ONEIDA COUNTY DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL
FUEL CARD SERVICES

Oneida County seeks to identify interested Vendors to enter into an agreement for motor vehicle fuel credit card services.

1) Scope of Work

   a) The Vendor shall provide access to an adequate number of local refueling stations under this agreement to meet the County's motor vehicle fuel requirements.

   b) The Vendor shall issue to each County Vehicle a credit card for the purposes of refueling vehicles only.

      i) Approximately 350 cards will be required with additional cards for emergency use.
      ii) Replacement cards shall be issued immediately upon request.
      iii) Each card will be assigned to one vehicle only and will require a six-digit pin from the operator to allow fuel to be pumped.
      iv) Cards shall not be deactivated from lack of use as some may only be used in the event of an emergency.
      v) The County shall not incur any cost initial and replacement cards.

   c) The Vendor shall issue a six-digit PIN number to all employees designated by the County.

   d) Refueling Procedure

      i) Driver shall scan card and be prompted to enter driver PIN (driver identification number) and odometer reading.
      ii) Driver shall receive a receipt for fuel received.

   e) Billing

      i) The vendor shall email a monthly statement for each Department designated by the County with the following information:

         (1) department account number and name
         (2) invoice number, date, and payment due date
         (3) total number of transactions
         (4) total gallons pumped
         (5) total payment due
         (6) payment due date

      ii) Monthly statements shall include detailed information for each transaction, broken down by vehicle, including the following:

         (1) date and time of refueling
         (2) employee name
         (3) vehicle identification number and description

(4) location of refueling site
(5) product received
(6) odometer reading at time of refueling
(7) miles per gallon since last refueling
(8) cost per gallon
(9) gallons purchased
(10)total cost

iii) Departments shall include but not be limited to the following.

(1) Public Works
(2) Buildings & Grounds
(3) Water Quality and Water Pollution Control
(4) Oneida County Sheriff's Department
(5) Aviation

iv) Upon receipt of each Monthly Statement the County shall make payment within forty-five (45) days from receipt of invoice.

v) The County is a municipal corporation and as such shall not be subject to any sales tax or federal excise tax. Please deduct all taxes from billing. The County shall not be subject to any finance or late charges. Lock-out features shall not be allowed in the event of late payments. Transactions denied due to a lock-out feature may result in termination of contract.

vi) All billing and account services (i.e., new card request, card deactivation request, new vehicle/user account, deactivate vehicle/user account, PIN assignment/reassignment, etc.) shall be available on-line via an internet web portal and from a customer service representative.

2) Term

a) Services will commence on June 1, 2023, and run through December 31, 2023.

b) The County's shall have the option to renew for four (4) additional one (1) year periods. County shall notify Vendor of its intention to renew no later than 30 days prior to end of current term.

3) Pursuant to NYS General Municipal Law Section (103)(3) and (16), as well as Section 104, it is the intent of this Invitation to Bid that all political subdivisions, and districts located in the State of New York, be entitled to make purchases of materials, equipment or supplies from the resulting bid award. All orders will be placed by the participating entities. Each participating entity shall be billed by and make payment to the successful Vendor directly. The sole responsibility regarding performance of the bid, or any obligation, covenant, condition, or term thereunder by the successful Vendor and the participating entities will be borne and is expressly assumed by the successful Vendor and the participating entities and not by Oneida County. In the event of a failure or breach in performance of any such bid by a participating entity or the successful Vendor, Oneida County specifically and expressly disclaims all liability for such defective performance or breach, or failure of

either party to perform in accordance with its obligations, covenants and the terms and conditions of this bid.

4) The County of Oneida, to promote its established Affirmative Action Plan, invites bids from underrepresented groups. This Affirmative Action Policy regarding sealed bids and contracts applies to all persons without regard to race, color, creed, national origin, age, sex, or handicap.

5) The County or the Contractor may terminate the Contract within one hundred twenty (120) days by giving written notice to the other party.

6) Proposals must include the following.

   a) Vendor's name, address, and contact information.

   b) Detailed summary of Vendor's qualifications.

   c) Complete description of services offered by Vendor.

   d) Material showing online internet portal interface details and sample invoices.

   e) Complete listing of retail locations within the County where fuel may be purchased and indicate if gasoline and diesel are available.

   f) Price and fee structure including all discounts, surcharges, and fees.

   g) At least three references for similar clients.

7) Evaluation of Proposals and Award

   a) Availability of motor vehicle fuel is a primary consideration. An award will be made to Vendor offering the best combination of motor vehicle fuel availability and price/fee structure, as determined by County.

8) All questions must be submitted in writing to:

   Christopher Burtch
   Deputy Commissioner of Highways & Bridges
   Oneida County Department of Public Works
   5999 Judd Road
   Oriskany, NY 13424
   cburtch@ocgov.net

9) Proposals will be accepted until 4:00pm on May 24, 2023, and must be submitted via email to Christopher Burtch at cburtch@ocogv.net. Late proposals will not be accepted and the County assumes no responsibility for late proposals.