

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20483

Sponsor(s): Charlie Franklin

Date: August 31, 2020

SUBJECT	<p>Action Requested</p> <p><input checked="" type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Twelve Month Term and Supply Contract 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. CC160898001, and existing government contract</u></p>																															
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td style="text-align: right;">N/A</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required)</p> <p><input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Department</th> <th style="text-align: left;">Number of Cards</th> <th style="text-align: left;">Estimated Annual Amount</th> </tr> </thead> <tbody> <tr> <td>Sheriff's Office</td> <td style="text-align: center;">91</td> <td style="text-align: right;">\$ 30,000</td> </tr> <tr> <td>Facilities Management</td> <td style="text-align: center;">7</td> <td style="text-align: right;">\$ 18,000</td> </tr> <tr> <td>Executive's Office</td> <td style="text-align: center;">3</td> <td style="text-align: right;">\$ 3,000</td> </tr> <tr> <td>Corrections</td> <td style="text-align: center;">8</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>Jackson County Drug Task Force</td> <td style="text-align: center;">22</td> <td style="text-align: right;">\$ 42,000</td> </tr> <tr> <td>Total</td> <td style="text-align: center;">131</td> <td style="text-align: right;">\$103,000</td> </tr> </tbody> </table> <p>Prior Year Budget (if applicable):</p> <p>Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:	N/A	Amount previously authorized this fiscal year:	N/A	Total amount authorized after this legislative action:	N/A	Amount budgeted for this item * (including transfers):	N/A	Source of funding (name of fund) and account code number:	N/A	Department	Number of Cards	Estimated Annual Amount	Sheriff's Office	91	\$ 30,000	Facilities Management	7	\$ 18,000	Executive's Office	3	\$ 3,000	Corrections	8	\$ 10,000	Jackson County Drug Task Force	22	\$ 42,000	Total	131	\$103,000
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PRIOR LEGISLATION	<p>Prior ordinances and (date): N/A</p> <p>Prior resolutions and (date): 18708 (February 9, 2015), 19303 (October 31, 2016)</p>																															
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Keith Allen, Senior Buyer, 881-3465</p>																															
REQUEST SUMMARY	<p>The Sheriff's Office, the Drug Task Force, Department of Corrections, Facilities Management and the Executive's Office all require a Term and Supply Contract to purchase fuel on an "as needed" basis when they are out the area and/or away from the County's fueling locations. These departments have been utilizing The State of Missouri competitively bid Term and Supply Contract for Fleet Fuel Cards and would like to use this contract for the Twelve Month Extension authorized by the State of Missouri. Pricing on this contract is a negotiated discount from the price at the pump at the time of purchase.</p> <p>Pursuant to Section 1030.4 of the Jackson County Code, the Sheriff's Office, the Drug Task Force, Department of Corrections, Facilities Management and the County Executive's Office and the Purchasing Department recommend a Twelve Month Term and Supply Contract for the furnishing of Fleet Fuel Cards to WEX Bank of Midvale, UT under the terms and conditions of the State of Missouri Contract No. CC160898001, a competitively bid government contract due to the higher volume discounts offered to larger entities and/or purchasing groups.</p> <p>This award is made on an "as needed" basis and does not obligate Jackson County to pay any specific amount.</p>																															
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A</p> <p><input type="checkbox"/> Business License Verified (Purchasing & Department) N/A</p> <p><input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)</p>																															

COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals
ATTACHMENTS	Copy of the State of Missouri Contract No. CC160898001 and the original contract
REVIEW	<p>Department Director <i>[Signature]</i></p> <p>Finance (Budget Approval) <i>[Signature]</i> bcrutsinger@jacksongov.org</p> <p><i>If applicable:</i></p> <p>Division Manager <i>[Signature]</i></p> <p>County Counselor's Office: <i>[Signature]</i></p> <p style="text-align: right;">Date: <i>9/4/20</i></p> <p style="text-align: right;"> APPROVED By Mark Lang at 8:57 am, Aug 20, 2020 Date: <i>9/18/20</i> Date: <i>9/18/20</i> </p> <p style="font-size: small;">Digitally signed by bcrutsinger@jacksongov.org DN: cn=bcrutsinger@jacksongov.org Reason: Approved Date: 2020.08.19 17:28:40 -0500</p>

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- 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.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING

NOTIFICATION OF STATEWIDE CONTRACT

September 5, 2019

CONTRACT TITLE: FUEL CARD w/ RELATED VEHICLE FUEL MANAGEMENT, TRANSACTION, AND PAYMENT SETTLEMENT/PROCESSING SERVICES

CURRENT CONTRACT PERIOD:	July 20, 2016 through July 19, 2021	
RENEWAL INFORMATION:	Original Contract Period:	July 20, 2016 through July 19, 2020
	Renewal Options Available:	0
	Potential Final Expiration:	July 20, 2020 through July 19, 2021
BUYER INFORMATION:	Name: Jennie Rees Phone: (573) 751-6442 Email Address: jennie.rees@oa.mo.gov	

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

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.

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.

The entire contract document may be viewed and printed from the Division of Purchasing's **Public Record Search and Retrieval System** located on the Internet at <http://www.oa.mo.gov/purch>.



~ Instructions for use of the contract, specifications, requirements, features are attached ~

CONTRACT NUMBER	SAM II VENDOR NO. / MissouriBUYS SYSTM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROC
CC160898001	8414256160 1 / MB00074278	WEX Bank 7090 South Union Park Center, Suite 350 Midvale, UT 84047 Contact: Denise Baumgart , Account Rep Phone No.: (913) 393-3208 Fax No.: (207) 791-1687 Email: denise.baumgart@wexinc.com	No	Yes

CONTRACT NUMBER	SAM II VENDOR NO. / MissouriBUYS SYSTEM ID	VENDOR INFORMATION	MBE/ WBE	COOP PROC
		Add'l Contact: Courtney Keach, Strategic Account Manager, Service Delivery Phone No.: (207) 523-6810 Toll Free: (800) 761-7181 X: 6810 courtney.keach@wexinc.com		

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
07/20/16 - 7/19/21	12/18/19	<p>Added a copy of the amendment for Telematics to show pricing.</p>   <p>WEX TELEMATICS FACTS AND INFORM</p>
07/20/16 - 7/19/21	09/05/19	Contract amended to add telematics to purchase as needed.
07/20/16-07/19/21	08/20/19	Updated additional contractor contact information to Courtney Keach.
07/20/16-07/19/21	08/07/19	Contract extended through July 19, 2021.
07/20/16-07/19/20	08/02/18	Updated buyer contact information.
07/20/16-07/19/20	10/26/17	Updated buyer contact information.
07/20/16-07/19/20	07/19/16	Initial issuance of new statewide contract. Replaces Contract C115076001.

Mary Jo Spino

From: Keith E. Allen
Sent: Monday, September 21, 2020 11:48 AM
To: Mary Jo Spino
Cc: Barbara J. Casamento
Subject: WEX Bank of Midvale, UT (RES 20483)
Attachments: CC160898001 Fuel Cards 2.pdf

Hello Mary Jo

Pursuant to Resolution 20483, please find the requested documentation from Various County Departments to support the extension on the Fleet Fuel Cards.

Thank you

Keith E. Allen
Senior Buyer-Jackson County, MO
415 E. 12th Street, Ground Floor
Kansas City, MO 64106
KAllen@jacksongov.org
Ofc: (816) 881-3465

Keith E. Allen

Corrections Dept

From: John J. Cloonan
Sent: Tuesday, September 08, 2020 11:15 AM
To: Keith E. Allen
Cc: Deloris M. Wells; Isaac L. Johnston
Subject: RE: Wex Fuel Cards

Corrections has 8 Wex fuel cards.

Barbara J. Casamento

Executive Office

From: Keith E. Allen
Sent: Friday, September 11, 2020 2:09 PM
To: Barbara J. Casamento
Subject: RE: WEX Fuel Cards

Barb

Heard back from Chris. She said they have 3 active cards (County Exec, Chief of Staff and PIO) and the annual amount is \$1,500

From: Barbara J. Casamento <BCasamento@jacksongov.org>
Sent: Friday, September 11, 2020 1:24 PM
To: Keith E. Allen <keallen@jacksongov.org>
Subject: WEX Fuel Cards

Hey Keith:

I am going to request that this Resolution be held for one week so we can make the corrections on it. Let me know what you hear from Chris

BJC

Barbara J. Casamento

Facilities Mgmt

From: Courtney L. Henderson
Sent: Friday, September 11, 2020 1:31 PM
To: Jennifer Lambros
Cc: Barbara J. Casamento
Subject: Re: Wex Fuel Fleet Cards

Barb,

I believe we have 7 cards and we spend roughly \$10k yearly.

Is it possible to get our monthly limit raised? We're currently at \$1k limit and sometimes we're near going over before the month before invoice is credited. I'm afraid with adding a project manager to our list, we may go over sometimes and i do not want to be cut off.

Courtney

From: Jennifer Lambros <jlambros@jacksongov.org>
Sent: Friday, September 11, 2020 1:20:05 PM
To: Courtney L. Henderson <CHenderson@jacksongov.org>
Cc: Barbara J. Casamento <BCasamento@jacksongov.org>
Subject: FW: Wex Fuel Fleet Cards

Can you answer this?

From: Barbara J. Casamento
Sent: Friday, September 11, 2020 1:18 PM
To: Jennifer Lambros <jlambros@jacksongov.org>
Subject: Wex Fuel Fleet Cards

Good Afternoon Jen:

Does Facilities use the WEX fuel cards – I show we added some money for Facilities to the last contract. How many cards do you have and how much do you spend annually?

Thanks

BJC

Keith E. Allen

JC DTF

From: Cari Beeman <cbeeman@jcdtf.com>
Sent: Tuesday, September 08, 2020 11:04 AM
To: Keith E. Allen
Subject: EXTERNAL RE: Wex Fuel Cards

WARNING: This email originated outside of Jackson County.
DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Keith,

The Task Force has 19 active fuel cards. And I have 3 that are inactive for future detectives. So a total of 22 cards

Thanks
Cari

From: Keith E. Allen [mailto:keallen@jacksongov.org]
Sent: Tuesday, September 08, 2020 10:55 AM
To: Cari Beeman <cbeeman@jcdtf.com>; Deloris M. Wells <DWells@jacksongov.org>; Caroline Deihl <CDeihl@jacksongov.org>; Dianne L. Kimzey <DKimzey@jacksongov.org>
Cc: Barbara J. Casamento <BCasamento@jacksongov.org>
Subject: Wex Fuel Cards

Good morning everyone

I am in need of some information from you all. I need for you all to send me an email which states how many fuel cards each of you have for your respective departments (Corrections, Sheriff, Public Works, etc). It is important that you have this information to me by the end of the work day tomorrow (Wednesday September 9, 2020)

Thank you

Keith E. Allen
Senior Buyer-Jackson County, MO
415 E. 12th Street, Ground Floor
Kansas City, MO 64106
KAllen@jacksongov.org
Ofc: (816) 881-3465

Keith E. Allen

Sheriff's Dept

From: Charles E. DeGross
Sent: Tuesday, September 08, 2020 12:52 PM
To: Keith E. Allen
Subject: WEX Gas Cards.

The Sheriff's Office currently has 91 active gas cards.

Sgt. Chuck DeGross #11
Operations Sergeant – Staff Services
Jackson County (MO) Sheriff's Office
4001 NE Lakewood Court
Lee's Summit, MO 64064
Office 816-541-8017 Ext. 972237
Fax 816-795-1969
cdegross@jacksongov.org