



## Legislation Text

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**File #:** 1368-2018, **Version:** 1

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**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 primary user for Retail Fleet Fuel Credit Card Services. Fuel credit cards are used primarily for the Divisions of Fire and Police to fuel at retail locations when they are unable to access City owned fueling sites. The term of the proposed option contract would be approximately three years, expiring July 31, 2021, with the option to renew for three (3) additional one (1) year periods. The Purchasing Office opened formal proposals on March 1, 2018.

The Purchasing Office advertised and solicited proposals in accordance with the relevant provisions of Chapter 329 relating to Requests for Proposals (RFQ007852). Four (4) proposals were received.

The evaluation committee consisting of two representatives from Fleet and one from Purchasing scored the written proposals and requested a presentation from all four. The offerors made their presentations, three (3) turned in their pricing proposals and one withdrew at that time. After review of the committee members' work the Director of Finance and Management authorized final negotiations and recommends the acceptance of the proposal submitted by WEX Bank.

In accordance with Committee recommendations, the Purchasing Office recommends award to WEX Bank, dba Wright Express FSC, cc# 010506 expires 5/11/2020, negotiated contract \$1.00.

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance due to the current contract will expire 7/31/2018. The anticipated transition period of 30-60 days, and the need for training and issuance of authorized cards to city employees, it is vital that the new card system be in place to provide for the needs of Public Safety and other authorized users by the end of July.

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:** Funding to establish this option contract is from the General Fund. City Agencies 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 Universal Term 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 from the General Fund; and to declare an emergency. (\$1.00).

**WHEREAS,** the Retail Fleet Fuel Credit Card Services UTC will provide for the purchase of fuel for authorized Public Safety and other City employees at retail gas stations when access to City owned sites is not readily available; and

**WHEREAS,** a formal request for proposal (RFP) for a multi-year Universal Term Contract (UTC) was solicited and evaluated by a committee via Request for Quotation RFQ007852 resulting in the resulting in the recommendation of an award to WEX Bank; and

**WHEREAS,** an emergency exists in the usual daily operation of the Department of Finance and Management, Division of Fleet Management, in that it is immediately necessary to authorize the Finance and Management Director to enter into

a Universal Term Contract for the option to contract for 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 in accordance with Request for Quotation RFQ007852 for a term of approximately three (3) years, expiring July 31, 2021, with the option to renew for three (3) additional one (1) year periods, as follows:

WEX Bank, dba Wright Express FSC, negotiated contract, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized in Fund 1000 General Fund in Object Class 03 Purchased Services per the account codes in the attachment 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.