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Contract Details: # 946-C1

Number	946-C1
Description	Retail Fuel Card
Category	CCG
Type	Term
Start Date	4/20/2012
End Date	4/30/2017
Purchase Category Code(Agencies Only)	Doc Type 9 Legal Cite for Purchase Order: Government Code 2162.105 State Council on Competitive Government
Optional Renewal Terms	No renewals remaining.
Purchase Orders	Customers will issue an internal purchase order that references CCG Contract No. CCG-RFC-2011-002 and current item description(s) and pricing as stated on this contract. The Contractor will not ship any products or provide related services until receipt of a Purchase Order generated by the State Agency, Higher Education or Cooperative member.
NIGP Code(s)	946-35 946-70
CPA Contract Management	<p>For a copy of the contract and/or questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>Jennifer Tram, BComm, CTCM Council on Competitive Government/ Strategic Sourcing Texas Comptroller of Public Accounts Phone: (512) 463-7985 Email: jennifer.tram@cpa.texas.gov (mailto:jennifer.tram@cpa.texas.gov)</p> <p>Questions concerning technical services should be directed to:</p>

Texas Procurement and Support Services (TPASS) Division
Texas Comptroller of Public Accounts
Phone: (512) 463-3435
Email: fuel.card.program@cpa.state.tx.us (mailto:fuel.card.program@cpa.state.tx.us)

Contract Items and Pricing

The Council on Competitive Government (CCG) Retail Fuel Card contract provides state agencies and local governments the opportunity to realize savings on fuel and maintenance purchases on their vehicles through a payment card program.

Note: To meet internal encumbrance requirements, customers may process a purchase order and reference CCG Contract No. 946-C1. Please do not forward purchase orders to US Bank.

Service Level Commitment (PDF) (http://www/procurement/tools/946-C1_Service_Level.pdf)

SPECIFIC CONTRACT BENEFITS:

1. Form of payment for fuel, oil, maintenance, repairs and roadside assistance
2. Net-out taxes for applicable fuel card purchases
3. Fuel payments covered under a single invoice
4. Retail fuel cards can be tailored to meet the needs of State Agencies, Higher Education and CPA Cooperative Purchasing Members (e.g. cards can be issued and assigned to drivers or vehicles)
5. Robust online program management system and enhanced reporting capabilities
6. Quarterly Rebate (XLS) (/procurement/tools/946-C1_quarterly_rebate.xls) based on every dollar spent
7. No annual fees
8. \$50 maximum liability on fraudulent transactions
9. \$0 liability for fraudulent transactions on lost or stolen cards which occur after the lost or stolen card was reported to US Bank
10. Free training for program administrators
11. Custom Cards:
 - a. 8 to 10 weeks for delivery
 - b. CCG approval required for State agencies
 - c. Higher Education and CPA Cooperative Purchasing Members may coordinate directly with US Bank.
 - d. No charge for single, standard color logo; additional colors/designs are billed at cost by US Bank
12. Payment terms per Texas Prompt Payment Act.

PAYMENT INSTRUCTIONS:

State Agencies: Payments from USAS shall be issued as direct deposit using payee number 13108413686, mail code 12. The 9-digit account number must be referenced in the Invoice Number field.

Direct Deposit:
US Bank
60 Livingston Ave
St Paul MN 55107

For unique situations, additional payment addresses are as follows:

Regular Mail:
Voyager Fleet Systems, Inc
PO Box 412535
Kansas City MO 64141-2535

Overnight Payment:
Voyager Fleet Systems Processing Center
12800 Foster St
Overland Park KS 66213

CPA TPASS Cooperative Purchasing Members: Contact US Bank if additional payment instructions are required than those noted above.

REQUIRED PLUG-INS

Adobe Reader (<http://www.adobe.com/products/acrobat/readstep2.html>)
MS Excel Viewer (<http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&displaylang=en>)

Contractors

Payee ID No. 13108413686.012
US Bank National Association
Contact: Christina Lanius
Phone: (832) 486-1004
E-mail: christina.lanius@usbank.com (<mailto:christina.lanius@usbank.com>)

Adding New Products to the Contract

Following the contract award, additional products or services of the same general category that could have been encompassed in the award of this contract, and that are not already on the contract, may be added. Customers are encouraged to request additional items by contacting the TPASS Contract Management Office.

Delivery Delays by Contractor

If delay is foreseen, Contractor shall give written notice to the Customer and must keep Customer advised at all times of status of order.

Default in promised Delivery Days After Receipt of Order (ARO) without accepted reasons or failure to meet specifications authorizes the Customer to purchase goods and services of this contract elsewhere and charge any increased costs for the goods and services, including the cost of re-soliciting, to the Contractor.

Failure to pay a damage assessment is cause for contract cancellation and/or debarment or removal of the contractor, as applicable, from the State's Centralized Master Bidders List (CMBL).

Compliant Products by Contractor

Delivery does not occur until the Contractor delivers products, materials or services in full compliance with the specifications to Customer's F.O.B. destination, unless delivery is specifically accepted, in whole or in part, by the Customer. Providing products, materials or services which do not meet all specification requirements does not constitute delivery.

Customer reserves the right to require new delivery or a refund in the event that materials or products not meeting specifications are discovered after payment has been made.

Purchase Order Cancellation

The Customer may request that a Contractor cancel a specific line item or an entire purchase order. There shall be no fees charged for cancellation of an item and/or order prior to shipment by the Contractor. A Purchase Order Change Notice should be processed and sent to Contractor.

Contractor Performance

The Texas Procurement and Support Services (TPASS), a division of the Comptroller of Public Accounts (CPA), administers a vendor performance program for use by all customers per Texas Government Code (TGC), §2262.055, and 34 Texas Administrative Code (TAC), §20.108. The Vendor Performance relies on the customer's participation in gathering information on vendor performance. State agency customers shall report vendor performance on purchases over \$25,000 from contracts administered by CPA, or any other purchase over \$25,000 made through delegated authority granted by CPA (TAC 20.108), or purchases exempt from CPA procurement rules and procedures. State agencies are additionally encouraged to report vendor performance on purchases under \$25,000.

Vendor Performance shall be reported through the CPA VENDOR PERFORMANCE TRACKING SYSTEM (http://www.window.state.tx.us/procurement/prog/vendor_performance/).

The purpose of the Vendor Performance Tracking System is to:

* Identify vendors that have exceptional performance

- * Aid purchasers in making a best value determination based on vendor past performance
- * Protect the state from vendors with unethical business practices
- * Provide performance scores in four measurable categories for the CMBL vendors
- * Track vendor performance for delegated and exempt purchases

Contractor Information

Contractor: US Bank National Association

Email: christina.lanius@usbank.com

Phone: (832) 486-1004

Texas.gov (<http://www.texas.gov/en/Pages/default.aspx>)

Statewide Search from the Texas State Library (<https://www.tsl.state.tx.us/trail/index.html>)

State Link Policy (<http://www.dir.texas.gov/pubs/pages/weblink-privacy.aspx>)

Texas Homeland Security (<http://governor.state.tx.us/homeland>)

Texas Transparency (<http://www.texas Transparency.org/>)

Report Fraud (<http://www.window.state.tx.us/fraud.html>)

Glenn Hegar, Texas Comptroller • Window on State Government (<http://www.window.state.tx.us/>) • Contact Us (<http://www.window.state.tx.us/contact.html>)

Privacy and Security Policy (<http://www.window.state.tx.us/privacy.html>)

Accessibility Policy (<http://www.window.state.tx.us/accessibility.html>)

Link Policy (<http://www.window.state.tx.us/linkpolicy.html>)

Public Information Act (<http://www.window.state.tx.us/pia.html>)

Texas Veterans Portal (<http://veterans.portal.texas.gov/en/Pages/default.aspx>)

Compact with Texans (<http://www.window.state.tx.us/comptrol/compact/>)