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Texas  
Comptroller  
of Public  
Accounts

Glenn Hegar



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## Contract Details: # 946-M3

<b>Number</b>	946-M3
<b>Description</b>	Retail Fuel Card Services
<b>Category</b>	Travel
<b>Type</b>	Term
<b>Start Date</b>	4/26/2017
<b>End Date</b>	4/30/2019
<b>Purchase Category Code(Agencies Only)</b>	PCC H
<b>Optional Renewal Terms</b>	May 1, 2019 through April 30, 2020 May 1, 2020 through April 30, 2021 May 1, 2021 through April 30, 2022
<b>Purchase Orders</b>	Purchase orders are not required for this contract. Refer to the Contract Items and Pricing section below for additional details.
<b>NIGP Code(s)</b>	946-35 946-70
<b>CPA Contract Management</b>	<p>Questions regarding contract management issues, price changes, amendments or other post-award concerns should be directed to:</p> <p>SPD Contract Management Office (SCMO) Texas Comptroller of Public Accounts (CPA) Fax: (512) 936-0040 Email: <a href="mailto:spd_cmo@cpa.texas.gov">spd_cmo@cpa.texas.gov</a> (<a href="mailto:spd_cmo@cpa.texas.gov">mailto:spd_cmo@cpa.texas.gov</a>)</p> <p>Questions concerning technical services should be directed to: Retail Fuel Card Program Texas Comptroller of Public Accounts Phone: (512) 463-3435 Email: <a href="mailto:fuel.card.program@cpa.texas.gov">fuel.card.program@cpa.texas.gov</a> (<a href="mailto:fuel.card.program@cpa.texas.gov">mailto:fuel.card.program@cpa.texas.gov</a>)</p>

**Contractors****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 Local Governments (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 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. CPA approval required for State agencies
  - c. Higher Education and Local Governments 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

Local Governments: Contact US Bank if additional payment instructions are required than those noted above.

**Additional contract documents are available on the Retail Fuel Card Webpage (<https://comptroller.texas.gov/purchasing/programs/travel-management/fuel-card/>) (<https://comptroller.texas.gov/purchasing/programs/travel-management/fuel-card/.php>)**

**Contract Specifics/Notes**

Vendor Contact for Program Administrators:

Chris Malley  
 Chris.malley1@usbank.com (mailto:Chris.malley1@usbank.com)  
 p. 804.270.1404 | c. 937.409.6787

Sean Joyce  
 Sean.Joyce@usbank.com (mailto:Sean.Joyce@usbank.com)  
 c. 612.430.4528

Vendor Contact for Cardholders:

- Primary Contact: Tamara Foster (tamara.foster@usbank.com (mailto:tamara.foster@usbank.com)), Monday - Friday 8:00 a.m.- 4:30 p.m.
- Secondary Contact: Jamal Reed (jamal.reed@usbank.com (mailto:jamal.reed@usbank.com)), Monday - Friday 8:30 a.m. - 5:00 p.m

**Expedited Payment Discount**

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. Statewide Procurement Division customers are encouraged to request additional items by contacting Statewide Contract Development.

**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.

**Restocking Fee for Returned Products**

The Customer may request that a Contractor accept return of products already delivered. If the return is required through no fault of the Contractor, the Contractor may request a reasonable restocking charge. The Customer may pay a restocking charge if the CPA or Customer determines that the charge is justifiable. As a guideline, such charges shall not exceed 10% for contractors.

**Substitutions**

During the Contract term, the Contractor shall not substitute a product or brand unless the Contractor has obtained prior written approval from the CPA Contract Manager in coordination with the Customer. The Contractor must have written confirmation from the CPA Contract Manager of the substitution before making delivery.

**Contractor Performance**

The Statewide Procurement Division Contract Management Office (SCMO), 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 of \$25,000 or more from contracts administered by CPA, or any other purchase of \$25,000 or more 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 (<https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/>).

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

**VID:** 13108413686

**Contractor:** US Bank National Association

**Contact Name:** Sean Joyce

**Email:** [sean.joyce@usbank.com](mailto:sean.joyce@usbank.com)

**Phone:** (612) 430-4528

**Alternate Contact Name:** Chris Malley

**Alternate Email:** [chris.malley@usbank.com](mailto:chris.malley@usbank.com)

**Alternate Phone:** (937) 409-6787

**Address:** 800 Nicollet Mall Minneapolis, MN 55402



Texas Comptroller of Public Accounts  
**Glenn Hegar**

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### POLICIES

- Privacy and Security Policy (<http://comptroller.texas.gov/privacy.html>)
- Accessibility Policy (<http://comptroller.texas.gov/accessibility.html>)
- Link Policy (<http://comptroller.texas.gov/linkpolicy.html>)
- Public Information Act (<http://comptroller.texas.gov/pia.html>)
- Compact with Texans

### OTHER STATE SITES

- [texas.gov](https://www.texas.gov/) (<https://www.texas.gov/>)
- Texas Records and Information Locator (TRAIL) (<http://www.tsl.state.tx.us/trail/>)
- State Link Policy (<http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/State%20Website%20Linking/>)
- Texas Veterans Portal (<http://veterans.portal.texas.gov/>)