

MOTION NO. M2014-68

Non-revenue fleet fuel and maintenance card program

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operation and Administration Committee	10/02/2014	Final Action	Bonnie Todd, Executive Director of Operations John Weston, Deputy Director of Facilities, Capital, Maintenance, and NRV Programs

PROPOSED ACTION

Authorizes the chief executive officer to execute a one-year contract with four one-year options with Comdata Corporation to provide fleet fuel and maintenance card program services for the Sound Transit non-revenue fleet for a total authorized contract amount not to exceed \$2,068,450.

KEY FEATURES SUMMARY

- This contract establishes a fuel credit card/payment system for Sound Transit Fleet Administration that can be used by staff for fleet related expenses such as fuel, maintenance and miscellaneous service at any automotive provider that accepts MasterCard.
- The contract scope includes the ability to maintain fleet fuel credit cards and accounts online, review and approve fleet related transactions online, apply card restrictions, order/issue new cards on an as-needed basis, and run fuel exception and transaction reports by vehicle, driver or card number.
- The contract also includes funding for fuel and maintenance services. Maintenance services include towing, oil changes, and repair or replacement of windshield wipers, tires, shocks, brakes and other mechanical items. These services were budgeted based on anticipated and historical usage.
- The contractor does not require any fees to be paid by Sound Transit. Sound Transit will receive a 1% rebate on monthly purchases. An additional 1% prompt pay discount is available if the invoice is paid within 14 days.
- The requested amount covers the anticipated costs for the entire five year term and includes an allowance to handle vehicles added for the opening of University Link in 2016.

BACKGROUND

Sound Transit owns, operates and maintains 176 non-revenue vehicles and equipment. Fueling and maintenance activity is currently handled under a piggyback contract with Comdata Corporation through the Washington State Department of Enterprise Services (DES). This contract initially was scheduled to end on August 31, 2013 but was extended to allow agencies more time to transition to other fuel card service contracts.

In May 2014, Sound Transit determined that it was in the agency's best interests to procure for this service based on Sound Transit's own needs and requirements, rather than piggybacking on the DES contract. The contract with Comdata Corporation will allow Sound Transit to utilize more merchants for fuel and maintenance services than the limited merchants available through the current DES contract.

A Request for Proposals was issued on July 17, 2014. Sound Transit received two proposals, and Comdata Corporation submitted the only proposal that was determined to be responsive and responsible.

FISCAL INFORMATION

The proposed action will be funded from Non-Revenue Vehicle fuel budget and NRV Maintenance Service budget within the Operations Department annual operating budget. The estimated costs for fuel are about 70% of the contract value and the vehicle maintenance costs would be about 30%

The NRV fuel budget in 2014 is \$252,000. Forecast at the end of October is \$190,000. There is enough budget to cover the \$42,000 anticipated expenses under this contract for the remaining of the year. The NRV maintenance service budget is \$107,000 with a forecast of \$72,000, leaving sufficient funds to cover anticipated costs of \$18,000 for the remaining year.

Expenses occurring after 2014 will be included in future annual budgeting cycle.

Current Year Operations Department Materials/Supply and Service Budget	Adopted 2014 Budget	Spent and Committed to date in 2014	Contract Expenditures 2014	Remaining 2014 Budget
NRV Fuel Budget	252	190	42	20
Other Operations Department Materials/Supplies	175	156	N/A	19
Total Operations Department Materials/Supplies Budget	427	346	42	39
NRV Maintenance Services Budget	107	72	18	17
Other Operations Department Maintenance Budget	1,062	103	N/A	959
Total Operations Department Services Budget	1,169	175	18	976

Contract Spending Plan	Prior Year(s) Spending			Total
	2014 Spending	Future Spending		
Comdata Card Services		60	2,008	2,068

Contract Budget	Approved	Spent to Date	Proposed Action	Contract Value
Comdata Card Services	-	-	2,068	2,068
Contingency	-	-	-	-
Total Contract	-	-	2,068	2,068
Percent Contingency	-	-	0%	0%

Notes:

Spent and Committed to Date = YTD actuals + forecast.

Amounts are expressed in Year of Expenditure \$000.

Board Approvals = Committed to-date + Contingency, and includes pending Board Actions.

The budget for Non-Revenue Vehicle fuel is embedded in Operations Department Materials and Supplies budget. The budget for Non-Revenue Vehicle maintenance budget is embedded in Operations Department Service budget. Both budgets can be found on page 90 of 2014 Adopted Budget.

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an

examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that Small Business and DBE subcontracting opportunities are infeasible or improbable based upon the work described in this contract, so Small Business/DBE goals were not established or required.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one or two month delay in Board approval would have no significant impact. The state contract with Comdata Corporation was extended to allow agencies time to transition to alternate fuel card programs.

ENVIRONMENTAL REVIEW

JI 9/12/2014

LEGAL REVIEW

JW 9/26/2014

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A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a one-year contract with four one-year options with Comdata Corporation to provide fleet fuel and maintenance card program services for the Sound Transit non-revenue fleet for a total authorized contract amount not to exceed \$2,068,450.

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MOTION:

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a one-year contract with four one-year options with Comdata Corporation to provide fleet fuel and maintenance card program services for the Sound Transit non-revenue fleet for a total authorized contract amount not to exceed \$2,068,450.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on October 2, 2014.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Marcia Walker
Board Administrator