



**LIVINGSTON COUNTY, MICHIGAN**  
**MOTOR POOL DEPARTMENT**

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Web Site: [www.livgov.com/carpool/Pages/default.aspx](http://www.livgov.com/carpool/Pages/default.aspx)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Motor Pool Director**  
**Date: January 25, 2018**  
**Re: RESOLUTION AUTHORIZING THE USE OF THE WEX BANK FKA WRIGHT EXPRESS FLEET CARD PROGRAM TO PROVIDE FUEL FOR LIVINGSTON COUNTY MOTOR POOL VEHICLES – GENERAL GOVERNMENT/ FINANCE/ BOARD**

Attached for your review and approval is a resolution to authorize piggybacking from the State of Michigan Contract (071B7700171) with WEX Bank, formerly known as Wright Express, for fleet card services using the Speedway Rebate Program. Motor Pool has been utilizing a similar program with Wex Bank via the National Joint Powers Alliance (NJPA) contract which expires on April 1, 2018. All aspects of the program will remain the same with the exception of an increase in our current rebate of 1% at non-speedway locations to 1.25%. We will receive a rebate of 2.58% on unleaded and 3.80% on diesel purchases made at all Speedway locations. The only cost to the County under this program will be if we were to request any type of expedited shipping for replacement or lost cards.

WEX Bank is accepted wherever Mastercard and Visa are accepted including Costco, Kroger, and Meijer. The benefits of having more participating locations include the reduction in the number of employee reimbursements for fueling a County vehicle and an increase in the County receiving tax-exemption on the purchase.

We will continue to have several pre-purchase controls, tracking and reporting features such as:

- **Pre-Purchase:** Transaction is authorized only when a vehicle-specific gas card and employee PIN number match. Transactions per day and gallons per fill and day can be limited. Mileage is entered with each transaction.
- **Tracking:** Web-based tracking of transactions is available 24/7. Vehicle cards and pin-numbers can be disabled in real-time by Motor Pool staff
- **Reporting:** Receive a monthly bill in excel format that can be customized as Motor Pool requires (by vehicle, driver, department, etc.) for chargeback's. Each transaction contains the deduction of taxes at time of purchase, the mileage entered, and a mileage per gallon calculation.

Therefore, I am recommending that the attached resolution be approved which authorizes piggybacking on the State of Michigan contract with WEX Bank. The contract period is until September 30, 2020 and contains renewal options for up to three (3) additional one-year periods.

If you have any questions regarding this program, please do not hesitate to contact me at 517-540-7847 or extension 7847.