

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: March 1, 2020

NOTICE OF CONTRACT

COMMODITY: Fuel Card Services

CONTRACT NO.: 8002671

NIGP: 946-3550

VENDOR: WEX Bank
7090 South Union Park Center
Suite 350
Midvale, UT 84047

VENDOR # : 176090

CONTACT PERSON(S): If you have any questions in regards to the following, please contact the Strategic Account Specialists (SAS) group at **(866) 627-8039**:

- o Account changes involving security, address changes, billing, or report delivery
- o Web site access or questions
- o Invoice questions
- o Card use questions
- o Transaction authorizations and disputes

WEX is available 8:00 AM to 6:00 PM Eastern Time. Calls outside this time frame will roll down to their 24/7 customer service area.

Municipalities with existing accounts should be directed to Customer Service at **(800) 492-0669** for questions

Municipalities wanting to open a new account should call the government Sales Team at **(866) 527-8870**

Contract related questions should be directed to Janet Webb (Strategic Relationship Manager) at (207) 749-6176

EFFECTIVE FROM: March 1, 2020 through February 28, 2023

PAYMENT & TERMS: The Contractor shall be required to furnish to the State of New Hampshire a complete itemized electronic invoice for all fuel purchased per card and include the following minimum requirements on a monthly basis:

- o Quantity of fuel purchased
- o Cost of fuel purchased
- o Taxes paid, if applicable; taxes shall be broken down in detail by tax.
- o Person receiving fuel
- o Date and time of purchase
- o Total of the fuel bill
- o Location

Any invoice that cannot be substantiated by documentation will not be paid until sufficient documentation has been provided to support the charges being billed.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the services to the State's satisfaction

ORDERING: If you are interested in establishing an account with WEX, contact your agency business office. If your agency has not established an account yet, please contact Colin Capelle for further instructions on how to set up an account.

QUESTIONS: Direct any questions to Colin Capelle, 603-271-3135 or Colin.Capelle@das.nh.gov or fuelcards@nh.gov