

Evangelina Garcia

From: Barbara Ritchie [Barbara.Ritchie@ccg.state.tx.us]
Sent: Friday, March 02, 2012 11:49 AM
To: Evangelina Garcia
Cc: Darlene Betancourt; Matilde Faz; Virginia.Rodriguez@hidalgo.org; Juan Tapia; Melissa A. Hernandez
Subject: RE:
Attachments: Comdata Extension.PDF

Evangelina,

Please continue to use the existing Comdata contract. We have extended it for 6 months, through August 2012. We have also awarded a new contract to U.S. Bank and will begin a transition in the next several months.

I have enclosed a copy of the Comdata Extension for your convenience.

Thank you,

Barbara

Barbara Ritchie
Sr. Project Manager, Team Lead
Council on Competitive Government/Strategic Sourcing
Texas Comptroller of Public Accounts
512-463-2658
barbara.ritchie@ccg.state.tx.us

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Friday, March 02, 2012 11:35 AM
To: Barbara Ritchie
Cc: 'Darlene Betancourt'; 'Matilde Faz'; Virginia.Rodriguez@hidalgo.org; 'Juan Tapia'
Subject:

Good Morning Ms. Ritchie:

Any word on the awarding for the retail fuel card inasmuch as I have some of the County Departments/Offices calling me regarding the use of Comdata.

I was viewing the website under The Council Of Competitive Government and it is still reflecting the same contract. Please advise if we continue to utilize this contract until otherwise when we receive notice of the new contract.

Appreciate your assistance on this.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

**AMENDMENT EXTENDING
THE
CONTRACT TO PERFORM
RETAIL FUEL SERVICES
BETWEEN
THE COUNCIL ON COMPETITIVE GOVERNMENT
AND
COMDATA CORPORATION
CONTRACT NO. 050720-CCG-FC**

This Amendment (hereafter "Extension") is entered into by the Texas Council on Competitive Government ("CCG") by and for the Comptroller of Public Accounts' (jointly the "State") and Comdata Corporation located at 5301 Maryland Way, Brentwood, TN 37027. CCG and Comdata are herein referred to as "Parties."

RECITALS

WHEREAS, on July 20, 2005 the Parties executed the original Contract relating to retail fuel services;

WHEREAS, the Parties have agreed to amend the pricing structure and other aspects of the existing Contract; and,

WHEREAS, the Parties desire to extend the Contract pursuant to paragraph VI of the Contract subject to the new terms provided in this Extension.

NOW, THEREFORE, the Parties agree as follows:

I. AUTHORITY

This Extension is entered pursuant to Texas Government Code Chapter 2162 and the terms of the existing Contract.

II. PAYMENT TERMS

For the term of this Extension the State will receive a rebate as agreed upon at the rate of 0.50% based on Aggregate Retail Transactions. Aggregate Retail Transactions shall mean the total amount of all purchases made using Comdata Cards at retail locations that appear on invoices provided to the State in a calendar month.

III. CONTINUATION OF SERVICES

Contractor shall continue to provide all retail fuel services as they have under the Contract until implementation of the revised payment structure referenced in Section II above. Contractor shall impose no limitations of hours of work or support levels for Services based on the execution of this Extension. Contractor must perform all services for state agencies and local entities in the same manner as the services were provided under the contract extension effective September 1, 2011.

IV. REVISED EXHIBIT A, STATEMENT OF WORK

A revised Exhibit A is attached and this revised Exhibit A will be in effect during the 6 month extension. Contractor will guarantee the exemption of any and all taxes and fees appropriate to be deducted from the overall cost of fuel and services to be charged to the State. The Contractor shall deliver a report at the request of the CCG that documents all taxes and fees have been removed, provided that the fuel purchase transaction captures the appropriate fuel product detail (i.e., Level II or Level III data). The Contractor will guarantee a rebate of .50% and will be payable to the State according to the terms of Exhibit A with the last payment due in cash no later than October 31, 2012 for this contract extension period. The Contractor will continue to provide the same discount to the State, which is associated with the consortium locations, such as FuelMan. All cost savings including, but not limited to, deduction of taxes, and use of consortium locations must be listed separately and in a format that is easily understood, and must be documented in detail that is auditable by the State (reference Section 11.18 of current Contract).

VIII. EXTENSION

The Parties hereby agree to an extension of the Contract pursuant to Section VI of the Contract for six months from March 1, 2012 through August 31, 2012.

Council on Competitive Government

Name: 

Mike Morrissey

Title: Senior Advisor to the Governor

Date: 2-28-12

Comdata

Name: 

Randy Morgan

Title: Executive Vice President

Date: 2-23-12

EXHIBIT A OF CONTRACT NO. 050720-CCG-FC

Statement of Work

TEXAS STATEMENT OF WORK

March 1, 2012

Pursuant to Section B.2 of RFP 050720-CCG-FC, Comdata will provide retail fuel cards and related services to public service agencies (PSAs), higher education units, and political subdivisions of the State of Texas. Services include, but are not limited to, issuance of the Comdata MasterCard for the purchase of tax-exempt fuel and related automotive goods and services, purchasing controls, exception monitoring, reporting options, federal fuel tax net-out or rebate, fuel discounts and any other requirement as stated in the aforementioned RFP and the Comdata response.

As stated in Section B.4 of the response, the Comdata MasterCard is accepted at any fuel and related automotive goods and services merchant that accepts MasterCard. The card is widely accepted in Texas, in all 50 states and in Mexico and Canada, at any fuel related automotive goods and services merchant that accepts MasterCard.

Texas PSAs will have the option of ordering cards that may be issued to specific vehicles or drivers, or to a combination of both vehicles and drivers, at the discretion of the agency. PSAs will be able to select from a variety of purchasing limits and controls that may be applied at card level, account level or at the department level. For initial card distribution, a PSA will provide the required embossing, controls, limits and hierarchy information to Comdata. Initial card issuance will take approximately 5 days from receipt of order. Cards ordered after initial distribution will be issued on the second day via FedEx.

To provide for control and security, Texas PSAs may select PIN numbers, of varying length from one- to six-digits, that will be assigned to drivers or groups of drivers, as indicated. Comdata will provide for immediate PIN number issuance, via Customer Service or Comdata's online account management product. Texas agencies will have access to iconnectdata.com for account maintenance and to retrieve reports. The agencies may also call customer service 24/7, 365 days a year.

For contract implementation, as noted in response to Section B.8.1, Comdata will assign a project manager that will be involved on a daily basis from contract execution through the first billing of the State account, inclusively. Comdata will assign a Customer Relationship Representative to the State of Texas PSAs so that all accounts may contact one individual for all related issues. Comdata will conduct an Account Review monthly with the State to review potential areas of savings to the State and to express any concerns. Subject to Texas Government Code §2162.102 (d), which allows local government entities to voluntarily participate in Council contracts, Comdata will assign a National Account Manager to market to political subdivisions and downstream local governments and municipalities that qualify to for this contract, on agreement with the State.

The PSAs will receive a 2.5 cent per gallon discount/rebate at approximately 3,000 retail locations, as noted in Appendix J and Exhibit E, and a 2 cent per gallon discount at the truck stop locations also indicated in Appendix J and Exhibit E.

Comdata agrees to pay an incentive rebate of 50 basis points for all fuel and related automotive goods and services purchases on the Comdata MasterCard.

Comdata will invoice each State of Texas PSA account on a monthly basis, and PSAs shall remit payment to Comdata. There are no costs or fees to the State of Texas for the Comdata program.