

Contract User Guide for VEH117

VEH117: Fuel Cards

UPDATED: December 15, 2023

Contract #:	VEH117
MMARS MA #:	VEH117*
Initial Contract Term:	June 01, 2022 – September 7, 2024
Maximum End Date:	One (1) year extension to 2025
Current Contract Term:	June 01, 2022 – September 7, 2024
Contract Manager:	Kelly Thompson Clark, 617-720-3184, kelly.thompsonclark@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 Summary

This is a Statewide Contract for Fuel Cards. Users can acquire Fuel Cards from WEX Bank (hereinafter referred to as “WEX”) to use for vehicle fueling. WEX cards are accepted at over 95% of retail fuel stations and can also be used with private fueling systems. Purchasers are billed monthly and have access to online reporting of transactions and more. OSD is participating in the Sourcewell cooperative contract #080620-WEX that effects this Statewide Contract. *Currently, this WEX card cannot be used for EV charging station payments.*

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, WEX offers unique discount programs as outlined below:

Prompt Pay Rebates

- A monthly rebate will be paid two months in accordance with the below Payment Timing Table off all Monthly Retail Transactions charged to Eligible Entity’s accounts:



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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%)

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 at a rate of 1.5% and are reflected two months in arrears on invoices.

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Gulf Discounts

Gulf Oil has agreed to provide Eligible Entities a discount on fuel purchased at Gulf and Cumberland Farm branded locations according to the schedule below.

- Monthly Gallons between 500 and 3,999 = \$0.02 per gallon
- Monthly Gallons between 4,000 and 6,999 = \$0.03 per gallon
- Monthly Gallons between 7,000-9,999 = \$0.04 per gallon
- Monthly Gallons 10,000 and over = \$0.05 per gallon

The discount will not appear on the posted pump price but will be applied to the billing statement.

Using WEX cards at Charging Stations

- This is not yet an option but is in process of being added. OSD will announce once it has been added to VEH117.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for VEH117 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for VEH117 and can be accessed directly by visiting [Master Blanket Purchase Order PO-22-1080-OSD03-SRC3-25566](#).
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.
- OSD is participating in the [#080620-WEX](#) cooperative contracts through Sourcewell and information on this contract may be found as attachments within the MBPO of the applicable vendor which can be found in the [Vendor 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;

Eligible Entities

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

Supplier Diversity Requirements

When selecting contractors and placing orders, Executive departments shall utilize diverse and small businesses to the extent possible based on contract terms, SDO and departmental policies, laws, and regulations. Additionally, departments shall make a preference for contractors with higher SDP commitments and/or performance whenever such information is available (or is requested from contractors by the department) and the preference is feasible.

OSD provides up-to-date information on the availability of diverse and small businesses on statewide contracts through the [Statewide Contract Index](#) available on the COMMBUYS home page. See the "Programs (SDO and SBPP)" tab for current certification and small business status of contractors on this contract.

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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 for fuel transactions.

Pricing Options

- **Fixed Pricing:** Contract pricing has been negotiated, and no further negotiations may be made.

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.

Please note, your WEX bills must be paid in a timely manner. Continued non-payment, overdue bills, or continual delay in payment, could result in your card not working when fueling or no permitted use of card.

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 OSDhelpdesk@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 VEH117 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

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract 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. This process applies to Fuel Cards only.

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 Requisition* job aid.

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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 contract provides Fuel Cards 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. Vendor also allows for the linkage of electric fueling transactions with select electric vehicle charging station providers with plans to expand to more.

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 Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Strategic Sourcing Team Members

- David Sargeant, Operational Services Division (Inactive)
- Lisa Westgate, Operational Services Division (Inactive)
- James Guerrier, Operational Services Division (Inactive)
- Max Feldpausch, Department of Transportation
- Lt. Karl Brenner, State Police
- Lindsey Williams, State Police
- Karen Case, Massachusetts Bay Transit Authority (Inactive)
- William Griffith, Massachusetts Bay Transit Authority (Inactive)
- Bill Watts, UMASS Amherst
- Alex Giannantonio, Operational Services Division (Inactive)
- Francis Cain, Town of Westfield
- Dennis Wood, Town of Plymouth
- Germano Chatti, Town of Nantucket



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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Discounts (PPD, Dock Delivery, Other)	SDP Commitment Percentage
**Master MBPO (All contract documents)	PO-22-1080-OSD03-SRC3-25566	Kelly Thompson Clark	(617) 720-3184	kelly.thompsonclark@mass.gov	N/A	N/A
WEX Bank	PO-22-1080-OSD03-SRC3-25495	Ryan Paul	(207) 523-6227	Ryan.paul@wexinc.com	Prompt Pay and Volume-based Rebates, and Gulf Discounts	2%

*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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Appendix A: VEH117 Fuel Card Services Agreement

VEH117 ADDENDUM TO FUEL CARD SERVICES AGREEMENT					
ACCOUNT INFORMATION					
Subject to Sourcwell Contract #080620-WEX and Massachusetts Statewide Contract VEH117					
Participating Entity agrees that in the event the account is not paid as agreed, for non-government eligible entities, Card Issuer may report the undersigned's liability for and the status of the account to credit bureaus and others who may lawfully receive such information.					
Participating Entity		Phone #		Fax #	
Write Participating Entity name as you wish it to appear on cards. Limit of 20 characters & spaces. Unless specified, no company name will appear on cards.					
Headquarters Name and Physical Address (Do not include PO Box)					
Applicant's Taxpayer ID # (TIN, FEIN or SSN)					
In Business Since (yyyy)	Year of Incorporation (yyyy)	Number of Vehicles	Avg Monthly Fuel Expenditures \$	Avg Monthly Service Expenditures \$	
Billing Contact	Billing Address	City	State	Zip+4	
Designate the Fleet Contact authorized to receive all charge cards, reports, and other such information we provide from time to time and to take actions with respect to your account and account access. This is also the person designated by your company to provide all fleet vehicle, driver and other information we may request.					
Authorized Fleet Contact Name		Title	Phone #	Fax #	
Mailing Address (if different from billing address)		City	State	Zip+4	
Email address (required to take advantage of product type card controls)					
Card Controls: To help us estimate your credit needs, indicate the types of cards you anticipate using.					
If you provide a valid email address above, you can select from these product type options:					
<input type="checkbox"/> All Products <input type="checkbox"/> Fuel & Service <input type="checkbox"/> Fuel & Fluids with Roadside Assistance <input type="checkbox"/> Fuel with Roadside Assistance <input type="checkbox"/> Mix of card types					
<input type="checkbox"/> Check here if business is exempt from motor fuels tax					
INFORMATION SHARING DISCLOSURE: Information regarding your transactions may be provided to accepting merchants or their service providers to facilitate discounts or other promotional campaigns of interest to you.					
AUTHORIZED SIGNATURE REQUIRED					
Any person signing on behalf of the Participating Entity has been duly authorized by all necessary action of Applicant's governing body, and that the undersigned is authorized to make this application on behalf of the Participating Entity.					
Participating Entity:		WEX BANK			
By:		By:			
(Contracting Agency's Authorized Signatory)					
Printed Name:		Printed Name:			
Title:		Title:			
Date:		Date:			
FOR OFFICE USE ONLY					
Opportunity Number	Sales Code	Plastic Type	Coupon Code	Account Number	
				04	
Our bank complies with Section 326 of the USA PATRIOT Act which requires all financial institutions to obtain, verify, and record information that identifies each company or person who opens an account. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents for your business.					
Complete, sign and scan Addendum to Governmentmailbox@wexinc.com					

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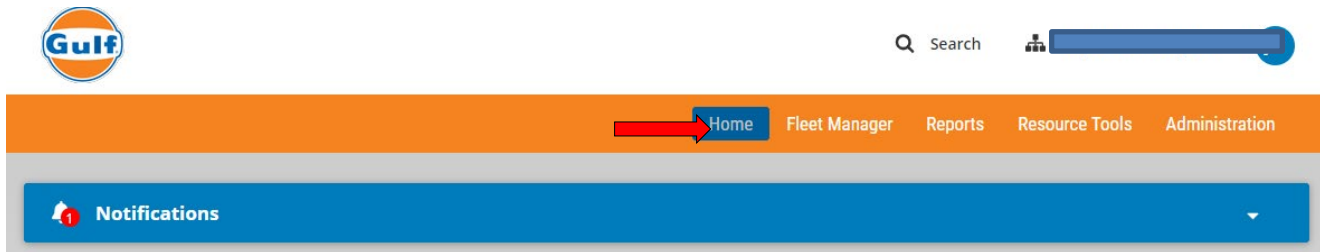
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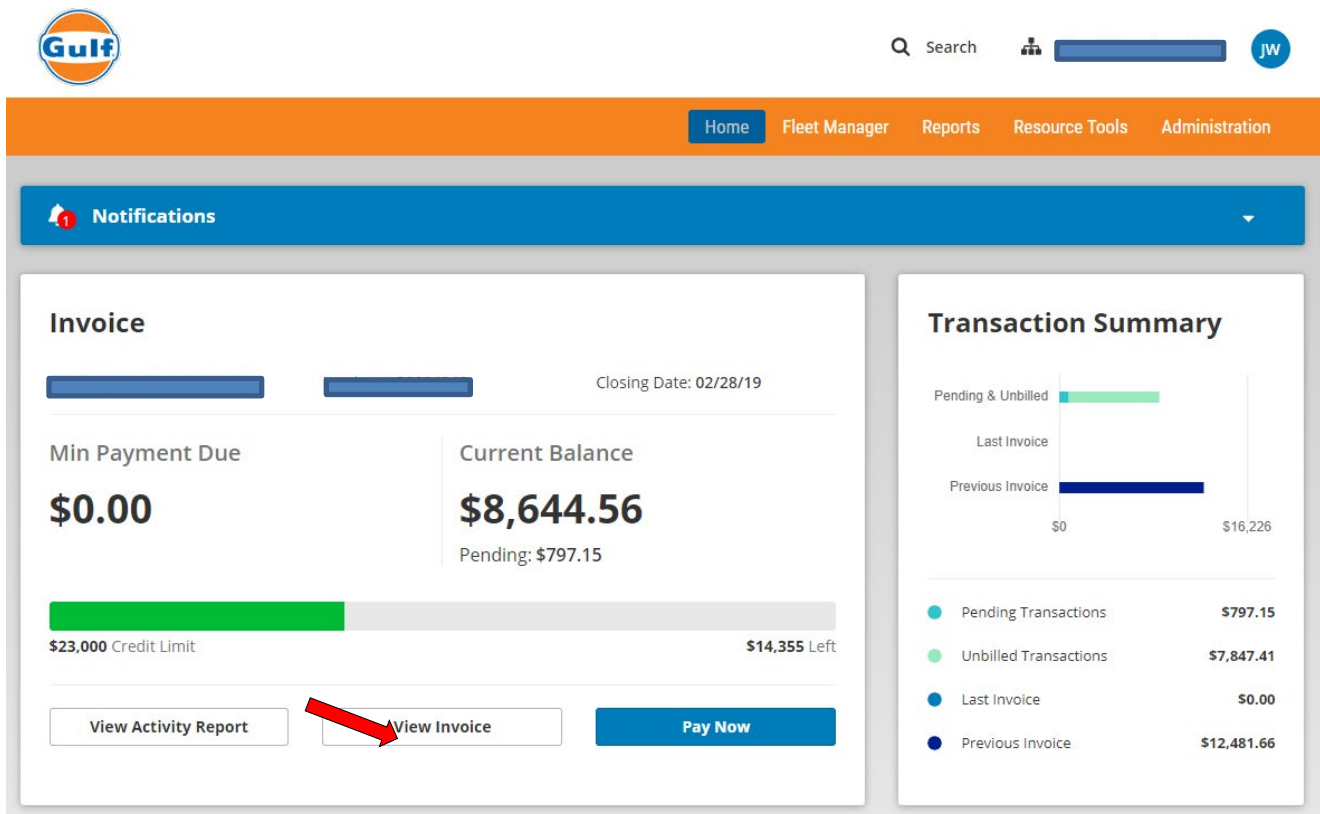
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Appendix B: How to Pull Invoices Online

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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