



**Request for Information
RFI-4552-18-SH**

FLEET FUEL CARD SERVICES

RESPONSES DUE:

August 21, 2018 prior to 2:30 P.M.

Accepting Electronic Responses Only

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System
(RMEPS)**

www.bidnetdirect.com/colorado

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

Purchasing Representative:

Susan Hyatt

Phone: (970) 244-1513

susanh@gjcity.org

This solicitation has been developed specifically for a Request for Information intended to solicit informational responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All responders are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

Overview and Information Introduction

The City of Grand Junction Fleet Services Division (City), Mesa County Fleet Division (County) and Mesa County Valley School District 51 (School District); as a cooperative unit, are soliciting Information for Fleet Fuel Card Services. The Cooperative Group will evaluate responses to this RFI to establish budgetary and functional requirements for a possible future procurement.

NOTE: This is not an Invitation for Bid or a Request for Proposal. Respondents will not receive any individual feedback on their comments and suggestions. The Cooperative Group will review and evaluate all responses for possible inclusion in a final Request for Proposal.

The purpose of this Request for Information (RFI) is to gather information. **No contract or award will be made based on the results of this process.**

The City of Grand Junction is located in Mesa County, Colorado on the western slope of the Rockies, midway between Denver, Colorado and Salt Lake City, Utah. Grand Junction is a full service City operating under a Council-City Manager structure. It is the County Seat and is the largest city on the western slope of Colorado with a population of approximately 62,000 within City Limits and approximately 149,000 county-wide.

Mesa County lies on the Western border of Colorado and covers 3,309 square miles. Five municipalities sit within its boundaries and account for just over 40 square miles. The remainder of the land is unincorporated.

Mesa County Valley School District 51 is the tenth largest school district in the state of Colorado. Within the School District there are 25 Elementary Schools, eight Middle Schools and five High Schools. The School District also contains 11 charter schools and alternative programs.

The Tentative Calendar of Events will be:

RFI available	on or about July 30, 2018
Questions Due	August 10, 2018 at noon
Addendum posted, if needed	August 14, 2018
Responses due	August 21, 2018 prior to 2:30 P.M.

Project Background

The Fleet Fuel Card Cooperative Group is currently using Voyager card services consisting of mostly a payment card for gasoline and diesel. The annual fuel estimations at local stations are as follows:

- The City will purchase approximately 160,000 gallons of diesel and 210,500 gallons of unleaded
- The County will purchase approximately 170,000 gallons of unleaded fuel and 16,000 gallons of diesel
- The School District will purchase approximately 30,000 gallons of diesel and 81,000 gallons of unleaded

The cumulative total of fleet fuel cards varies, but the following estimates should be used:

- City – 525 cards assigned by unit number to specific vehicles with 880 individual PIN numbers
- County – 527 cards assigned by unit number to specific vehicles with 1,186 individual PIN numbers
- School District – 393 cards assigned by unit number to specific vehicles with approximately 300 individual PIN numbers

Project Goals

The universal fleet card system must be able to provide comprehensive driver, vehicle and exception reports available on line for review at any time and interface with City's and Mesa County's fleet management software system (CCG Faster). An electronic download of daily fuel transactions (tax exempt) will be required on a weekly basis. Weekly transaction reports and downloads must include the following minimum information: 1) vehicle unit number; 2) employee P.I.N. number; 3) odometer/hour meter readings; 4) location; 5) fuel type and quantity; 6) total cost of fuel transaction. Exception reporting is to include miles per gallon variances, product variances, excess fuel purchases and pattern discrepancies.

Fuel card system must provide internet accessibility to City, County and School District for review of account information and activity. Fuel card system is to also have the capability to set limits on fuel transactions (quantity and type of fuels) and limit cards to fuel purchases only. Any and all costs associated with the setup of an interface between a vendor and CCG Faster for weekly fuel transaction downloads will be at the vendor's expense. CCG Faster can be contacted at 1-800-753-2783 or at www.ccgsystems.com.

Information Requirements

The desire, at this stage of the process, is to obtain information about fleet fuel card services that may be new or improved over what the Cooperative Group is currently using. Please address **each one** of the following points in your response. **Include any major or minor items of information, even if not specifically requested, that would normally and reasonably be provided.** **Responses should be labeled and addressed as seen below.** Responses shall include, but are not limited to, the information and descriptions for the following:

- 1) General System Features
 - A. Please describe your experience in implementing Fleet Fuel Card Services.
 - B. Have your card services been deployed for more than one year in a governmental fleet environment? If yes, please provide names and contact information of all government contracts. If no, please provide information about how long your card services have been on the market and the number of governmental customers you have.
 - C. Is this same Fleet Card Service offered as part of a national or local cooperative alliance (i.e., WSCA, NJPA, NASPO, etc.)?

- 2) Describe the features your system offers and address each of the following:
 - A. New or replacement card charges (specify if different)
 - B. Discuss how individual cards are managed (adds, deletes, etc.)
 - C. Specify pricing structure, i.e., does your system charge a flat fee per gallon above rack, a percentage above rack, full pump price with volume rebates, etc.
 - D. Explain how the program is self-administered and how transactions are processed
 - E. Address whether or not PIN numbers can be assigned by each entity in the cooperative group or if they are automatically system-assigned, including a minimum and maximum limit for the number of digits in a PIN
 - F. Provide interface costs and your plan for interface implementation with Faster
 - G. Provide information regarding flexibility of the card system – can it be limited to fuel only, or be expanded to include fuel and vehicle maintenance
 - H. Specify if transaction limits unique to each individual card can be assigned
 - I. Explain if cards can have varying transaction limits or limit the number of transactions per day, per billing cycle, etc.
 - J. Clarify if use of the fleet fuel card can be prohibited at specific stations
 - K. Describe how taxes are handled in your system. As tax exempt organizations, the City, County and School District are interested in the abilities of your system.
 - L. Specify if fuel locations are limited, either by brand acceptance or independent stations
 - M. Describe receipt process, including whether or not electronic receipts are available

- 3) Explain your system's QA/QC component, including but not limited to:
 - A. Enter/track multiple units and cardholders
 - B. System outages or other emergency situations
 - C. Address how transactions are checked and verified
 - D. Discuss purchasing controls and fraud alerts
 - E. Explain how disputes are handled

- 4) Provide detail regarding your system's Reporting component, including but not limited to:
 - A. Easily formatted reports
 - B. Customized reports
 - C. Specify significant figures and rounding rules
 - D. Ability to notify manager of finalized reports
 - E. Ability to create and email reports from system
 - F. Ability to import analytical data from Faster or other programs

- 5) Technical support: Please explain your technical support services, including support structure, response time, support contact costs, etc.

- 6) Estimate costs: Please provide detailed costs for providing services.

- 7) Additional information: Please provide any comments or suggestions you may have regarding this RFI.

Administrative Requirements and Instructions

1. **Request for Information package:** *Each Information response shall be submitted in electronic PDF format only through the Rocky Mountain E-Purchasing website at www.bidnetdirect.com/colorado. This site offers both “free” and “paying” registration options that allow for full access of the City’s documents and for electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Please plan accordingly.)* The RFI document can also be viewed at www.gjcity.org/business-and-economic-development/bids. Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**)
2. **Public Opening:** Responses shall be opened in the City Hall Auditorium, 250 North 5th Street, Grand Junction, CO 81501, immediately following the solicitation deadline. Offerors, their representatives and interested persons may be present. Only the names and locations on the proposing firms will be disclosed.
3. **Questions Concerning RFI:** Any questions concerning this project shall be directed to: Susan Hyatt at the City of Grand Junction, Colorado 250 N, 5th Street, Grand Junction, Colorado 81501, E-mail susanh@gjcity.org.
4. **Confidential Material:** All materials submitted in response to this Solicitation shall ultimately become public record and shall be subject to inspection after contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information clearly identified with the words **“Confidential Disclosure”** and uploaded as a separate document shall establish a confidential, proprietary relationship. Any material to be treated as confidential or proprietary in nature must include a justification for the request. The request shall be reviewed and either approved or denied by the City. If denied, the respondent shall have the opportunity to withdraw its entire response, or to remove the confidential or proprietary restrictions. Neither cost, nor pricing information, nor the total response shall be considered confidential or proprietary.

Signature Form

RFI-4552-18-SH FLEET FUEL CARD SERVICES

Company Name – (Typed or Printed)

Authorized Representative – (Typed or Printed)

Authorized Signature

Phone Number

Address of Firm

E-mail of Representative

City, State, and Zip Code

Date