



CITY OF HONDO, TEXAS

REQUEST FOR PROPOSAL

FOR

FLEET FUEL CARD SERVICES

RFP# 14-007

PUBLISHED DATE: May 15, 2014
RESPONSE DUE DATE: June 12, 2014

Interested vendors must submit a RESPONSE PACKAGE of one (1) original and six (6) copies, to Gloria Colbath, City Secretary, City of Hondo, City Hall, 1600 Avenue M, Hondo, Texas 78861 by no later than 2:30 p.m. (CST), June 12, 2014.

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Advertisement for Request for Proposals

The City of Hondo is accepting Requests for Proposals for Fleet Fuel Card Services per the attached requirements and general conditions.

The complete Request for Proposal document package is available at the City's website at: www.hondo-tx.org within the public notices tab.

One (1) original and six (6) copies of the proposal must be submitted by June 12, 2014 at 2:30 p.m. (CST). The proposals, marked "original" and "copy", must be submitted in a sealed envelope with the following information marked plainly on the front:

City of Hondo
Attn: Gloria Colbath, City Secretary
1600 Avenue M
Hondo, TX 78861

Bid # 14-007 Fleet Fuel Card Services

No oral explanation in regard to the meaning of the specifications will be made and no oral instructions will be given before the award of the contract. Request from interested vendors for additional information or interpretation of the information included in the specifications should be directed in writing to:

Kim Davis, Assistant City Manager
Email: kdavis@hondo-tx.org

The deadline for receipt of written questions shall be 12:00 PM (Noon) CST, Friday, May 30, 2014.

A written response will be posted on the City website www.hondo-tx.org under the public notices tab.

The City of Hondo reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the City of Hondo.

Request for Proposals Acknowledgement and Anti-Collusion Certification

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this proposal and (ii) the vendor and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the Hondo City Council or any employees or agents of the City with regard to this proposal.

The undersigned further certifies that the enclosed proposal is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming proposal may result in partial or full rejection of the proposal.

Company Name

Authorized Signature

Date

Print or Type Signatory Name

Address

Position / Title

City / State

Zip Code

Phone Number

Fax Number

E-Mail

Web Page

Section 1 – Instructions for Submission of Proposal

Section 1.1 General Conditions

In submitting this proposal, the Bidder understand and agrees to be bound by the following terms and conditions. These terms and conditions shall become a part of the purchase order or contract and will consist of the invitation to bid, specifications, the responsive bid and the contract with attachments, together with any additional documents identified in the contract and any written change orders approved and signed by a city official with authority to do so. All shall have equal weight and be deemed a part of the entire contract. If there is a conflict between contract documents, the provision more favorable to the City shall prevail.

Section 1.2 Bid Time

It shall be the responsibility of each Bidder to ensure his/her proposal is turned in to the City of Hondo on or before June 12, 2014 at 2:30 p.m. (CST). Proposals received after the time stated above will be considered ineligible and returned unopened.

All attached proposal documents are to be returned completely filled out, totaled and signed. Envelopes containing proposals must be **sealed**.

Section 1.3 Late Submission

The City will not receive/accept any late proposal submissions after the due date and time.

Section 1.4 Preparation of Offers

Proposal forms should be typed, printed or written in ink. Proposals written in pencil will not be considered for an award.

Section 1.5 Withdrawing Bids/Proposals/Quotes

Proposals may be withdrawn any time prior to the official opening; request for non-consideration of proposals must be made in writing to the City Secretary and received prior to the time set for opening proposals. The bidder warrants and guarantees that his/her proposal has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes.

Section 1.6 Irregular Bids/Proposals/ Quotes

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids, or irregularities of any kind. However, the City of Hondo reserves the right to waive any irregularities and make the award in the best interest of the City.

Section 1.7 Addenda to Solicitation

If necessary, the City may modify this solicitation by formal written addendum, which is posted within the City's website. Respondents shall acknowledge by completing addendum form provided by the City. The addendum form should be signed and returned as part of the proposal response. Failure to do so may cause the proposal to be ineligible for consideration for contract award. No oral or informal addendum to this solicitation shall be binding on the City.

Section 1.8 Rejection/Disqualification

The City reserves the right to accept or reject any or all statement of qualifications or any part thereof, to waive all technicalities, and to accept the offer or offers that are determined to provide the best benefit to the City. A failure to provide any requested information may result in rejection of a statement of qualifications, in whole or in part, at the City's sole discretion. However, the City reserves the right to request additional or clarifying information from a Proposer after a statement of qualifications has been submitted. Such information may be used to further evaluate the Proposer's statement qualifications.

Section 1.9 Solicitation Costs

All costs incurred by the Proposer in the preparation, printing, demonstration or negotiation of its statement of qualifications shall be borne by the Proposer. This solicitation does not obligate or commit the City to pay any costs incurred in the preparation and submission of this request for proposals or to contract for the goods/services specified. Further, the City is not obligated to pay any costs incurred by any Proposer as a direct result of errors or omissions committed by the City employees or agents in the preparation of this solicitation and the processing of the Proposer's statement of qualifications. It is incumbent upon each Proposer submitting a proposal to verify the accuracy of the information herein contained based upon each Proposer's research and information, and to immediately advise the City of any discrepancies.

Section 1.10 Award of Bid

The bid award will be made within ninety (90) days after the opening of bids. No award will be made until after investigations are made as to the responsibilities of the best bidder.

The City of Hondo reserves the right to award bids whole or in part when deemed to be in the best interest of the City. Bidder shall state on bid form if their bid is "all or none", otherwise it shall be considered as agreeing to this section.

Information contained in submitted proposal documents are subject to the Texas Public Information Act and shall not be available for inspection until after the award has been made by City Council. Requests for this information must be submitted in writing to the City Secretary.

Section 1.11 Assignment

The successful bidder shall not assign his/her rights and duties under an award without the written consent of the City of Hondo City Manager. Such consent shall not relieve the assignor of liability in the event of default by his assignee.

Section 1.12 Substitutions/Exceptions

Exceptions/variations from the specifications may be acceptable provided such variations, in each instance, is noted and fully explained in writing and submitted with proposal. No substitutions or changes in the specifications shall be permitted after award of bid without prior written approval of the City Manager or their designee.

Section 1.13 Tax Exemption

Unless otherwise noted, the City is exempt from all, and shall not pay or reimburse the proposer with respect to any local, state, and federal taxes.

Section 1.14 References

A minimum of three (3) references, from similar governmental entities, organizations and/or entities that Proposer has provided with similar services. The Company name, contact and phone number must be included with each reference.

Section 1.15 Prohibition Against Personal Financial Interest in Contracts

No employee of the City of Hondo shall have a direct or indirect financial interest in any proposed or existing contract, purchase, work, sale or service to or by the City.

Section 1.16 Disclosure of Interest

Pursuant to Chapter 176 of the Texas Local Government Code, a person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods or services with the City of Hondo must file a completed conflict of interest questionnaire, Attachment A, of this request for proposals. This conflict of interest questionnaire must be filed in conjunction with the proposal submittal.

Section 1.17 Termination/Non Performance

Continuing non-performance of the vendor in terms of Specifications set forth in the contract documents shall be a basis for the termination of the contract by the City. The City of Hondo reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful bidder fails to 1) Meet delivery schedules or, 2) Otherwise not perform in accordance with the Specifications set forth in the contract documents. Breach of contract or default authorizes the City to award to another bidder, and/or purchase elsewhere and charge the full increase in cost and handling to the defaulting successful bidder.

Section 1.18 Attorney Fees

If either party retains an attorney to enforce the contract, the party prevailing in litigation as determined by a court of law is entitled to recover reasonable attorney's fees and court costs.

Section 1.19 Governing Law and Venue

The construction and validity of the contract shall be governed by the laws of the State of Texas. Venue for any legal action commenced hereunder shall be in a court of appropriate jurisdiction in Medina County, Texas.

Section 1.20 Sovereign Immunity

Nothing in the Contract is intended to or shall have the effect of waiving any privileges or immunities afforded the City under Texas State Law including, but not limited to, sovereign immunity or official immunity and it is expressly agreed that the City retains such privileges.

Section 1.21 Representation of Proposer

By submitting its proposal, Proposer represents that:

- a) Proposer has read and understands this solicitation;
- b) Proposer's proposal is made in accordance with this solicitation;
- c) Proposer's proposal is based upon the information set forth in this solicitation.

Section 1.22 Equal Opportunity

The successful Proposer must agree to abide by regulations pertaining to Equal Employment set forth in all applicable local, state and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin.

Section 1.23 Evaluation Criteria

Proposals will be evaluated on the basis of their responses to all provisions of this RFP. The City may use some or all of the criteria below in its evaluation and comparison of proposals submitted. The criteria listed is not necessarily an all-inclusive list.

- | | |
|---|-----|
| • Compliance with RFP Requirements, per scope | 25% |
| • Experience and Qualifications | 25% |
| • Fuel Rebate/Discount Offered | 15% |
| • Total Cost of Solution/Fees | 25% |
| • Data Integration/Transaction Information | 10% |

Section 2 Scope of Work

The City of Hondo is seeking proposals for Fleet Card Fueling Services. The Fleet Card will be used primarily for fuel purchases. The City, as its discretion, may wish to extend its use to non-fuel purchases or minor services or repairs; may wish to limit product type(s); and may wish to limit per transaction or daily quantities. Pay-at-the-pump sales

and/or manual sales transactions should be available at all fueling locations. The requirements below are intended to give a general guideline or parameters for what the City will require. It is encouraged that proposers provide additional features and options that are available with their fuel card solution. The proposer's technical proposal presented should address the requirements below, as well as explain and/or describe additional features, options and benefits of the proposed solution. The term of this contract shall be for a period of five (5) years.

Delivery Location/Designated Person: Fleet fueling cards shall be delivered to Velma Hernandez, City of Hondo Human Resources, or designated agent, 1600 Avenue M, Hondo, Texas 78861.

Section 2.1 Approximate Usage

Estimated annual fuel usage on fleet fueling cards is 43,425 gallons of unleaded gasoline and 12,828 gallons of diesel. Approximate usage does not constitute an order, but only implies the probable quantity the City will use. Product(s)/Service(s) will be ordered on an as-needed basis. Approximate number of vehicles to be authorized: 60 current (85 anticipated maximum). The City reserves the right to add or delete any driver or vehicle at any time without additional expense. Approximate number of drivers to be authorized: 80 current (100 anticipated maximum). Service shall be available, however, to an unlimited number of drivers and vehicles. At the City's discretion they should be able to add vehicles and drivers at will, without any additional fees.

Section 2.2 Background

The City's fleet fuel card usage is primarily in the State of Texas, but may be used in any location which accepts vendor's fueling card. Fuel is purchased on an as-needed basis, with no guaranteed minimum per month to be purchased.

Section 2.3 Objectives

Fleet card fueling services must be universal with locations throughout Texas. The term "universal" in this document means that generally all major gas stations, such as: Conoco, Amoco, Chevron, Citgo, Fina, Getty, Mobil, Exxon, Sunoco, Valero, Coastal, Hess, Shell, Diamond Shamrock, Gulf Oil, etc., as well as many other regional/local companies are currently accepting the card for purchase at their stations. Provider must have multiple locations within each state, taking into consideration the population of each of the states. It is desirable that Provider have multiple locations in the city of and around the Hondo area.

Section 2.4 Credit Limit

The City requests a beginning credit limit of \$40,000.00. The City may request that this limit be extended upwards during the contract period should the City's usage increase or should fuel prices escalate. Please indicate time frame needed for approval of increased credit limit. System access by users shall not be denied without prior notification to the City.

Section 2.5 Fees

Proposer must describe in detail the nature and extent of all fees applicable to their program, i.e., monthly/annual card fees, transaction fees, software fees, report fees, etc. Complete Attachment A Fees & Discount/Rebate Form and include in your proposal.

Section 2.6 System Access

The City desires that the cards be assigned to the vehicle and that the driver be assigned a PIN number by the City which shall be valid for use with any City authorized vehicle. A six-digit, all numeric PIN is preferred.

- a. Explain in detail your company's process of issuing cards:
 - i. Initial issue
 - ii. Additional issue
 - iii. Reissue/renewal
- b. Explain in detail your company's process of issuing driver ID/PIN numbers. The City should have the ability to assign the PIN numbers.

Section 2.7 City Responsibilities

The proposer shall provide monthly statements of all charges and other amounts due. The City shall be responsible for all authorized charges, provided that the use is within the required authorization control limits assigned by the City. All non-electronic sites shall be noted on the monthly billing. Any purchase which was not electronically authorized and may result in a balance temporarily exceeding the billing cycle or single purchase limits shall not constitute any additional charges being added to the billing. Non-fuel transactions shall be flagged and item(s) purchased shall be identified on billing and reports. Original fuel card receipts shall be given to the driver at the time of the purchase.

Section 2.8 Security

The City shall not be liable for charges resulting from the unauthorized use of any credit card. For this purpose, an unauthorized use is one that was incurred by someone other than an authorized City employee who did not have actual, implied, or apparent authority to use the credit card. Please provide your company's security measures concerning lost/stolen cards, as well as security measures to ensure that no unauthorized use of the cards occurs at such time when at the pump card use is not available and a manual inside transaction is required.

Section 2.9 Customer Service

Contractor shall provide driver receipts for all purchases; shall provide 24-hour customer service for any problems arising from fueling; and shall provide 24-hour customer service for reporting lost/stolen cards or unauthorized users. Please provide a listing of all other services provided by your company. Also, please indicate if new driver information packets are furnished by your company and what charge, if any, is applicable. Website access for adding, terminating, or re-instating drivers and vehicles is required, with optional telephone access.

Section 2.10 Cancellation of Cards

Please include in this proposal your company's procedure for cancellation of cards. Website access is highly preferred.

Section 2.11 Cash Advances

The fleet card shall not be used, under any circumstances, for cash advances from banks, automated teller machines, or any location providing such advances. The Proposer shall ensure that all accounts are blocked from this type of activity.

Section 2.12 Reporting and Replacement of Lost/Stolen Cards

Please provide the City with your company's detailed procedures for reporting and replacing lost/stolen cards.

Section 2.13 Card Design

Cards may require special card embossing, such as no company name or vehicle number embossing. Please state if such cards will be available.

Section 2.14 Website

Please give details and list services/reports that would be available to the City through your website. The City highly prefers to have the ability to view drivers and status both active and inactive; view vehicles and status both active and inactive; request vehicle/driver status change via internet; request to add vehicle/driver via internet; to view current transactions; and to view report data. In addition, the system should have the ability to export transaction data to the City in Excel format. Transaction data should include but not be limited to: date, time of transaction, location, vendor name, quantity purchased, cost per gallon, gross cost, federal taxes, net cost, driver identification and product.

Section 2.15 Invoicing

Please furnish sample invoicing.

Section 2.16 Pump Transaction Data

All fuel transactions shall require driver ID and an odometer entry or equipment identifier for non-vehicular purchases. At a minimum, the Contractor shall insure that the following data is contained on the original receipt given to the driver at the time of each fleet card purchase:

- Vehicle Number
- Vehicle Card Number
- Odometer Reading
- Name of Fueling Site
- Location of Fueling Site
- Transaction Date
- Transaction Time
- Number of Fuel Gallons

- Fuel Type (unleaded regular, unleaded plus, unleaded premium, diesel)
- Fuel Cost per Gallon
- Total Fuel Cost
- Non-Fuel Purchases or Repair Costs, if any
- Total Sale

Please indicate whether the above information will be included on receipts for manual purchases also. If all information will not be included, please indicate the items that will be included.

Section 2.17 Federal Fuel Tax Exemption

The City is by law exempted from Federal Fuel Taxes. Therefore, proposer shall provide your Company's procedure for handling these fuel taxes. The City will provide tax information to the proposer upon request.

Section 2.18 Disputed Transactions

The proposer shall include as part of this proposal an explanation of their dispute resolution process. The City reserves the right to modify or not consider this process as they deem necessary in the final agreement.

Section 2.19 Reporting

The proposer shall include as part of this proposal a detailed listing of all reports available to the City under the standard agreement and costs, if any associated with each report. Proposer shall state if information is available for selected time frame (e.g. from date to date) and/or on a daily, weekly, and monthly basis. Also, please indicate if custom reports are available and the cost associated with such reports if applicable. Please submit a sample copy of all reports detailed in this section. Proposer shall describe manner of reporting and identifying non-fuel products purchased such as DEF, oils, antifreeze, etc.

Section 2.20 General Information Requested

The proposer shall provide in the submittal of the proposal the following information:

- Listing of all stations that accept the fueling card offered
- Total number of fueling sites in Texas
- Total number of fueling sites in the continental USA
- Turnaround time for vehicle and driver authorization. Should indicate the time via fax/telephone, US mail, e-mail or website.

Section 2.21 Discounts/Rebates

The proposer should indicate the price per gallon discount/rebate off the pump prices offered to the City, if any. If a sliding scale, please so indicate.

Section 2.22 Miscellaneous Information Requested

- Proposer shall include, with their proposal, a detailed list of any/all charges that may be incurred by the City, which have not been covered in this RFP.

- The City is interested in learning about enhanced features and services that reach beyond the City's basic requirements. Proposer should include with this RFP response a detailed description of all additional services offered and costs associated with such services. Said services shall be considered as available options only. Any additional options will not be weighted in evaluated and award of this RFP response.

Section 2.23 Transaction Data/Information

The City currently uses IWorQ for fleet maintenance. This transaction information will be imported into a computerized maintenance management system for tracking and reporting purposes. The proposed fleet fuel card solution should allow for the exporting of transactional data in a sequel server database. The timing and frequency of the availability to export this data should be explained in the proposal submitted. Please note any additional tracking capabilities your solution provides as well as any past experience in merging data with fleet fuel card transaction data.

Section 3 Proposal Organization and Format

Section 3.1 Proposal Organization and Format

Proposal should be submitted on 8.5 by 11 – inch paper bound securely. Proposals must contain and be organized as shown below. Each section should be separated by numbered tabs.

Cover clearly displaying the title of the RFP

- Tab 1: Table of Contents
- Tab 2: Introductory letter, to include the name of firm and contact information for the primary City contact with the firm.
- Tab 3: Company biography and other information: provide a brief company history including date founded, number of employees, company headquarters location and operating locations, and past projects and accomplishments. Proposers may also provide any other general information that the Proposer believes is appropriate to assist the City in its evaluation.
- Tab 4: Experience, Past Performance, and Capacity: Proposers must submit under this tab a concise description of its experience, past performance and capacity to deliver the proposed services.
- Tab 5: Customer and Card Services: Provide overview of customer service to include support services, System Access Process as outlined in Section 2.6, issuance/cancellation of cards, reporting lost/stolen cards, card design, and disputed transaction resolution, ability to block cash advances, liability and security.
- Tab 6: Fuel Card Transaction Sites and Fuel Transaction Data: List of sites accepting fuel card transactions as outlined in Section 2.20 and availability of pump transaction data as outlined in Section 2.16. Also include availability of real-time-data through web portal or website.
- Tab 7: Invoicing and Reporting: Provide sample of invoice, process for tax-

exemption application, overview of reporting as outlined in Section 2.19, and availability of other reporting capabilities outside what is requested in this RFP. This section of the response should include all experience and ability to interface with outside software sources for migration of data.

- Tab 8: Fees & Discounts/Rebates: Provide a list of all applicable fees as outlined in Section 2.5 and any additional fees that the City could be subject to as well as all applicable discounts and rebates being offered. Include a completed Attachment A of this RFP in this section of your response.
- Tab 9: Litigation: Provide the style and cite of any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Proposer, including its parent, sister or subsidiary companies and proposed sub-contractors.
- Tab 10: References; Provide three (3) references from similar municipalities, organizations and/or entities that Proposer has provided with similar services.
- Tab 11: Business Owner Information Form
- Tab 12: Disclosure of Conflict of Interest Form CIQ

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Section 4 – Insurance Requirements

Section 4.1 Insurance

Contractors providing good, materials and services for the City of Hondo shall, during the term of the contract with the City of Hondo or any renewal or extension thereof, provide and maintain the types and amounts of insurance set forth herein. All insurance and certificate(s) of insurance shall contain the following provisions:

1. Name the City of Hondo as additional insured as to all applicable coverage with the exception of workers compensation insurance.
2. Provide for at least thirty (30) days prior written notice to the City of Hondo for cancellation, non-renewal, or material change of the insurance.
3. Provide for a waiver of subrogation against the City of Hondo for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of insurance.

Section 4.2 Insurance Company Qualifications

Insurance Company Qualifications; All insurance companies providing the required insurance shall be authorized to transact business in Texas and rated at least “A” by AM Best or other equivalent rating service.

Section 4.3 Certificate of Insurance

Certificate of Insurance: A certificate of insurance evidencing the required insurance shall be submitted with the contractor’s RFQ or response to proposal. If the contract is renewed or extended by the City of Hondo, a certificate of insurance shall also be provided to the City of Hondo prior to the date the contract is renewed or extended.

Section 4.4 Type of Contract Type and Amount of Insurance

Statutory Workers compensation insurance as required by state law.

Automobile Liability with a minimum of \$1 Million Dollars combined single limit.

Public Works and Construction General Liability insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate, including advertising injury, products coverage and (XCU) explosion, collapse and underground (If high risk or dangerous activities)

Umbrella Coverage or Excess Liability Coverage of \$2 Million Dollars

Professional Services Professional Liability Insurance with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate.

BUSINESS OWNER INFORMATION FORM

OWNER STATUS (Check applicable boxes)

BUSINESS NAME: _____

MALE/FEMALE

☐ Male

☐ Female

ETHNICITY

☐ White

☐ Hispanic

☐ Asian Pacific

☐ Sub-Continent Asian

☐ Black/African American

☐ Native American

☐ Other Ethnicity _____

PHYSICAL CONDITION

☐ Disabled

☐ Not Disabled

ENTERPRISE SIZE

☐ Small Business

☐ Large Business

**BUSINESS
STRUCTURE**

☐ Sole Proprietor

☐ Partnership

☐ LLC

☐ Public Corporation

☐ Private Corporation

☐ Non-Profit
Organization

FEDERAL TAX ID #: _____

SUBCONTRACTORS

☐ None. No subcontractor(s) will be used to complete this contract.

☐ Yes. Name(s) of Subcontractor(s): _____

(____) % of Total Contract

Address: _____

(Attach a list if additional space is necessary)

CERTIFICATION OF BUSINESS AS SMALL, MINORITY OR WOMAN OWNED ENTERPRISE (SMWBE)

The City will identify a Small, Minority, & Woman Owned Business Enterprise Program. Additional information may be required after receipt of offers and/or award of contract(s) to support and document the SMWBE certification. The City will accept certification from various agencies, [i.e. local (www.sctrca.org), State of Texas (www.tbpc.state.tx.us), Federal (www.sba.gov or www.va.gov/OSDBU), and the private sector (www.cstmhc.org or www.wbea-texas.org)]

Certifying Agency: _____ REG #: _____ Expiration Date: _____

☐ SBE

☐ MBE

☐ WBE

☐ DBE

☐ 8(a)

☐ Veteran

Conflict of Interest Questionnaire

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.	OFFICE USE ONLY 	
1 Name of person who has a business relationship with local governmental entity.		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)		
3 Name of local government officer with whom filer has employment or business relationship. Name of Officer This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? ☐ Yes ☐ No B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? ☐ Yes ☐ No D. Describe each employment or business relationship with the local government officer named in this section.		

Adopted 06/29/2007

Attachment A – Fees, Discounts & Rebates Overview

Fees: Proposer must describe in detail the nature and extent of all fees applicable to their program; i.e., monthly/annual card fees, transaction fees, software fees, report fees, etc

Fees:	
Monthly Card Fees	
Annual Card Fees	
Transaction Fees	
Late Payment Fees/Late Charges	
Software Fees	
Report Fees	
Charges for replacement cards (Lost or stolen)	
Charges for special embossing of cards	
APR %	
Other Fees or Charges	

Discounts/Rebates: The Proposer should indicate the price per gallon discount/rebate off the pump prices offered to the City of Hondo, if any. If a sliding scale, list the breaks based on volume of gallons purchased per month.

Flat Rate

Discounts/Rebates per Gallon:	
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Sliding Scale

<i>Gallons per Month</i>	<i>Discounts/Rebates per Gallon:</i>