicable
Have all required attachments been included in this RLA?	Yes

Compliance	
Certificate of Compliance	
In Compliance	
Minority, Women and Veteran Owned Business Program	
Goals Not Applicable for following reason: Contract is with another government agency	
MBE:	.00%
WBE:	.00%
VBE:	.00%
Prevailing Wage	
Not Applicable	

Fiscal Information	
<ul style="list-style-type: none"> This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order. 	

Request for Legislative Action

History

Katelyn W. Edgar at 8/5/2021 9:34:05 AM - [Submitted |]
Department Director: Bob Crutsinger at 8/5/2021 3:11:25 PM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 8/5/2021 3:20:27 PM - [Returned for more information |
Please change the term to 12 months with one 12 month option to extend]
Submitter: Katelyn W. Edgar at 8/5/2021 3:30:19 PM - [Submitted | Terms updated.]
Department Director: Bob Crutsinger at 8/6/2021 8:34:07 AM - [Approved |]
Finance (Purchasing): Barbara J. Casamento at 8/9/2021 8:47:06 AM - [Approved |]
Compliance: Katie M. Bartle at 8/9/2021 1:24:39 PM - [Approved | eRLA 195]
Finance (Budget): Mary Rasmussen at 8/9/2021 1:46:39 PM - [Approved | No fiscal note is required.]
Executive: Sylvya Stevenson at 8/10/2021 1:17:54 PM - [Approved |]
Legal: Elizabeth Freeland at 8/19/2021 9:36:59 AM - [Approved |]



**FLEET CARD WITH RELATED SERVICES
CC211293001**

Issuance Date: July 19, 2021

CONTRACT PERIOD/RENEWAL OPTIONS	
Current Contract Period:	July 19, 2021 through September 7, 2024
Original Contract Period:	July 19, 2021 through September 7, 2024
Available Renewal Period Options:	1
Potential Final Expiration Date:	September 7, 2025

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR PUBLIC (STATE AGENCY) USE ONLY. PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

A state agency shall be defined as a division, section, bureau, office, program, board, regional/district office, etc., that exists within a department of Missouri State Government. For the purposes of this document, this shall also include the Judicial and Legislative branches of the State of Missouri.

BUYER CONTACT INFORMATION	
Name:	Jennie Rees
Email:	Jennie.Rees@oa.mo.gov
Phone Number:	(573) 751-6442



ORGANIZATION

Statewide Contract History
Contract Information
Instructions and Information
Contract Pricing
Contract Scope of Work
Appendix A – Satisfactory Survey



STATEWIDE CONTRACT HISTORY

The following table summarizes actions related to this Notification of Statewide Contract:

ACTION ISSUE DATE	SUMMARY OF CHANGES
7/15/2021	Issuance of contract.



CONTRACT INFORMATION

CONTRACT NUMBER			
MissouriBUYS SYSTEM ID:		MB00074278	
SAM II Vendor Number:		8414256160 3	
Contractor Name:		WEX Bank	
Contractor Address:		7090 South Union Park Center, Suite 350 Midvale, UT 84047	
Contact Information:		Name: Denise Baumgart Phone Number: 913-393-3208 Email Address: denise.baumgart@wexinc.com	
MBE, WBE, SDVE, BLIND/SHELTERED WORKSHOP PARTICIPATION			
MBE: No	WBE: No	SDVE: No	Blind/Sheltered Workshop: No
COOPERATIVE PROCUREMENT			
Cooperative Procurement:		Yes	



INSTRUCTIONS AND INFORMATION



1. **MANDATORY USE:**

Any state agency needing the services shall be required to use the contract unless an exemption is granted by the Division of Purchasing. In addition, the contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri and approved by the Division of Purchasing, a state agency may obtain alternate services elsewhere.

Local Purchase Authority shall not be used to acquire any other fuel credit card. State agencies are advised that the Office of Administration, Division of Accounting, does not allow state agencies to establish multiple credit card accounts with multiple credit card vendors. In addition, if the state agency has special fueling or vehicle service needs that WEX cannot meet, then the state agency may use local purchasing authority but only after first contacting the State Fleet Manager and the Division of Purchasing.

2. **SCOPE OF WORK:** Due to the large amount of information included in the contract's Scope of Work, the information is not included in the Statewide Contract Notification. The information is available through the Awarded Bid & Contract Document Search at <https://oa.mo.gov/purchasing/bidding-contracts/awarded-bid-contract-document-search> or through MissouriBUYS at <https://missouribuy.com>.

3. **PURPOSE:** The Division of Purchasing has awarded the above referenced contract for Fleet Card with Related Services with WEX Bank. This contract replaces contract CC160898001 with WEX which expires July 19, 2021. State agencies shall continue to use their existing cards/ accounts. The card and card services are free of charge.

WEX will bill all State of Missouri accounts for purchases made on the WEX card less any fuel tax exemptions, allowed by law. Complete reporting of exempted taxes will be provided and shown on the invoice.



The following is a link to the Office of Administration, Division of General Services, State Fleet Management website:

<http://oa.mo.gov/general-services/state-fleet-management/contracts/wex-fuel-card>

The website is intended to provide additional details regarding the fuel card contract, direct access to the WEXOnline program and includes the Fuel Card Guidelines that all departments must follow.

The state agency is advised that there is an existing statewide contract for tires. All acquisitions for tire replacement shall be made from the statewide tire contract unless the purchase in it is intended for emergency/repair.

4. **COOPERATIVE PROCUREMENT:** WEX will extend the fleet card program to members of the cooperative procurement program. All new cooperative procurement customers should contact WEX directly to set up their account.
5. **SETTING UP AN ACCOUNT:** State agency personnel should consult with their agency Fleet Manager regarding access to a WEX fuel credit card. All new accounts shall be established through their Fleet Manager by contacting WEX directly to set up the account and establish billing options or to resolve any account questions. Accounts are able to be set up based on the state agency's specific needs.
6. **CARD APPLICATION:** Each department should have an assigned program administrator. Please contact your Financial Management Advisory Committee Representative (FMAC) to determine how your program will operate. Those entities not represented on FMAC should direct any inquiry to WEX as listed on page 1.

Any request for fuel cards, including new, replacement, or lost/stolen cards, must be directed to WEX.

7. **CARD AUTHORIZATION:** Cards can be assigned to a vehicle/asset, driver or organizational unit (or cost center) in the fleet. When the card is swiped at the point of sale device, the driver will be prompted to enter a Driver ID (DID) and the odometer reading of the vehicle prior to receiving authorization for any transaction.

Each DID can be assigned to one, many or all cards on the WEX account and can be generated by either WEX at random, or assigned by the fleet customer. The WEX card cannot be electronically activated without entering a valid DID.

8. **CARD SET UP:** Program Administrators and/or Fleet Managers within each department shall work with WEX to establish card limitations.



Custom Control cards permit all types of purchases at WEX excepting locations, including fuel, maintenance and other (such as general merchandise) items. Product type control options shall be selected with this card, allowing certain product categories to be selected.

Fuel only cards permit the purchase of only fuel products, such as gasoline, diesel, or other alternative fuels.

Accounts can be comprised of all Fuel Only cards, all Custom Control cards or a combination of Fuel Only and Custom Control cards.

9. **MULTIPLE REPORTING LEVELS:** The WEX system supports seven (7) levels of hierarchy. Program administrators/fleet managers, shall determine the level they prefer to bill and/or report, with the ability to provision users of the online system as appropriate. Organizational units within accounts to support additional card groupings for authorization controls and reporting needs will also be determined by the program administrators.
10. **WEX CUSTOMER SERVICE DEPARTMENT:** The WEX Customer Service Department (CSD) is available 24 hours per day, 7 days per week. State Fleet Managers and card users can contact the CSD regarding questions related to the everyday use of the card and are trained to handle questions regarding account billing and reporting. A toll-free number for contacting the CSD is displayed on the back of the WEX card. The customer service representatives along with the PFS Account Manager will manage all day-to-day account maintenance issues.
10. **BILLING:** WEX will invoice state agencies on a monthly basis with the cycle closing date on the last day of the month. Invoices will include a complete list of all transactions for the invoicing period along with subtotals and a final summary. Billing statements may be submitted in electronic form via *WEXOnline* E-VAR or *WEXLink*, or through paper VAR (Vehicle Analysis Reports) as requested by the department when setting up the account with WEX. State agencies can view invoices and standard reports for 13 months and view transactional detail for 24 months via *WEXOnline*. *WEXOnline* electronic E-VAR provides agencies 24-hour access. *WEXLink* files allow customers to perform detailed analysis and reporting on their fleet account and can be merged with existing information management systems. Purchases are due and payable in full within 26 days of the date appearing on the invoice.
11. **DISPUTED CHARGES:** WEX does not bill less disputed charges. The state agency will receive a credit if a dispute is found in the State's favor. State agencies shall contact WEX via fax at (800) 395-0809 or by mail at Customer Service, Wright Express, 97 Darling Ave., South Portland, Maine 04106. The disputed charges must be identified and a basis for the dispute must be provided. WEX will commence an investigation to determine the validity of the charge in dispute and then either provide a credit or take no further action if the error cannot be substantiated. In any event, a written explanation of the outcome will be provided.

In the case of a disputed charge, WEX will make every effort to complete the following within 24 hours notice by the state agency or as soon as possible and within a reasonable period of time:



- Resolve questioned/disputed charges appearing on the statement
- Credit the state agency's account, pending resolution of the questioned/disputed item
- Process refunds for items resolved in the state agency's favor

12. **REBATES/DISCOUNTS:** WEX is offering Monthly Retail Transaction Based Rebates and Payment Timing (Early Payment) Rebates as well as Merchant Rebates.

Monthly Retail Transaction Based Rebates:

The monthly retail transaction based rebate is contingent upon the entity paying in full within 30 calendar days of the billing date that appears on the invoice and pays certain basis points dependent upon monthly retail transactions as follows:

Monthly Retail Transactions	Basis Points (Rebate Percentage)
No minimum spend requirement.	175 basis points (1.75%)

Payment Timing (Early Payment) Rebates:

WEX's payment timing rebate is contingent upon payment in full within a certain number of days of the billing date appearing on the invoice and pays basis points as follows:

Bill Presentment	Payment Timing Options: Payment in full within the following calendar days of the billing date appearing on your invoice	Basis Points (Rebate Percentage)
Monthly	0	20 basis points (0.20%)
Monthly	1	19 basis points (0.19%)
Monthly	2	18 basis points (0.18%)
Monthly	3	17 basis points (0.17%)
Monthly	4	16 basis points (0.16%)
Monthly	5	15 basis points (0.15%)
Monthly	6	14 basis points (0.14%)
Monthly	7	13 basis points (0.13%)
Monthly	8	12 basis points (0.12%)
Monthly	9	11 basis points (0.11%)
Monthly	10	10 basis points (0.10%)
Monthly	11	9 basis points (0.09%)



Monthly	12	8 basis points (0.08%)
Monthly	13	7 basis points (0.07%)
Monthly	14	6 basis points (0.06%)
Monthly	15	5.5 basis points (0.055%)
Monthly	16	5 basis points (0.05%)
Monthly	17	4.5 basis points (0.045%)
Monthly	18	4 basis points (0.04%)
Monthly	19	3.5 basis points (0.035%)
Monthly	20	3 basis points (0.03%)
Monthly	21	2.5 basis points (0.025%)
Monthly	22	2 basis points (0.02%)
Monthly	23	1.5 basis points (0.015%)
Monthly	24	1 basis points (0.01%)
Monthly	25	0.5 basis points (0.005%)
Monthly	26	0 basis points

13. **LOST/STOLEN/TERMINATED CARDS:** The account administrator or card custodian should report any lost or stolen cards immediately to WEX by contacting their Customer Service Department (CSD) at (800) 492-0669. Access to the CSD is available 24 hours per day, 365 days per year. Administrators can also notify WEX of lost, stolen or unauthorized use through *WEXOnline*. Agencies will be liable to WEX for all unauthorized use of a card until notification of such use. Upon reporting a lost or stolen card, it is immediately invalidated in the WEX system. After cancellation, all electronic authorizations associated with the card are declined at the time a purchase is attempted. Upon receipt of proper notification, agencies will be relieved from any liability for any subsequent charges made to the card.

In addition, the program administrator should contact WEX regarding the termination/cancellation of cards.

Upon request of only the state agency account administrator or manager, WEX will provide a replacement card within 2-3 business days of card cancellation.

14. **REPORTS:** WEX offers their *WEXOnline* reporting tool. Four (4) standard reports are available online. WEX also offers customized reports that can be designed in several formats and will provide on an adhoc or regularly scheduled basis. Account Review documents are also available that includes a rolling 13-month review of data for several key data elements. Additionally, WEX will provide an Opportunity Report to assist in identifying areas where the State can realize cost savings by benchmarking purchasing at the zip code level to the WEXIndex average. Merchant Minority and Tax Reports are also available to support 1057 and 1099 requirements.



15. **WEXOnline SYSTEM:** WEXOnline is WEX's reporting and analysis tool for Fleet Managers to use in managing their fleets. WEXOnline provides 24-hour access to actionable account information, expense management, online reporting, and real-time account management functionality.

The dashboard page allows the review of pending actions, authorizations, access accounts and access to favorites/quick links.

WEXOnline also provides a Fleet Manager module allowing for the management of day-to-day activities related to the fuel card program including administrator functions, account maintenance functions, and invoice and payment functions. Twenty-four (24) months of transaction data and 13 months of invoice data is accessible online.

WEXOnline offers the Expense Manager module providing comprehensive expense management tools, allowing fleets to set up approval hierarchies and manage accounting functions related to fleet purchases down to the transaction level. In addition, WEXOnline provides a comprehensive reporting module, including ad hoc reports, standard reports, exception reports and customized reports.

16. **FEE:** There is no charge to use the WEX program. Cards, electronic transfer of data, ad hoc reporting, online account management, 24-hour help line and training are provided free of charge. Access to roadside assistance is also provided free of charge, however any ensuing service performed would be charged.
17. **LOCATIONS:** The WEX card can be used for the purchase of all vehicle fuel types, vehicle repairs and vehicle-related supplies at all WEX accepting locations.

Through the AVCARD program, state agencies can manage aircraft fueling, maintenance and related activities. In addition to the WEX Fleet Card account, WEX will set up an AVCARD account. The AVCARD card allows the purchase of fuel and services from all AVCARD acceptors and/or contract fuel suppliers. A list of acceptors is available at www.avcard.com. For merchants that do not accept the card, AVCARD offers merchants a one-time acceptor option. With an AVCARD account, users automatically participate in the Contract Fuel Program allowing all to receive significant savings on jet fuel purchases anywhere in the world. The AVCARD program is available at no additional charge.



WEX offers an Alternative Fuel Directory identifying accepting merchants supplying Ethanol, natural gas (CNG, LNG), propane (LPG), hydrogen, biodiesel, methanol, and other alternative fuels. The directory is available in CD format, downloadable from *WEXOnline*, or can be provided in hard copy for use in agency vehicles.

WEX offers extensive acceptance coverage for service and maintenance needs through the WEX Service Network. The WEX Custom Control cards can be used to purchase tires, transmissions, brakes, mufflers, oil changes, glass replacement, car washes plus other routine vehicle maintenance needs. The WEX card is currently accepted by national brands providing services such as preventative maintenance, glass claim services, major automotive repair, and road and tow.

WEX offers pay-at-the-pump credit card service at all major gasoline brands both nationwide and in Missouri. The following lists the major companies currently participating in WEX's fuel card program.

A complete list of all fueling stations can be found on the WEX website.

18. **ONLINE VENDOR SEARCH:** WEX provides fleet managers and drivers the ability to search for accepting locations and fuel price information directly from the desktop through their "Daily Best Fuel Price" and "Fuel Price Mapping" tools. The Daily Best Fuel Price tool allows drivers to query available locations and receive the following station information in lowest to highest price order:

- Name, address and phone number of site
- Product and price
- Date price was last updated

The Fuel Price Maps have both satellite and standard map views. Real-time prices reflect the most recent WEX transaction and are continually updated. Search criteria include address, city, state, zip code, brand and PPG. A searchable directory is available through *WEXOnline* or at the WEX web site at <http://www.wrightexpress.com/WEX/wex-universal-locations.cfm>. Search criteria include, city, zip code, state, site type (fuel or service), brand name and site name.

19. **TAX EXEMPT PURCHASES:** WEX will process all fuel transactions, including aviation gasoline (av gas), exempt of federal excise taxes. WEX cannot, however, exempt aviation jet fuel.

State agencies are advised to notify the retailer of Missouri's tax exempt status prior to a transacting a purchase for a non-fuel item made with the WEX card. State agencies are



further advised to check all receipts and WEX invoices to make sure that the federal excise tax is being exempted.

20. **ROADSIDE ASSISTANCE:** WEX provides card users toll free access to emergency roadside assistance for their fleets, 24 hours per day, 7 days per week. Roadside assistance services include towing, mechanical first aid, jump starts, tire changes, lockout assistance, and fuel/water delivery.

The WEX card is accepted by the National Automobile Club's FLEET RESCUE emergency roadside assistance program. FLEET RESCUE provides card users with a reliable, toll-free, 24-hour, 365 day a year provider of high-quality roadside assistance program. Drivers will have no out-of-pocket expenses at the time of service. FLEET RESCUE offers the same roadside assistance services as described above. Card users can contact FLEET RESCUE toll-free at (866) 329-3471. The actual costs of services performed will appear on the agency's WEX invoice; there is no longer a service charge for Roadside Assistance.

21. **OTHER FLEET MANAGEMENT SERVICES:**

- a. WEXPay - As a MasterCard issuing bank, WEX is offering WEXPay. WEXPay is a tool enabling out-of-network purchases at an additional 500,000 merchants in the MasterCard network. WEXPay is typically used for independent or geographically remote fuel and service sites, however provides the control of a fleet card with the convenience of a credit card. Use of WEXPay is intended to reduce the number of sites where card users would have to use an alternative form of payment.
- b. Telematics – Telematics are also available under this contract, however, a separate agreement must be established between agencies and WEX to include the terms of the service, number of vehicles, applications utilized, etc.

22. **FLEET SERVICES AND REPAIR:** The WEX card can be used for the purchase of vehicle service; however state agencies are advised that all vehicle servicing repair or maintenance must first be referred to the Office of Administration State Garage if the fleet car is part of the agency's Jefferson City fleet. The OA Garage may be contacted by calling 573-751-4286.

WEX has agreements with several repair and supplies vendors where discounts are available for supplies and services.

23. **LATE FEES/ACCOUNT SUSPENSION:** Accounts will be suspended 70 days after invoice date if payment is not received by WEX. WEX will make phone calls and send emails to account/billing contacts prior to suspension. WEX recommends secondary account contacts in case there are staffing changes. At 70 days, the account will be suspended if



other arrangements have not been made -- cards will not work. At 120 days, the account will be shutoff.

24. **CLEARVIEW DATA ANALYTICS PLATFORM:** Wex provides their ClearView Data Analytics Platform - Fuel Analysis Package to include volume and spend, exceptions, community, and admin modules. The package provides for trend and "outlyer" analysis, as well as drill-down to driver and vehicle transaction detail; identifying and acting on product miscodes; identifying and addressing inaccurate odometer entries; and other tools for improved fuel management and saving fuel dollars, at a monthly fee of \$0.20 per active card.
25. **CONTRACT MANAGEMENT:**
- a. The state agency should monitor, measure, and manage the contractor's performance of services and delivery of products according to the contractual requirements. Please refer to the Contract Management Guide: <https://oapurch.state.mo.us/procurementsources.shtm>
 - b. In the event your state agency encounters any issues or has any concerns or questions regarding the contract, please contact the Division of Purchasing in writing to the attention of the buyer shown on the front page of this document.
 - c. To assist the Division of Purchasing in monitoring the performance of the contractor and ensuring quality services are provided to state agencies, state agencies are strongly encouraged to submit documentation regarding the contract and contractor performance to the Division of Purchasing to the attention of the buyer listed on the front page of this document.
26. **SATISFACTION SURVEY:** Customer service is a top priority. The Division of Purchasing desires to work with state agencies to identify solutions if there are any contract concerns. State agencies are encouraged to complete the Satisfaction Survey, Appendix A, regarding their experience with the contract. Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



WEST UNIVERSAL FLEET CARD FEE SCHEDULE

Set-up Fee	WAIVED
Monthly Card Charge	WAIVED
Replacement Card	WAIVED
International Currency Conversion Fee	2% of the total transaction value
Reproduced Reports	\$25.00 per request
General Research Fee	\$15.00 per hour
Expedited Shipping Fees	Cost varies
Returned Payment Fee	\$50.00 per occurrence
Reactivation Fee	\$50.00 per occurrence (max monthly fee of \$50.00)
Truck Stop Fee	\$3.00 per card swipe at a diesel pump ¹
Paper Delivery Fee	\$10.00 per month for paper invoicing and reporting
Clearview Essentials	WAIVED
Clearview Advanced	\$0.50 per active card, per month
Private Site Transaction Fee	\$0.35 per transaction

Pricing for additional products and services is available upon request or reflected on the enrollment forms or in the terms of use that you must agree to in order to receive the additional products and services.





Appendix A Satisfaction Survey



This satisfaction survey is provided for users to report good and/or poor contractor performance. Any contract user may complete the survey and return it to the buyer identified on page one of this notice.

Users are advised that serious contractor performance issues should be immediately reported to the buyer identified on page one of this notice.

GENERAL CONTRACT INFORMATION	
Statewide Fuel Cards with Related Services	Contract Number: CC211293001 Contractor Name: WEX Bank

PRODUCT RATING	EXPLANATION
Do the products meets the needs of your agency:	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Do the products the meet the contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:



Appendix A
Satisfaction Survey

CONTRACTOR PERFORMANCE	EXPLANATION
Did the contractor deliver products in accordance with the delivery timelines in the contract?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Describe the responsiveness of the contractor to inquiries.	Please explain:
Has your agency encountered any problems with the contractor? If so, how would you rate their ability to resolve the problem?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:
Were the contractor's employees courteous?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If no, please explain:

SURVEY COMPLETED BY:
Name:
State Agency:
Email:
Date:

AVAILABILITY TO SERVE AS AN EVALUATOR:
At the time of rebid, would you be available, and like to be considered, to serve as a member of the evaluation team? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Please submit your completed survey to the Division of Purchasing to the attention of the buyer shown on the front page of this document.



JACKSON COUNTY DRUG TASK FORCE

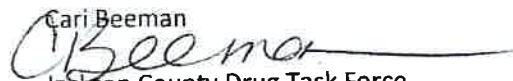
July 20, 2021

Katelyn,

The Drug Task Force wishes to use the contact CC211293001 with WEX Bank-Fleet Cards.

Our department requires the service of this contract. The total estimated amount needed by our departmental use is \$67,000.00. This may be a little high since this year we are using around that with the price increase for gasoline.

Thanks

Cari Beeman

Jackson County Drug Task Force



Office of the JACKSON COUNTY SHERIFF

Sheriff Darryl Forté

INTER-OFFICE MEMO

To: Katelyn Edgar, Purchasing
CC: Captain David Epperson & Acting Captain Charles DeGross
From: Beth Money, Office Administrator
Re: Fuel Cards – WEX Bank
Date: July 27, 2021

The Sheriff's Office recommends awarding the fuel cards contract once again to WEX Bank. Their product meets our department needs and they provide acceptable customer service. Our annual spend is estimated at \$20,000 but may increase as gasoline prices trend upwards.

Thank you for your consideration.



JACKSON COUNTY Facilities Management Division

Jackson County Courthouse
415 East 12th Street, Third Floor Mezzanine
Kansas City, Missouri 64106
jacksongov.org

(816) 881-3258
Fax: (816) 881-3583

MEMORANDUM

From: Rick Gerla, Facilities Management Administrator

To: Katelyn Edgar, Buyer, Purchasing Department

Date: 07/27/2021

Subject: WEX Bank – Fuel cards – CC21193001

Katelyn,

This memorandum is being prepared and submitted in response to your request for feedback regarding the above contract being awarded by Jackson County for Fleet Fuel Cards.

The Facilities Division would like to recommend moving forward with WEX Bank, a vendor for this contract. Annual spend will be around \$12,000.00.

Thank you,

A handwritten signature in blue ink that reads "R Gerla".

Rick Gerla
Facilities Management Administrator
816.881.3748 (desk)
816.217.9310 (mobile)-



Jackson County Detention Center

Office of the Jackson County Sheriff
Sheriff Darryl Forté



TO: Katelyn Edgar, Buyer
CC: Diana Turner, Director JCDC
FROM: Deloris Wells, Deputy Director of Administration JCDC

Deloris Wells

SUBJECT: Recommendation Memo CC160898001 Fuel Cards- WEX
DATE: July 29, 2021

Ms. Edgar,

The Jackson County Sheriff's Office, Detention Center estimate our annual spend in the amount of \$10,000. The departments day-to-day travel has decreased significantly due to the conversion to online court hearings for most of the detainees. The fuel cards are used by the Transportation Unit. Transportation Staff fuel the vehicles used to transport inmates to appointments, court, and other agencies.

Jackson County, Missouri

AFFIDAVIT

STATE OF Utah)
) SS.
COUNTY OF Salt Lake)

Tim Laukka of the City of Sandy
County of Salt Lake State of Utah being duly sworn on her or his oath, deposes and says;

1. That I am the President/CEO (Title of Affiant) of WEX Bank (Name of Bidder) and have been authorized by said Bidder to make this Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County or Bidder did not have on December 31, 2020 any property subject to taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City, Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

WEX Bank (Name of Bidder)
By: [Signature] (Signature of Affiant)
President/CEO (Title of Affiant)



Subscribed and sworn to before me this 3 day of August, 2021

[Signature]

NOTARY PUBLIC in and for the County of Salt Lake (SEAL)

State of Utah

My Commission Expires: November 22, 2021



Jackson County Missouri Certificate of Compliance



In accordance with Jackson County Code Chapter(s) 6 and 10,
this Certificate of Compliance is hereby issued to:

WEX Bank
7090 South Union Park Center Suite 350
Midvale, UT 84047
2020 Certificate: 20201218VCC362

Issued: 2020-12-18
Expires: 2021-12-31

The above named firm/agency has met the following requirements:

Is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent in the payment of any taxes due to the County, or did not have on December 31st of the previous year any property subject to taxation by the County

Attests and agrees to Chapter 6 of the Jackson County Code which prohibits discriminatory employment practices and promotes equal employment opportunity by contractors doing business with Jackson County.

Chief Compliance Review Officer
Jackson County Missouri
816-881-3302
compliance@jacksonsongov.org