

VEH100: Fuel Card & Fuel Management Services

UPDATED: January 6, 2020

Contract #:	VEH100
MMARS MA #:	VEH100*
Initial Contract Term:	September 01, 2016 – August 31, 2019
Maximum End Date:	Fuel Cards: July 20, 2021 Fuel Management Services: Two (2) extensions to June 01, 2022
Current Contract Term:	Fuel Cards: September 01, 2019 – July 20, 2021 Fuel Management Services: February 21, 2018 – March 31, 2021
Contract Manager:	David Sargeant, 617-720-3118, David.Sargeant@mass.gov
This Contract Contains:	Environmentally Preferable Products, Prompt Pay Rebates and Volume Discounts/Rebates
UNSPSC Codes:	93-15-00 – Public administration and finance services 25-17-24 – Fuel tanks and systems

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract User Guide for VEH100

TIP: To return to the first page throughout this document, use the CTL + Home command.

Contract Summary

- This is a Statewide Contract for Fuel Cards and Fuel Management Services. Users can acquire Fuel Cards from Wex Bank to manage and track purchases made at fueling stations. They can also purchase Fuel Master equipment and related parts from Syn-Tech that are installed in close proximity to existing fuel dispensaries. These systems were previously available under Statewide Contract VEH104 which has since been retired and merged with this Statewide Contract. OSD is participating in the Sourcewell cooperative contracts [#022217-SYS](#) and [#42016-WEX](#) that collectively establish Statewide Contract VEH100.

Typically, fuel cards are used by those that travel lengthy distances and need to purchase fuel in multiple locations. Fuel Master products, in contrast, are often used by entities who have their own fueling stations and can therefore fuel their vehicles consistently in a centralized location. These systems can be activated through multiple authorization methods, including Wex Fuel Cards for Users who want the flexibility of using both services.

For all new Fuel Card accounts, eligible entities are required to submit a scanned Fuel Card Service Agreement (see below) via email to Governmentmailbox@wexinc.com as a first step. Upon completion of a fuel card services agreement, the contract user should call WEX Inc. directly to place an order for fuel cards and refer to Statewide Contract VEH100. Fuel cards are restricted to the purchase of fuel and car washes that are purchased directly at the pump.

For eligible entities interested in acquiring Fuel Master systems, contacting Syn-Tech (contact information below) to discuss needs is the first step.

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products. In addition, each category/vendor offers unique discount programs as outlined below:

Fuel Cards/Wex Inc.

Prompt Pay Rebates

- If balance is paid day 0 to day 5 a Prompt Payment Discount (PPD) of 0.08% will be reflected two months in arrears on invoices.
- If balance is paid day 6 to day 10 a Prompt Payment Discount (PPD) of 0.06% will be reflected two months in arrears on invoices.

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Volume-based Rebates

- Volume rebates are only credited to accounts that are paid within 45 days of invoice. The rebates are processed by the vendor and reflected two months in arrears on invoices for the following monthly gallon usage:
 - A credit of 1.30% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is up to \$1,499,999.
 - A credit of 1.45% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is between \$1,500,000 and \$2,999,999.
 - A credit of 1.50% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is between \$3,000,000 and \$4,499,999.
 - A credit of 1.55% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is between \$4,500,000 and \$5,999,999.
 - A credit of 1.60% will be applied to all individual accounts that have paid within 45 days of invoice when the aggregate statewide contract monthly spend is over \$6,000,000.

Gulf Rebates

- A Gulf Oil discount of \$0.02 off per gallon will be applied monthly in arrears on invoices for all gas purchased at all other Gulf Oil locations anywhere.
- WEX offers an app (see below) that assist drivers in finding the lowest priced gas in the area. It is recommended if a Gulf station is both convenient as well as lower priced that when possible gas should be purchased at Gulf stations.

Using WEX cards at ChargePoint Charging Stations

- WEX cards can be used as a payment/authorization mechanism for ChargePoint charging stations
- Once an account is established with WEX, note the guidelines and instructions within the “ChargePoint-WEX Process” PDF file that can be located in WEX’s MBPO

Fuel Management Services/Syn-Tech

Discounts off of List Price

- Fuel Master equipment is offered at 10% off of their published List Price.

Volume Discounts

- Syn-Tech offers volume discounts on certain Fuel Master Units (FMUs) that offer an additional 2% off for the purchase of 10-19 units, and 4% off for the purchase of 20 or more units.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit COMMBUYS.com and search for VE100 to find related Master Blanket Purchase Order (MBPO’s) information. All common contract documents are located in the “Master Record” Master Blanket

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Purchase Order (MBPO) for VEH100 and can be accessed directly by visiting [Master Blanket Purchase Order PO-19-1080-OSD03-SRC3-15773](#).

- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in the [#022217-SYS](#) and [#42016-WEX](#) cooperative contracts through Sourcwell and information on these contract may be found as attachments within the MBPO of the applicable vendor which can be found in the Vendor List and Information section.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Construction Requirements

Depending on the situation, Eligible Entities may need construction services to facilitate the installation of Fuel Master Units offered by Syn-Tech. this could include, but is not limited to, trenching, the installation of conduit, pulling wires through the conduit and installation of supporting equipment such as wireless devices, tank monitoring equipment, communication cards, etc.

Purchasers must ensure that **any** services involving construction are limited to \$10,000 or less since there is currently only one vendor on this contract that provides fuel management hardware.

Purchasing entities are responsible for compliance with applicable construction law requirements. Information concerning specific M.G.L. c. 149 and c. 30 construction requirements may be found in the Office of the Inspector General's Public Procurement Charts at: <https://www.mass.gov/download-oig-public-purchasing-and-public-construction-manuals>. It is the responsibility of the Eligible Entity to determine whether installation work includes construction as defined by M.G.L. c.149 or M.G.L. c.30, §39M. Chapter 30B Procurement Assistance from the Office of the Inspector General is available at [mass.gov/ig/procurement-assistance](https://www.mass.gov/ig/procurement-assistance). Access the 30B Hotline at 617-722-8838 or email them at: 30BHotline@massmail.state.ma.us.

Questions about public construction bidding should be directed to Deborah Anderson, Counsel II for the Attorney General's Office, at 617-963-2371. Visit the Attorney General's [web page](#) to learn more about Public Bidding Laws.

See [Quotes Including Construction Services Requirements](#) below for information on quoting these types of projects.

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Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases.

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made. Take advantage of available discounts under [Benefits and Cost Savings](#).

Product/Service Pricing and Finding Vendor Price Files

The pricing for Fuel Cards is the listed price at each fuel station less applicable taxes if Tax Exemption paperwork has been processed with WEX as part of the user's account set up. Refer to Syn-Tech's MBPO [PO-19-1080-OSD03-SRC3-16662](#) to view the pricing attachment as a guideline and confirm specifications and pricing with the vendor.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@mass.gov.

Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.

When contacting a vendor on statewide contract, always reference VEH100 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Directly purchase a non-fixed price item (\$0 line item) through COMMBUYS for purchases with Syn-Tech. Contact the vendor as a first step if you are establishing fuel management systems for the first time. Once it is determined which unit(s) and related parts are being purchased, document the Part # found in the vendor's pricing sheet, or other reference provided by the vendor. The Vendor's contact information and a link to their MBPO which contains price sheets can be found in the [VENDOR LIST AND INFORMATION](#) section.**
- **Document items in COMMBUYS that have already been purchased once invoice from Wex is received. Invoices can be downloaded on the first day of each month. This type of contract allows buyers to document a contract**

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purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Prevailing Wage Requirements

When construction services are required for the installation of FuelMaster units the buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, buyers must include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

This full service contract provides Fuel Cards and Fuel Management Services to users of fleet vehicles. Users have the ability to review and download billing online and vendor offers an app that assist drivers in finding the lowest priced gas in the area, including alternative fuel locations.

Contract Exclusions and Related Statewide Contracts

This contract is not for the purchase of fuel for tanks that are managed by the eligible entity. Consult [ENE47: Ultra Low Sulfur Diesel and Biodiesel](#) and [ENE48: Gasoline](#) to learn more about those services.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Warranties

The basic FuelMaster for each Fuel Management Unit (FMU) provides coverage for parts and telephonic labor for a period of one year from date of start-up or 15 months from date of shipment, whichever occurs first.

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If the Needed Product Can Not be Found

If a product cannot be found in the vendor's catalog, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings. If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

Strategic Sourcing Team Members

- Lisa Westgate – OSD (Inactive)
- James Guerrier – OVM (Inactive)
- Max Feldpausch – DOT
- Karl Brennar – State Police
- Lindsey Williams – State Police
- Karen Case – MBTA (Inactive)
- William Griffith – MBTA (Inactive)
- Bill Watts – UMASS Amherst
- Alex Giannantonio – OVM
- Francis Cain – Town of Westfield
- Town of Plymouth – Dennis Wood
- Town of Nantucket – Germano Chatti



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
**Master MBPO (All contract documents)	PO-19-1080-OSD03-SRC3-15773	David Sargeant	(617) 720-3118	David.Sargeant@mass.gov	Contract Manager	N/A
Wex Bank	PO-19-1080-OSD03-SRC3-16663	Janet Webb	(207) 749-6176	janet.webb@wexinc.com	Fuel Cards	Prompt Pay, Volume-based and Gulf Rebates
Syn-Tech Systems Inc.	PO-19-1080-OSD03-SRC3-16662	Taylor Fenior	800-888-9136 x1311	Taylor.Fenior@myfuelmaster.com	Fuel Management Services	Volume-based

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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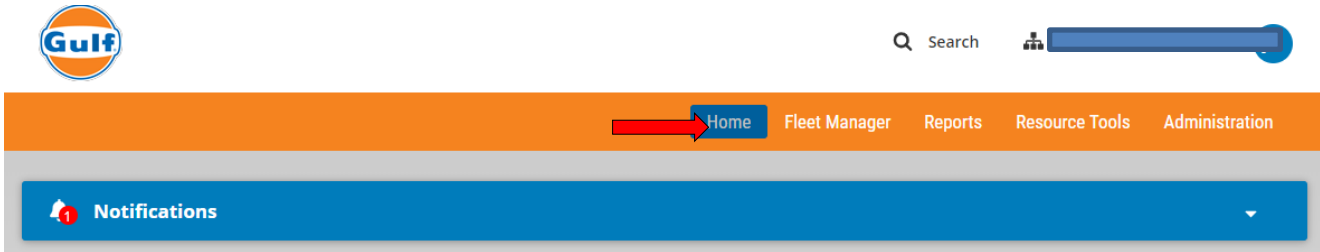
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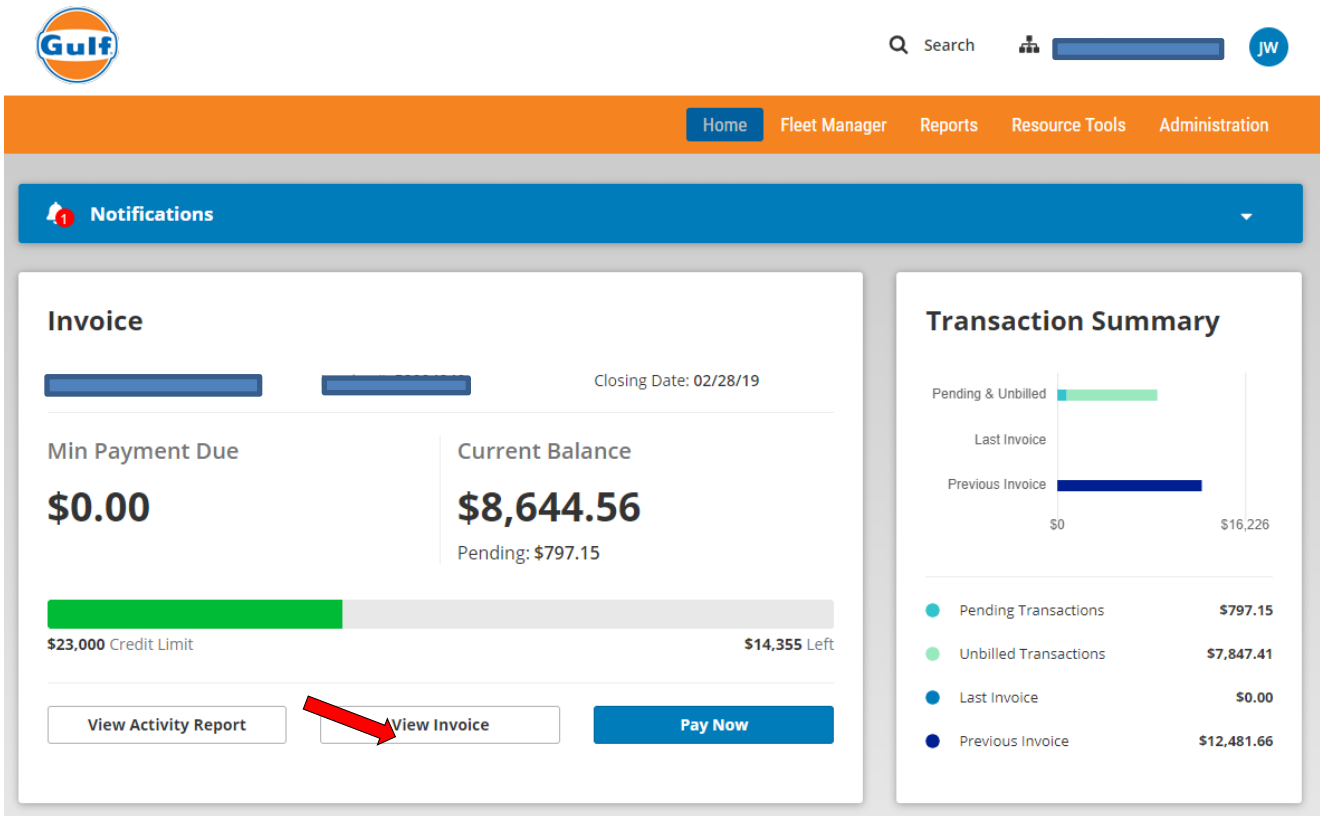


Appendix B: How to Pull Invoices Online

1. Go to <https://gulf.wexonline.com/online/>
2. Log in using your user name and password
 - a. If you do not have a user name and password, please contact your fleet manager to request access
3. Once you log in click on the Home button



4. Select View Invoice



5. The invoice will open in new window, and you can save as PDF.

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