



## Legislation Text

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File #: 19-775, Version: 1

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**TO:** Mayor and Commissioners  
**FROM:** Caryn Gardner-Young, Assistant City Manager  
**THROUGH:** Neal de Jesus, Interim City Manager  
**DATE:** August 20, 2019

RESOLUTION NO. 140-19 TO APPROVE AN AGREEMENT WITH WEX BANK FOR FUEL CARD SERVICES; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THIS AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

### **Recommended Action:**

Motion to Approve Resolution No. 140-19 to approve an Agreement based upon Contract No. 973-163-10-1 between the State of Florida and WEX Bank for citywide fuel card services and authorize the City Manager to execute a master service agreement with WEX Bank and authorize the City of Delray Beach (city) City Manager to approve renewal options; contingent upon renewal by the State of Florida.

### **Background:**

The Purchasing Department and Fleet Services are requesting approval to use the State of Florida WEX fuel card program to purchase fuel at retail locations. This state term contract includes fuel card services that enable authorized City staff to purchase authorized grades of unleaded gasoline, fuel oil (e.g., on road diesel, off road diesel), and marine fuel from participating merchants (e.g., gas stations) at negotiated rates net of federal excise taxes.

Some benefits of the fuel card program include:

- Acceptance at more than 8,500 gas stations and more than 3,000 service locations in the State of Florida
- Earn 1.45% off all retail transactions charged to the account
- Online Account Access to control and manage fleet purchases
- Tax Exemption and Reporting for qualified fleets to significantly reduce administrative time
- Roadside Assistance to keep our fleet covered while they are on the road twenty-four (24) hours a day
- Fuel Site Mapping Mobile Application allows your drivers to find a convenient fuel station based on their current location
- Customer Service is available 24 hours a day, 7 days a week, 365 days a year

In addition to the fuel card services, this Agreement also provides the City with access to the State's Emergency Fuel Plan. Though the City already has emergency contracts in place for bulk deliveries of gasoline and diesel fuel, this fuel plan will provide us with another layer of assurance in the event of a declared disaster or emergency. This plan can provide us with a preset amount of fuel during a

supply disruption for negotiated monthly payments. These services are guaranteed fuel for mission-critical fleets.

Some benefits of the emergency fuel plan include:

- Fuel for vehicles and generators
- Nighttime refueling at a designated staging area
- Evacuation support refueling

Non-fuel assets can also be supplied by WEX Emergency Fuel. Some examples are as follows:

- Fuel dispensing equipment
- Mobile fueling trailers
- Military-grade rapid deployment equipment
- High-water fueling vehicles
- Mini-mobile fueling stations
- Diesel and gasoline generators

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required and Purchasing Policies, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations.

Attachments:

1. Master Service Agreement with WEX Bank
2. Resolution No. 140-19
3. Legal Review Checklist for the Master Service Agreement
4. State of Florida Contract No. 973-163-10-1

|                         |                           |                          |
|-------------------------|---------------------------|--------------------------|
| Initial Term:           | Approval Date thru 8/5/20 | Total Est. Exp. \$50,000 |
| Total Est. Expenditure: |                           | \$50,000                 |

**City Attorney Review:**

City Attorney recommends approval of this motion.

**Funding Source/Financial Impact:**

Each requirement processed against this master agreement will be funded by the appropriate source at the time of release.