

Metropolitan Washington Airports Authority
PROCUREMENT AND CONTRACTS DEPT.
REQUEST FOR QUOTATIONS

Metropolitan Washington Airports Authority Procurement and Contracts Dept., MA-29-IAD Washington Dulles International Airport 45025 Aviation Drive, Suite 240 Dulles, VA 20166		1. FOR INFORMATION CONTACT NAME: Joe Reca TELEPHONE NUMBER: <i>(No Collect Calls)</i> 703-572-2925	
2. REQUEST FOR QUOTATIONS NUMBER RFQ-18-34054		3. DATE ISSUED June 20, 2019	
4. DESCRIPTION OF GOODS OR SERVICES			
Metropolitan Washington Airports Authority Request for Quotations (RFQ) for fuel card services for Dulles Toll Road Fleet Vehicles in accordance with the Attachment 01, Statement of Work (SOW) and Attachment 02 Price Schedule. Also include additional information requested in Attachment 03. All questions concerning this solicitation must be submitted by 3:00 PM July 17, 2019 via the Airports Authority's website at: http://www.mwaa.com/business/current-contracting-opportunities			
5. LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENT			
This Request for Quotations has a 0% LDBE participation requirement.			
6. DEADLINE FOR QUOTATION SUBMISSION			
Quotations should be sent to contracting@mwaa.com with "Response to RFQ-18-34054, Fuel Cards for Dulles Toll Road Fleet Vehicles" in the subject line by 1:00 P.M. local time, July 31, 2019 . The Authority reserves the right to make an award based on this solicitation.			
NOTE: Quoters are responsible for verifying number and dates of amendments prior to submitting a quotation. Failure to acknowledge an amendment may result in quotation being determined non-responsive.			
7. NAME AND ADDRESS OF QUOTER (Include Zip Code)		9. REMITTANCE ADDRESS (If different than Item 7)	
		10A. E-MAIL ADDRESS	
8A. TELEPHONE NUMBER	8B. FAX NUMBER	10B. COMPANY INTERNET WEBSITE	
11. ACKNOWLEDGMENT OF AMENDMENTS (This quoter acknowledges receipt of amendments to this Request for Quotations - give number and date of each)		12A. NAME & TITLE OF PERSON AUTHORIZED TO SIGN	
AMENDMENT NO.		12B. SIGNATURE	12C. DATE
DATE			

RFQ-18-34054
FUEL CARD SERVICES FOR THE DULLES TOLL ROAD FLEET VEHICLES

ATTACHEMENT 01

STATEMENT OF WORK

Requirements:

- The Dulles Toll Road requires fuel cards for approximately 15 fleet vehicles which primarily operate in and around Mclean, VA 22102. Vendor's Fleet Fuel Card must be accepted at a wide variety of service stations in this area. (A list of participating stations shall be provided with contractor's quote.)
- Combined fuel usage is estimated between \$7,000 and \$10,000 per month and fuel cards should have a minimum combined credit limit of \$24,000.
- Fuel cards must have access PIN to refuel at participating stations.
- Authorized individual card users should be "linked" to the vendor's database by a specific number, preferably the driver's license number.
- Vendor shall provide a consolidated report and invoice monthly.
- Vendor shall have an on-line system for managing fleet activity, including adding or deleting drivers and vehicles, requesting or cancelling gas cards and generating reports on usage and expenditures.
- Virginia and D.C. law exempts Metropolitan Washington Airports Authority purchases from state and city sales or use taxes. Tax identification number: 52-1513553. The vendor shall apply credits to each monthly invoice for the exempted taxes.
- Vendor shall provide a list of other available services offered and associated rates, to include emergency road side assistance/repairs for fleet vehicles.
- Contract term: 12 months from date of award, with four one-year options.

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ATTACHMENT 03

ADDITIONAL INFORMATION

Include with your quote submittal the following information:

1. Completed Price Schedule included as Attachment 02 in Microsoft Excel format.
2. A list of participating service stations in and around McLean, VA 22102.
3. Your Firm's on-line system for managing fleet activity.
4. Your Firm's fuel card agreement / enrollment forms.
5. A list of other available services offered and associated rates, to include emergency roadside assistance/repairs for fleet vehicles.