



**REQUEST FOR
PROPOSAL (RFP)
FOR
FUEL CARD PROGRAM
PROPOSAL #2017-23**

Issued by:

Portage County
Purchasing Department

**Proposals must be submitted
No later than 2:00 PM 5/5/2017 to:**

**Portage County Purchasing
1462 Strongs Ave
Stevens Point WI 54481**

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this
RFP contact Calvin Winters
At (715) 346-1393
Email: wintersc@co.portage.wi.us

Issued: 4/7/2017

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1. General Information

1.1. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for a fuel card program to allow the Portage County Fleet to purchase fuel at various filling stations throughout Portage County and the State of Wisconsin.

The County of Portage as represented by the Purchasing Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The contract administrator will be determined at the time of the contract award. Retain a copy of these proposal documents for your files. Should you receive an award, these documents become your contract terms and conditions.

Contract Execution: Portage County utilizes a web based electronic signature program (DocuSign) for the execution of contracts that do not require notarization. By submitting your bid you are agreeing to the use of this program to sign documents should you receive an award. There is no cost to the bidder associated with this process.

1.2. Definitions

The following definitions are used throughout the RFP:

Contractor means proposer awarded the contract.

County means the County of Portage Wisconsin.

Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.

Purchasing means the County of Portage Purchasing Department.

RFP means Request for Proposal.

State means the State of Wisconsin.

VendorNet means the State of Wisconsin's electronic purchasing information system.

1.3. Scope

1.3.1. Project Description

The Fuel Card Program provides approximately 80 fuel cards for various County vehicles from departments such as Sheriff, Ambulance, Aging & Disability Resource Center, Auto Pool, Facilities, Health Care Center, Land Conservation, Library, and the Coroner. The County purchases approximately 10,000 gallons of diesel (mixture of #2 and winter blend) and 68,000 of 87 octane unleaded gasoline annually. The County also makes eight to ten purchases of fuel gift cards in \$5.00 and \$10.00 increments for use by County program participants, totaling approximately \$10,000 to \$12,000 annually. Quantities listed are only an estimate; the actual quantity purchased or cards issued may be more or less.

1.3.2. Objective/Needs

The County requires a Fuel Card Program that allows the purchase of quality unleaded and diesel fuels at multiple locations throughout Portage County and the State of Wisconsin. The Fuel Card Program must have robust reporting capabilities that are accessible online to assist the County in tracking fuel use throughout the fleet and accurate billing detail for ease of payment and reconciliation. In addition a monthly report must be provided in one of the formats referenced in Attachment G.

1.3.3. History and Background

The Fuel Card Program has been in place for 15+ years providing fuel for County fleet vehicles. From time to time, the County will produce a competitive bid or proposal at the end of a contract term to allow for open and fair competition from the various fuel card providers. Currently some departments issue a fuel card for each vehicle and each driver receives a Driver ID (PIN) to track fuel purchases. Other departments issue a fuel card for each vehicle with a single PIN for each vehicle.

1.3.4. Clarifications and/or Revisions to this RFP

Portage County Purchasing is the sole point of contact for the County during the selection process. Contact with anyone else involved with this process without the prior authorization of Purchasing may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal **in writing through email by 4/20/2017**, to: Calvin Winters, Purchasing, Email: wintersc@co.portage.wi.us

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal opening date.

If the proposer fails to notify the County prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by Purchasing. Addenda will be posted on VendorNet and on the Portage County Website. Proposers are responsible for checking these websites for any addenda before submitting a proposal. Failure to acknowledge addenda may disqualify your proposal.

<http://vendornet.state.wi.us>

<http://www.co.portage.wi.us>

1.4. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times, it will do so by issuing addenda to this RFP. There may or may not be a formal notification issued for changes of the estimated dates and times.

DATE	EVENT
4/7/2017	RFP Issuance date
4/20/2017	Last day for submitting written questions
4/21/2017	Addenda posted to http://vendornet.state.wi.us and http://www.co.portage.wi.us
5/5/2017	Proposals due at or before 2:00 p.m.
5/11/2017	Interviews/Presentations (estimated date if needed)
5/17/2017	Notification of intent to award sent to proposers (estimated)

5/24/2017	Contract award (estimated)
6/1/2017-6/23/2017	Training and Implementation with County staff. Distribution of Cards (estimated)
7/1/2017	Cards active and contract term begins

1.5. Contract Term and Funding

The contract shall be effective on 7/1/2017. The awarded contractor must work with the County prior to the contract start date to implement the program, distribute cards, and provide training to County staff on the usage of the program. The contract shall be for a term of 42 months from 7/1/2017. After the initial term, the contract may be extended annually by mutual agreement of the County and the Contractor.

2. Preparing and Submitting a Proposal

2.1. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired. The County encourages all proposers to print their submission double-sided to save paper.

2.2. Incurring Costs

The County is not liable for any cost incurred by proposers in replying to this RFP.

2.3. Submitting Proposals

Proposers must submit, in a sealed package, **One Original (identify) PLUS FOUR copies** of all materials required for acceptance of their proposal on or before 2:00 p.m., 5/1/2017 to:

**Portage County Purchasing
1462 Strongs Ave
Stevens Point, WI 54481**

All proposals must be received by the Purchasing Department by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by Purchasing.

The County does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

**Proposer's Name and Address
Request for Proposal Title
Request for Proposal Number
Proposal Due Date**

COST PROPOSAL: **Submit Original plus one (1) copy Attachment F.** Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

2.4. **Proposal Organization and Format**

Proposal should be typed and submitted on 8.5 by 11 inch paper and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages, and Attachment C - Designation of Confidential & Proprietary Information Form.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the proposer information and solutions **must be in the same sequence and numbered** as they appear in this RFP. Include here completed Attachment B--References.

Tab 3 – MANDATORY REQUIREMENTS: Include Attachment D Mandatory Requirements.

Separate Envelope - COST PROPOSAL—ATTACHMENT F: Provide cost information as detailed in Section 6 in this RFP. All costs, as requested, for furnishing the product(s) and/or service(s) must be included in this proposal. The cost proposal must NOT be listed in any other part of the proposal response.

2.5. **Multiple Proposals**

Multiple proposals from a proposer will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response

2.6. **Withdrawal of Proposals**

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 180 days after the due date and time. The written withdrawal notice must be received by Purchasing. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

3. Proposal Selection and Award Process

3.1. Evaluation Committee

The County’s evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Purchasing Department.

3.2. Preliminary Evaluation

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

3.3. Right to reject proposals

The County reserves the right to reject any and all proposals.

3.4. Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

3.5. Evaluation Criteria

The proposals will be scored using the following criteria:

Description	Points
Organization Capabilities	100
Staff Qualifications	100
Proposer Solutions	550
Cost Proposal	250
Total	1000

3.6. Interviews/Presentations and/or Site Visits

Top-scoring proposers, based on the evaluation of the written proposal, may be required to have interviews/presentations to support and clarify their proposals, if requested by the County. The County will make every reasonable attempt to schedule the interview/presentation on the date specified in the Calendar of Events. Failure of a proposer to complete a scheduled interview/presentation to the County may result in rejection of that proposer's proposal. The County may conduct site visits of proposer and/or references’ facilities to clarify or confirm proposal information.

3.7. Final Evaluation

Upon completion of any interviews/presentations and/or demonstrations by proposers, the County's evaluation team will review their evaluations and make adjustments to the scores based on the information

obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

3.8. Award and Final Offers

Award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer after the original evaluation process is complete. Alternatively, the highest proposer or proposers may be requested to submit best and final offers. If the County requests best and final offers, they will be evaluated against the stated criteria, scored, and ranked by the evaluation committee. The award will then be granted to the highest scoring proposer following that process. However, a proposer should not expect that the County will request a best and final offer.

3.9. Notification of Intent to Award

All proposers who respond to this RFP will be notified in writing of the County's intent to award the contract(s) as a result of this RFP.

3.10. Appeals Process

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Portage County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Calvin Winters, Procurement Director, Portage County Wisconsin, 1462 Strongs Ave, Stevens Point, WI 54481, and received in his office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Procurement Director may be appealed to the Corporation Counsel Office within (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statute or a Portage County Ordinance provision.

3.11. Negotiate Contract Terms

The County reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

4. Requirements

4.1. Mandatory Requirements

Submit response using Attachment D Mandatory Requirements under Tab 3 of proposal - see section 2.4 for proposal submittal format.

The following requirement(s) are mandatory and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.

- 4.1.1. Fuel Card Program must automatically remove Federal Taxes and any applicable Sales Tax in which the County is exempt.
- 4.1.2. Fuel Card service must not be disrupted or put on hold without a 20 day written notice to the County.
- 4.1.3. Fuel Card must be able to be utilized at stations throughout Portage County and the State of Wisconsin.
- 4.1.4. Fuel Card program must have online access to view reports, usage, costs, etc.
- 4.1.5. Fuel Card Program must have ability to generate a monthly report in one of the formats referenced in Attachment G. Provide all file types capable of producing.

4.2. Contract Requirements

The awarded contractor is expected to fulfill the following contract requirements.

- 4.2.1. Contractor shall have multiple filling stations available throughout Portage County and throughout the State of Wisconsin. Filling stations must have fuel available and pay at the pump features open 24 hours a day, 7 days a week, 365 days a year. Filling stations must be able to service a wide variety of vehicles includes cards, trucks and busses.
- 4.2.2. Fuels must meet or exceed all Federal, State, Local, and automotive manufacturer's standards including Wisconsin Administrative Code Chapter SPS 348 Petroleum and Other Liquid Fuel Products. The Fuel Card Program must be in accordance with all applicable laws, codes and ordinances. Standard 87 octane unleaded, #2 diesel, and winter blend diesel must be available.
- 4.2.3. Fuel cards must at a minimum collect the following data at the pump, depending on the card setup. Itemized monthly billing must be accurate and include the information collected at the pump for each transaction.
 - 4.2.3.1. Date, time, and location of purchase
 - 4.2.3.2. Type of fuel purchased
 - 4.2.3.3. Number of gallons purchased
 - 4.2.3.4. Price per gallon*
 - 4.2.3.5. Total Cost**
 - 4.2.3.6. Identify of the fuel card used
 - 4.2.3.7. Vehicle mileage
 - 4.2.3.8. Driver ID or PIN used

*If total cost line is not supported by proposed file type(s) from Attachment G, the price per gallon must reflect price per gallon after discount is applied.

** This line is optional depending on file type(s) proposed from Attachment G. A file format that provides this line is preferred. Total cost line (if supported by file type proposed) should reflect total less proposed discount.

- 4.2.4. The following reporting capabilities must be available at a minimum and accessible online and received automatically via email. Attachment G provides details on reporting structure.
 - 4.2.4.1. Report listing each card use detail included products purchased, dates, times, etc
 - 4.2.4.2. Report listing fuel economy mileage calculations for each card or vehicle ID (if used)
 - 4.2.4.3. Report listing Driver ID or PIN activity with detail on products purchased, dates, times, etc
 - 4.2.4.4. Report listing purchasing activity and discounts
 - 4.2.4.5. State Sales Tax Report
- 4.2.5. Fuel cards must be capable of limiting purchases to fuel only on most cards and fuel and gift card purchases on others.
- 4.2.6. Billing for fuel cards must be itemized for each fuel card, by department, and reflect date, time, Driver ID or PIN, gallons purchased, type of fuel, odometer reading, and calculated miles per gallon.
- 4.2.7. Applications for new fuel cards or cancellation of exiting cards must be able to be completed online or via email. Lead time for new cards shall not exceed 5 business days. Cards shall not be activated until receipt is confirmed by the County. Cancellation of cards shall be immediate.
- 4.2.8. Fuel gift cards must be available for purchase in \$5.00 increments for use by program participants.
- 4.2.9. Subcontractors
The Contractor shall be responsible for Contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the Contract. If subcontractors are to be used, the Contractor must clearly explain their participation.

5. Proposer Information and Solutions

Submit response under Tab 2 of proposal - see section 2.4 for proposal submittal format.

5.1. Organization Capabilities

Describe the organization/company's experience and capabilities providing similar services to those required. Be specific and detail no more than three projects/contracts: description of work, dates, locations, challenges and results. (100 Points)

5.2. Staff Qualifications

Identify key staff your organization/company will assign to fulfill the contract requirements and manage the account. Provide a synopsis describing the educational and work experience for each of the key staff who would be assigned to the program and a description of their duties. Detail the number of hours for each key staff member that you estimate will be needed to fulfill the contract requirements. (100 Points)

5.3. Proposer Solutions

- 5.3.1. Describe your Fuel Card Program and how it will meet or exceed County needs as defined in the scope and requirements section of this RFP. Describe your method of customer support, communication, and ability to support effective management of the program. (150 Points)
- 5.3.2. Provide a list of the filling station locations in Portage County and throughout Wisconsin. Provide the hours of operation for each location. List if 87 octane unleaded, diesel, or both fuels are available. Include any alternative fuels that are available at each location such as E85, Biodiesel, CNG, etc. (200 Points)

- 5.3.3. Describe the reporting capabilities of the Fuel Card Program. Describe the standard reports and ability to customize reports. Describe the accessibility of the reports online, how many users are able to create, review and customize reports, and user definable limits. Describe your ability to meet the reporting formats outlined in Attachment G. (100 Points)
- 5.3.4. Describe your firm's ability to detect and combat waste, fraud and abuse. Describe the process and lead time for card cancellation, your firm's ability to investigate misuse, and recovery of fraudulent charges. (100 Points)

5.4. Proposer References

Submit response using Attachment B References under Tab 2 of proposal – see section 2.4 for proposal submittal format.

Proposer must supply references of three firms to which similar products/service have been provided within the past five years to a comparable sized institution or company. If contacted, all of those references must verify that a high level of satisfaction was provided.

6. Cost Proposal

6.1. General Instructions for the Cost Proposal and how it will be Scored

Purchasing will score the cost proposals by prorating the total estimated annual discount with the highest total given the highest score. The formula is as follows:

$(\text{Proposed total discount} / \text{Highest proposed discount}) \times \text{Maximum Points assigned to Cost} = \text{Score}$

6.2. Format for Submitting Cost Proposal.

Use Attachment F Cost Proposal. Submit one marked original plus one copy. Seal in an envelope and submit within the proposal package. The outside of the envelope should clearly state "Cost Proposal" and the name of proposer.

6.3. Fixed Price Period

The awarded contractor must hold the accepted prices and/or costs for the entire contract period. Any adjustment to prices and/or costs at the beginning of a contract renewal period will be negotiated between the County and the Contractor.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN (Federal Employer ID Number) _____ OR _____ Social Security # (if Sole Proprietorship)

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone (____) _____ Toll Free Phone (____) _____

Fax (____) _____ Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

Signature

Title

Name (type or print)

Date

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum # _____ Addendum # _____ Addendum # _____ Addendum # _____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

**ATTACHMENT C
DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION**

The attached material submitted in response to Bid/Proposal # 2017-23 includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

ATTACHMENT D

MANDATORY REQUIREMENTS

Proposer: _____

4.1.1. Fuel Card Program automatically removes Federal Taxes and Sales Taxes in which the County is exempt? Yes _____ No _____

4.1.2. Fuel Card service will not be disrupted or put on hold without a 20 day written notice to the County. Yes _____ No _____

4.1.3 Fuel Cards can be utilized at stations throughout Portage County **and** the State of Wisconsin? Yes _____ No _____

4.1.4 Fuel Card Program has the ability to generate reports in one of the formats outlined in Attachment G? Yes _____ No _____

ATTACHMENT E**STANDARD TERMS AND CONDITIONS**

- 1.0 SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired, unless otherwise specified. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish an acceptable equivalency. The County shall be the sole and final judge of equivalency.
- 2.0 HOW TO AMEND A REQUEST FOR BID, PROPOSAL OR QUOTE:**
- 2.1** Public Works Projects are subject to Wis Stats 66.0901(5): If a person submits a bid or proposal for the performance of public work under any public contract to be let by a municipality and the bidder claims that a mistake, omission or error has been made in preparing the bid, the bidder shall, before the bids are opened, make known the fact that an error, omission or mistake has been made. If the bidder makes this fact known, the bid shall be returned to the bidder unopened and the bidder may not bid upon the public contract unless it is re-advertised and relet upon the re-advertisement. If a bidder makes an error, omission or mistake and discovers it after the bids are opened, the bidder shall immediately and without delay give written notice and make known the fact of the mistake, omission or error which has been committed and submit to the municipality clear and satisfactory evidence of the mistake, omission or error and that it was not caused by any careless act or omission on the bidder's part in the exercise of ordinary care in examining the plans or specifications and in conforming with the provisions of this section. If the discovery and notice of a mistake, omission or error causes a forfeiture, the bidder may not recover the moneys or certified check forfeited as liquidated damages unless it is proven before a court of competent jurisdiction in an action brought for the recovery of the amount forfeited, that in making the mistake, error or omission the bidder was free from carelessness, negligence or inexcusable neglect.
- 2.2** Non-Public Work Projects: After a Request for Bid/Proposal/Quote has been filed with the Portage County Purchasing Department, the responder may submit an amended response BEFORE THE DUE DATE AND TIME set in the request. All the conditions and provisions of the original Bid/Proposal/Quote will be in effect. No submittals or amendments will be accepted after the due date and time of the request. This does not preclude the County from requesting additional information and/or clarification.
- 3.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from original text, terms, conditions, or specifications shall be described fully, on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.
- 4.0 QUALITY:** Unless otherwise indicated in the request, all material shall be new, newest model year, and free from defects. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the County.
- 5.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.
- 6.0 DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
- 7.0 PRICING AND DISCOUNT:** The County qualifies for governmental discounts. Unit prices shall reflect these discounts.
- 7.1** Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price; the unit price shall govern in the bid/proposal evaluation.
- 7.2** Prices established in continuing agreements and term contracts may be lowered due to general market conditions.
- 8.0 RESPONSES TO REMAIN OPEN:** Responses must remain open and will be deemed to be open and subject to acceptance until awarding of the bid/proposal is finalized, or a minimum of sixty (60) days unless otherwise specified.

- 9.0 ACCEPTANCE-REJECTION:** The County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, request clarification of any bid/proposal, award a bid/proposal that is not the lowest price, and to accept any part of a bid/proposal as deemed to be in the best interests of the County.
- 10.0 GUARANTEED DELIVERY:** Failure of the Contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs and other costs attributable to the delay.
- 11.0 CONTRACT AND EXECUTION OF CONTRACT:** Unless otherwise specified in the bid/proposal, the successful responder agrees to enter into a contract, a copy of which will be on file in the office of the Portage County Purchasing Department. Contractor shall and will well and truly execute and perform this contract under the terms applicable to the satisfaction of the County, and shall promptly make payment to each and every person or party entitled thereto of all the claims for work or labor performed and materials furnished in the performance of this contract.
- 12.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County.
- 13.0 APPLICABLE LAW AND COMPLIANCE:** This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct. The County reserves the right to cancel this contract if the contractor fails to follow the requirements of s. 77.66, Wis. Stats., and related statutes regarding certification for collection of sales and use tax. The County also reserves the right to cancel this contract with any state or federally debarred contractor or a contractor that is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.
- 14.0 LICENSES AND PERMITS:** Contractor shall have and/or provide any and all licenses and permits required to perform the work specified and furnish proof of such licensing authorization and permits with their bids if required.
- 15.0 ASSIGNMENT:** No right or duty in whole or in part of the Contractor under this contract may be assigned or delegated without the prior written consent of the County.
- 16.0 NONEXCLUSIVE CONTRACT:** Unless otherwise stated, the County reserves the right to purchase work or materials outside of this contract.
- 17.0 NONDISCRIMINATION & AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation, gender identity, gender expression, or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 18.0 INDEPENDENT CAPACITY:** The parties hereto agree that the contractor, its officers, agents, and employees, in the performance of this agreement shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the County. The contractor agrees to take such steps as may be necessary to ensure that each subcontractor of the contractor will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the County.
- 19.0 SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code and all applicable OSHA Standards.

- 20.0 WARRANTY:** Unless otherwise specifically stated, equipment purchased as a result of this request shall be warranted against defects by the Contractor for one (1) year from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.
- 21.0 INSURANCE RESPONSIBILITY:** If insurance is required, satisfactory proof of the existence and carriage of such insurance of the kinds and limits specified will be required.
- 22.0 CANCELLATION:** The County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- 23.0 VENDOR TAX DELINQUENCY:** Vendors who have a delinquent Portage County tax liability may have their payments offset by the County.
- 24.0 OPEN RECORDS:** Both parties understand that the County is bound by the Wisconsin Public Records Law, and as such, responses and contracts are subject to and conditioned on the provisions of the law. Contractor acknowledges that it is obligated to assist the County in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the contract, and that the Contractor must defend and hold the County harmless from liability under that law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of final payment under the contract.
- 25.0 MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, the Contractor shall provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).
- 26.0 ADVERTISING AND NEWS RELEASES:** Reference to or use of the County, any of its departments, officials, or employees, for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the County. Release of broadcast e-mails pertaining to this procurement shall not be made without prior written authorization of the County.
- 27.0 HOLD HARMLESS:** The Contractor will indemnify, pay the cost of defense including attorney's fees, and save harmless the County and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or of any of its contractors, in prosecuting work under this agreement.
- 28.0 FOREIGN CORPORATION:** A foreign corporation (any corporation other than a Wisconsin corporation) which becomes a party to this contract is required to conform to all the requirements of Chapter 180, Wis. Stats., relating to a foreign corporation and must possess a certificate of authority from the Wisconsin Department of Financial Institutions, unless the corporation is transacting business in interstate commerce or is otherwise exempt from the requirement of obtaining a certificate of authority. Any foreign corporation which desires to apply for a certificate of authority should contact the Department of Financial Institutions, Division of Corporation, P. O. Box 7846, Madison, WI 53707-7846; telephone (608) 261-7577.
- 29.0 FORCE MAJEURE:** Neither party shall be in default by reason of any failure in performance of this contract in accordance with reasonable control and without fault or negligence on their part. Such causes may include, but are not restricted to, acts of nature or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather, but in every case the failure to perform such must be beyond the reasonable control and without the fault or negligence of the party.

ATTACHMENT F

COST PROPOSAL

Proposer: _____

Submit original plus one copy (Submit in separate envelope within proposal package)

List proposed discount off advertised pump price per gallon, must be in currency, NOT percent discount. Discount must be in addition to the removal of Federal Taxes.

Proposed discount off pump price per gallon for Unleaded Gasoline.	\$
Proposed discount off pump price per gallon for diesel	\$
Proposed discount off pump price for any available Alternative Fuels, E85, BioDiesel, etc.	\$

List proposed discount off fuel card purchases, must be a percentage discount.

Proposed percent discount on fuel card purchases.	%
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Calculation of Cost Score (all quantities are estimates for annual use)

Proposer shall multiply the estimated annual use by the proposed discount and subtract any other additional fees to calculate a total estimated discount. The County will check the math and award cost proposal points based on the estimated annual discount.

68,000 Gallons Unleaded Gasoline	X Proposed discount off pump price	= \$
12,000 Gallons Diesel	X Proposed discount off pump price	= \$
\$10,000 of Fuel Gift Cards	X Proposed percent discount	= \$
Subtract any additional annual fees or charges		\$
Total Estimated Annual Discount (250 Points)		\$

Which reporting file type(s) are you capable of providing from Attachment G? _____

Munis Fuel Import File Layout Specification

Munis – a Tyler ERP Solution

Summary of File Layout

Layout Name:

Munis Fuel Imports

Fuel Import formats:

1. Fuelman
2. FuelForce
3. Phoenix AFC
4. Phoenix SCC
5. Fuel Master
6. TRN85-Fuelman
7. Fuelmaster-Plus
8. Gasboy CFN
9. Petro Vend (CSV)

Usage

ASCII files are chosen by the user and imported into Munis. The Munis import column indicates the fields that will be imported into Munis.

Import formats

Revised 02/03/2014

1. Fuelman

Fuel File from FuelMan (Input)					Positions		
COLUMN_NAME	DATA_TYPE	LENGTH	NUM_SCALE	COLUMN_HEADING	from	to	Munis import
CARD#	NUMERIC	5	0	VEHICLE CARD NUMBER	1	5	
TDATE	NUMERIC	8	0	DATE OF TRANS	6	13	Read date
TTIME	NUMERIC	4	0	TIME OF TRANS	14	17	
LOCDSC	CHAR	10		LOCATION DESC	18	27	
DRIVER	CHAR	10		DRIVERS NAME	28	37	
EMPCD#	NUMERIC	5	0	EMPLOYEE CARD NUMBER	38	42	Fuel card #
ODOM	NUMERIC	6	0	ODOMETER READING	43	48	Odometer
MILES	NUMERIC	4	0	MILES DRIVEN	49	52	
FTYPE	NUMERIC	1	0	FUEL TYPE	53	53	Fuel type
FDESC	CHAR	3		FUEL DESC	54	56	
GALS	NUMERIC	5	1	GALS PUMPED	57	61	Gallons - Qty
EXTAMT	NUMERIC	7	2	EXT AMOUNT	62	68	Total cost
MPG	NUMERIC	4	1	MILES PER GAL	69	72	Miles/gallon
CSTMIL	NUMERIC	5	3	COST PER MILE	73	77	
VEHDSC	CHAR	15		VEHICLE DESC	78	92	
VEH#	CHAR	10		CUSTOMER VEHICLE#	93	102	Equipment code
VDEP#	NUMERIC	5	0	VEHICLE DEPARTMENT#	103	107	
VSDEP#	NUMERIC	5	0	VEHICLE SUB-DEPT#	108	112	
TAX\$	NUMERIC	6	2	TAX AMOUNT	113	118	
EMP#	CHAR	10		CUSTOMER EMP#	119	128	
STATUS	CHAR	1		POST STATUS	129	129	

2. FuelForce

Fuel File from FuelForce (Input)					Positions		
COLUMN_NAME	DATA_TYPE	LENGTH	NUM_SCALE	COLUMN_HEADING	from	to	Munis import
SEQUENCE	NUMERIC	6	0	SEQUENCE NUMBER	1	6	
TTYPE	NUMERIC	2	0	TRANSACTION TYPE	7	8	
TDATE	DATE	8		TRANSACTION DATE	9	16	Read date
TTIME	NUMERIC	6	0	TRANSACTION TIME	17	22	
SITE	NUMERIC	3	0	SITE NUMBER	23	25	
TANK	NUMERIC	8	0	TANK NUMBER	26	33	
HOSE	NUMERIC	3	0	HOSE NUMBER	34	36	
PRODUCT	CHAR	8		PRODUCT CODE	37	44	
FIRST NAME	CHAR	20		DRIVER FIRST NAME	45	64	
LAST NAME	CHAR	20		DRIVER LAST NAME	65	84	
MIDDLE INITIAL	CHAR	1		DRIVER MIDDLE INITIAL	85	85	
VEH#	CHAR	10		CUSTOMER VEHICLE#	86	95	Equipment code
ODOMETER	NUMERIC	7	0	METER READING	96	102	Odometer
GALLONS	NUMERIC	9	3	COST PER MILE	103	111	Gallons - Qty
COST	NUMERIC	9	4	COST PER GALLON	112	120	Cost/gallon
DEPT	CHAR	10		DEPARTMENT CODE	121	130	

Note:

All numeric fields with num_scale > 0 include a period (.) preceding the number of decimal places (num_scale) and take up one unit of the total length.

3. Phoenix AFC

Fuel File from Phoenix AFC (Input)					Positions		
COLUMN_NAME	DATA_TYPE	LENGTH	NUM_SCALE	COLUMN_HEADING	from	to	Munis import
Date	NUMERIC	5	0	VEHICLE CARD NUMBER	1	5	
Time	NUMERIC	8	0	DATE OF TRANS	6	13	Read date
Transaction #	NUMERIC	4	0	TIME OF TRANS	14	17	
Account #	CHAR	10		LOCATION DESC	18	27	
Driver #	CHAR	10		DRIVERS NAME	28	37	
Vehicle #	NUMERIC	5	0	EMPLOYEE CARD NUMBER	38	42	Fuel card #
Odometer	NUMERIC	6	0	ODOMETER READING	43	48	Odometer
Misc keyboard entry	NUMERIC	4	0	MILES DRIVEN	49	52	
Pump #	NUMERIC	1	0	FUEL TYPE	53	53	Fuel type
Product #	CHAR	3		FUEL DESC	54	56	
Quantity	NUMERIC	5	1	GALS PUMPED	57	61	Gallons - Qty
Price	NUMERIC	7	3	COST PER GALLON	62	68	Cost/gallon
Total	NUMERIC	4	1	MILES PER GAL	69	72	Miles/gallon
Site X	NUMERIC	5	2	COST PER MILE	73	77	
Equipment	NUMERIC	10	0		93	102	Equipment code

4. Phoenix SCC

Fuel File from Phoenix SCC (Input)					Positions		
COLUMN_NAME	DATA_TYPE	LENGTH	NUM_SCALE	COLUMN_HEADING	from	to	Munis import
Date	NUMERIC	6	0	DATE OF TRANS	1	6	Read date
Time	NUMERIC	4	0	TIME OF TRANS	7	10	Read time
Transaction #	NUMERIC	4	0	TRANSACTION NUMBER	11	14	
Account #	CHAR	4		ACCOUNT NUMBER	15	18	
Driver #	CHAR	4		DRIVER NUMBER	19	22	
Vehicle #	NUMERIC	4	0	VEHICLE NUMBER	23	26	Equipment code
Odometer	NUMERIC	6	0	ODOMETER READING	27	32	Odometer
Misc keyboard entry	NUMERIC	10	0	MISC KEYBOARD ENTRY	33	42	
Pump #	NUMERIC	2	0	PUMP NUMBER	43	44	
Product #	NUMERIC	2		PRODUCT NUMBER	45	46	
Amount	NUMERIC	8	1	GALS PUMPED	47	54	Gallons - Qty
Price	NUMERIC	4	3	COST PER GALLON	55	58	Cost/gallon
Total	NUMERIC	6	1	TRANSACTION TOTAL	59	64	Total cost
Site #	NUMERIC	2	2	COST PER MILE	65	66	

Note:

Date format: MMYDD

5. Fuel Master

Fuel File from Fuel Master (Input)				Positions		
COLUMN_NAME	DATA_TYPE	LENGTH	NUM_SCALE	from	to	Munis import
TRANSACTION #	NUMERIC	2	0	1	2	
FUEL SITE ID	CHAR	4		3	6	
TRANS DATE	NUMERIC	6	0	7	12	Read date
TRANS TIME	NUMERIC	4	0	13	16	
USER ID	CHAR	9		17	25	
VEHICLE ID	CHAR	8		26	33	Equipment code
ODOMETER	NUMERIC	6	0	34	39	Odometer
AGENCY	CHAR	5		40	44	
PRODUCT #	NUMERIC	2	0	45	46	
HOSE NUMBER	NUMERIC	2	0	47	48	
QUANTITY	NUMERIC	9	2	49	57	Gallons - Qty
UNIT COST	NUMERIC	7	4	58	64	Cost/gallon
COST	NUMERIC	11	2	65	75	Total cost

Note:

All numeric fields with num_scale > 0 include a period (.) preceding the number of decimal places (num_scale) and take up one unit of the total length.

Trans Date only contains the last 2 digits of the year. "20" will be added to store the 4 digit year.

Vehicle ID is an 8 character value that is stored on the piece of equipment in a specified user-defined field. The user-defined field will be selected when defining the import.

6. TRN85-Fuelman

TRN85P FIELD NAME	From – To	FIELD DESCRIPTION	FIELD FORMAT	DEC KEY	Munis import
	(txt only)				
CECLICID	1 - 8	CUSTOMER LICENSEE	NUMERIC		
CECUSID	9 - 16	CUSTOMER ID	NUMERIC		
CECNAME	17 - 46	CUSTOMER NAME	ALPHANUMERIC		
CECBGID	47 - 54	BILL GROUP ID	NUMERIC		
CECVGID	55 - 62	VOLUME GROUP ID	NUMERIC		
CEHLICID	63 - 70	SHARED LICENSEE	NUMERIC		
CESHCUSID	71-78	SHARED CUSTOMER ID	NUMERIC		
CEPERMIT	79 - 94	CUSTOMER PERMIT	ALPHANUMERIC		
CEARPID1	95 - 101	ACCT REP ID	NUMERIC		
CEINVDAT	102 - 109	INVOICE DATE	DATE (MM/DD/YY)		
CEINVID	110 - 117	INVOICE NUMBER	NUMERIC		
CEINVDUED	118 - 125	INVOICE DUE DATE	DATE (MM/DD/YY)		
CEMERINV	126 - 137	MERCHANT INVOICE NUMBER	ALPHANUMERIC		
CEPOID	138 - 149	CUSTOMER PO	ALPHANUMERIC		
CECTPID	150 - 157	CUSTOMER TYPE ID	NUMERIC		
CEVEHID	158 - 169	VEHICLE ID	NUMERIC		
CEVEHNO	170 - 179	VEHICLE NUMBER	ALPHANUMERIC		Equipment code
CEVDESC	180 - 209	VEHICLE DESCRIPTION	ALPHANUMERIC		
CEVDPTN	210 - 239	VEHICLE DEPARTMENT	ALPHANUMERIC		
CEVSUBD	240 - 245	VEHICLE SUB-DEPARTMENT	NUMERIC		
CEEMPID	246 - 257	EMPLOYEE ID	NUMERIC		
CEEMPNO	258 - 267	EMPLOYEE NUMBER	ALPHANUMERIC		
CEEMNAME	268 - 297	EMPLOYEE NAME	ALPHANUMERIC		
CEEMDPTN	298 - 327	EMPLOYEE DEPARTMENT	ALPHANUMERIC		
CEEMSUBD	328 - 333	EMPLOYEE SUB-DEPARTMENT	NUMERIC		
CESLICID	334 - 341	SITE LICENSEE	NUMERIC		
CENWSITID	342 - 349	NETWORK SITE ID	NUMERIC		
CESMDESC	350 - 379	SITE DESCRIPTION	ALPHANUMERIC		
CESITADD1	380 - 419	SITE ADDRESS	ALPHANUMERIC		
CESITCTY	420 - 449	SITE CITY	ALPHANUMERIC		
CESITST	450 - 451	SITE STATE	ALPHANUMERIC		
CESITZIP	452 - 461	SITE ZIP	NUMERIC		
CEDATE	462 - 469	TRANSACTION DATE	DATE (MM/DD/YY)		Read date
CETIME	470 - 474	TRANSACTION TIME	24 Hr numeric only		
CEPRODID	475 - 482	PRODUCT ID	NUMERIC		Fuel type
CEPMDESC	483 - 512	PRODUCT DESCRIPTION	ALPHANUMERIC		
CEPRDTYPE	513 - 516	PRODUCT TYPE	ALPHANUMERIC		
CEQTY	517 - 527	QUANTITY	NUMERIC	3	Gallons - Qty
CETRNTYPE	528 - 537	TRANSACTION TYPE	ALPHANUMERIC		
CECUSAMT	538 - 550	CUSTOMER AMOUNT	NUMERIC	2	Total cost

CECTAX	551 - 563	CUSTOMER TAXES	NUMERIC	2	
CECF TAX	564 - 576	CUSTOMER FEDERAL TAXES	NUMERIC	2	
CECSTAX	577 - 589	CUSTOMER STATE TAXES	NUMERIC	2	
CECOTAX	590 - 602	CUSTOMER OTHER TAXES	NUMERIC	2	
CEVDISC	603 - 615	VOLUME DISCOUNT	NUMERIC	5	
CEODOMETER	616 - 627	ODOMETER	NUMERIC		Odometer
CEMILES	628 - 633	MILES	NUMERIC		
CEAUTHID	634 - 648	AUTHORIZATION ID	ALPHANUMERIC		
CEEXCPT	649 - 650	EXCEPTION ID	NUMERIC		
CETRXID	651 - 662	TRANSACTION ID	NUMERIC		
CETRXNO	663 - 668	TRANSACTION NUMBER	NUMERIC		
CEMPG	669 - 677	MILES PER GALLON	NUMERIC	1	Miles/gallon
CECSTMIL	678 - 690	COST PER MILE	NUMERIC	5	
CESVCDUE	691 - 691	SERVICES DUE FLAG	ALPHANUMERIC	1	

7. Fuelmaster-Plus

Field	Description	From	To	Width	Format	Example	Munis import
1	Transaction Number	1	9	9	123456789	111111058	
2	Transaction Code	10	11	2	12	0	
3	Site ID	12	15	4	1234	AIRZ	
4	Tank	16	17	2	12	2	
5	Hose Number	18	19	2	12	2	
6	Product Number	20	21	2	12	2	Fuel type
7	Vehicle ID	22	29	8	12345678	15	Equipment code
8	Odometer	30	36	7	1234567	6512386	Odometer
9	User ID	37	45	9	123456789	4017	
10	Transaction Date/Time	46	59	14	mmddyyyyhhmmss	11192003125959	Read date
11	Quantity	60	69	10	123456.789	7.315	Gallons - Qty
12	Unit Cost	70	79	10	123456.789	1.599	
13	Total Cost	80	89	10	123546.789	9.865	Total cost
14	Price Level	90	91	2	12	1	
15	Agency	92	98	7	1235467	AGENCY1	
16	Organization	99	101	3	123	ORG	
17	Department	102	107	6	123456	DEPTID	
18	Vehicle Customer ID	108	116	9	123456789	1258	
19	User Customer ID	117	125	9	123456789	3589	
20	Internal Key #	126	134	9	123465789	1	
21	2 nd Internal Key #	135	143	9	123456789	5	
22	Transfer Site ID	144	147	4	1234	AIRX	
23	Transfer Tank #	148	149	2	12	2	
24	Credit Card ID	150	168	19	XXXXXXXXXXXXXXXX2578	XXXXXXXXXXXXXXXX2578	
25	Credit Card Type	169	172	4	1234	4	
26	Credit Card Transaction ID	173	181	9	123456798	579644366	
27	FMU Transaction Number	182	188	7	1234567	1259963	
28	Transaction # per Site	189	197	9	123456789	5555511112	
29	Prepaid Card Balance	198	205	8	12345.67	55555.55	

30	Prepaid Card Credit	206	21 3	8	12345.67	5555.55	
31	Miscellaneous Field 1	214	26 3	50	XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX	XXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX XXX	
32	Miscellaneous Field 2	264	31 3	50	XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX	XXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX XXX	
33	Miscellaneous Field 3	314	36 3	50	XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX	XXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX XXX	
34	Miscellaneous Field 4	364	41 3	50	XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX	XXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX XXX	
35	Miscellaneous Field 5	414	46 3	50	XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX	XXXXXXXXXXXXXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXX XXX	

8. Gasboy CFN

Description	Type	Length	Start	Munis import
System Type	N	1	1	
Site ID Number	N	6	2	
Transaction Number	N	6	8	
CFN Sequence Number	N	4	14	
CFN Status Code	N	1	18	
Total Price in Hundredths	N	8	19	
CFN Account to Charge	N	1	27	
Transaction Type	N	1	28	
Product Code	N	2	29	
Unit Price in Thousandths	N	4	31	Cost
Quantity in Thousandths	N	8	35	Gallons
Hours in Tenths	N	8	43	
Odometer in Tenths	N	8	51	Odometer
Pump Number	N	2	59	
Date (YYYYMMDD)	N	8	61	Date
Time (HHMM)	N	4	69	Time
Error Code	N	2	73	
CFN Authorization Number	A	6	75	
Series 1000 Card Number	N	6	81	
Key 1/VM	N	6	87	
Key 2	N	6	93	
Account Field Length	N	2	99	
User Defined ID Fields	A	30	101	Asset (125 – 130)
Manual Entry Number	N	20	131	
CFN Device Type	A	1	151	
CFN Device Drop	A	1	152	
CFN # of Digits After Quantity Decimal Point	N	1	153	
CFN Kind of Transaction	N	1	154	
CFN Issuer Field	N	20	155	
CFN Expiration Date	A	4	175	
CFN Physical record Number	N	4	179	
MPG in Tenths	N	4	183	MPG
Miles Traveled	N	4	187	
TopKAT Vehicle Number	N	5	191	
TopKAT Vehicle Department Number	N	4	196	
TopKAT Manual Entry Department Number	N	4	200	
TopKAT Pulse Rate	N	1	204	
TopKAT Tank Number	N	2	205	
TopKAT Cum. Vehicle Quantity in Tenths	N	6	207	
TopKAT Cum. Manual Entry Quantity in Tenths	N	6	213	

Future Expansion	N	20	219	
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9. Petro Vend (CSV)

The Petro Vend layout is as follows. File data will be set in Munis, on the Equipment Asset Fuel Transaction record, and the Work Order noted in the Work Order Mapping program for a particular vehicle, according to the following mapping:

Field Number	Field	Max	Equipment Asset Fuel Record	Work Order record
1	Card Number 1	19	N/A	N/A
2	Card Number 2	19	N/A	N/A
3	Transaction Date	8	To Fuel/Meter Date	Actual Inventory Issue Date
4	Transaction Time	4	To Fuel/Meter Time	N/A
5	Transaction Number	4	N/A	N/A
6	Sequence Number	3	N/A	N/A
7	Site Number	3	N/A	Inventory Location
8	Pump Number	2	N/A	N/A
9	Fuel Type	2	Fuel Type Misc Code.	N/A
10	Quantity	7	To Fuel/Meter Quantity (decimal implied)	Actual Inventory Qty
11	Price Per Gallon	5	N/A – Price will be set by Inventory record	N/A – Price will be set by Inventory record
12	Odometer	7	To Fuel/Meter Odometer	N/A
13	Space		N/A	N/A
14	Dept/Div	4	N/A	N/A
15	Account Name	9	N/A	N/A
16	Driver Name	9	N/A	N/A
17	Vehicle Name	9	Equipment ID	N/A
18	Space		N/A	N/A
19	Space		N/A	N/A
20	Checksum	2	N/A	N/A
21	Space		N/A	N/A

22	Space		N/A	N/A
23	Transaction Status	1	All statuses in Petro Vend are valid for import	N/A