



## Legislation Text

---

**File #:** 0294-2024, **Version:** 1

---

**BACKGROUND:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to purchase Retail Fleet Fuel Credit Card Services with WEX Bank dba Wright Express FSC. The Division of Fleet Management is the sole user for Retail Fleet Fuel Credit Card Services. The contract provides credit cards to allow City drivers the ability to refuel police vehicles and other City fleet units at designated petroleum dealers and provide reporting of all fueling activity. The term of the proposed option contract would be approximately three (3) years, expiring July 31, 2027, with the option for three (3) additional one (1) year extensions. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253.

A formal best value proposal (BVP) solicitation was published for the purchase of Retail Fleet Fuel Credit Card Services.

Proposals were evaluated by a five (5) member committee, based upon various criteria including specification conformity and completeness of response, competence, ability, past performance, quality and feasibility and cost, resulting in an award recommendation to WEX Bank dba Wright Express FSC.

**BID INFORMATION:** Request for Quotation RFQ025674 was advertised and proposals were opened September 21, 2023. Two (2) responses were received.

An evaluation committee consisting of five (5) representatives from the Department of Finance and Management. Each member of the committee scored and ranked the proposals. All offers and cost proposals were evaluated in compliance with Columbus City Code 329, the committee submitted final rankings.

WEX Bank dba Wright Express FSC received the highest score, 88.4 out of 100 points. The selected Offeror provides Retail Fleet Fuel Credit Card Services.

The request for purchase of Retail Fleet Fuel Credit Card Services used the best value competitive sealed proposal process to award the supplier that provided the relevant criteria specifically listed in the BVP and the lowest cost.

In accordance with the Committee recommendations, the Purchasing Office recommends the award to:

WEX Bank dba Wright Express FSC, CC# 010506, expires 1/19/2026, All Items, \$1.00  
Total Estimated Annual Expenditure: \$5,000,000, Division of Fleet Management

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance to ensure an adequate timeframe for distribution of new cards to City employees.

The company is not debarred according to the Excluded Party Listing System of the Federal Government or prohibited from being awarded a contract according to the Auditor of State Unresolved Findings for Recovery Certified Search.

**FISCAL IMPACT:** The expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253. The Division of Fleet Management will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

To authorize the Finance and Management Director to enter into a contract for the option to purchase Retail Fleet Fuel Credit Card Services with WEX Bank dba Wright Express FSC; to authorize the expenditure of \$1.00; and to declare an emergency. (\$1.00).

**WHEREAS**, the Division of Fleet Management has an ongoing need to purchase Retail Fleet Fuel Credit Card Services; and,

**WHEREAS**, a formal request for proposal (BVP) for a multi-year Universal Term Contract (UTC) was solicited and evaluated by a committee via Request for Quote RFQ025674 resulting in the recommendation to award WEX Bank dba Wright Express FSC; and

**WHEREAS**, this ordinance addresses the Purchasing objectives of 1) maximizing the use of City resources by obtaining optimal products and services at low prices, and 2) providing an effective option contract for the Division of Fleet Management to provide credit cards to allow City drivers the ability to refuel police vehicles and other City fleet units at designated petroleum dealers and provide reporting of all fueling activity; and

**WHEREAS**, an emergency exists in the usual daily operation of the Division of Fleet Management to ensure an adequate time frame for distribution of new cards to City employees in that it is necessary to authorize the Finance and Management Director to immediately enter into a Universal Term Contract for the option to purchase Retail Fleet Fuel Credit Card Services, thereby preserving the public health, peace, property, safety, and welfare; **now, therefore**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Finance and Management Director is hereby authorized to enter into the following contract for the option to purchase Retail Fleet Fuel Credit Card Services UTC in accordance with Request for Quotation RFQ025674 for a term of approximately Three (3) years, expiring July 31, 2027 with the option to renew for three (3) additional one (1) year extensions, as follows:

WEX Bank dba Wright Express FSC, All Items, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO002253 of this ordinance to pay the cost thereof.

**SECTION 3.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** That for the reason stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.