



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>17 July 2019</i> <i>Robert M. Perry</i>		GENERAL MANAGER ACTION REQ'D:		
DATE: 7/10/2019		BOARD INITIATED ITEM: No		
Originator/Prepared by: Mark Letman Dept: Maintenance and Engineering <i>Mark Letman</i> Signature/Date: 7/16/19	General Counsel <i>V. B. [Signature]</i> 7/16/19 []	Controller/Treasurer <i>[Signature]</i> 7/16/19 []	District Secretary []	BARC <i>[Signature]</i> 7/17/19 []

STATE OF CALIFORNIA, DEPARTMENT OF GENERAL SERVICES VOYAGER FUEL CARD PROGRAM

PURPOSE:

To obtain Board authorization for the San Francisco Bay Area Rapid Transit District's (BART) continued participation in the State of California, Department of General Services (DGS) Purchase Card (CAL-Card) Program, for purchase of fuel by District staff for non-revenue vehicles beginning December 31, 2018 with U.S. Bank Voyager Fleet Systems, Inc. (Voyager), the monitor and administrator of the Voyager Fuel Card Program.

DISCUSSION:

The California Public Contract Code, Section 10298 permits the Director of DGS to consolidate the needs of its agencies for goods and services, establish contracts and master and cooperative agreements, that leverage the State of California's buying power. The DGS made and entered into a competitively procured Agreement with Voyager and has subsequently amended the Contract term multiple times. This program allows credit card purchases for self-serve unleaded gasoline, diesel fuel, M-85 methanol, emergency oil replacement and minor emergency repairs of State and eligible public agency vehicles pursuant to the same terms and conditions. Districts, including BART, may elect to enter into agreements with suppliers/vendors awarded these contracts without further competitive solicitation; therefore, saving staff time and expense. Also, consolidated billing by U.S. Bank Voyager Fleet Systems, Inc. minimizes District administrative cost by combining billings from participating oil companies into a monthly statement and offering real time web-based transaction data, and card maintenance.

BART has participated in this program with great benefits since November 1995 when the Board of Directors first approved the District’s participation in the fuel card program. The Board has continued to approve BART’s participation for each subsequent Agreement through the last Addendum approved in November 2016. Effective December 31, 2018 the DGS issued an Addendum extending the term of the current Agreement through December 31, 2020.

The Voyager fuel credit card (Voyager card) is accepted by all the major oil companies as well as most of the smaller independent service stations, ensuring necessary service to District vehicles virtually day or night anywhere in the Bay Area. District use of the Voyager card is restricted to Oakland Shop pump outage intervals, Measure RR leased vehicles and fueling designated BART vehicles servicing outlying areas, such as BART Police Department units when it is not logistically or economically feasible to use the Oakland Shop fueling facility. These vehicles are used on a 24-hour basis.

Voyager cards are issued on a selective basis by vehicle and individual to ensure that card access is limited to vehicle operators authorized to use these cards. Purchases authorized by the District include regular unleaded gasoline/ten percent ethanol blend, clear diesel fuel, emergency oil replacement and minor emergency repairs and cleaning. As of July 2019, approximately four hundred forty nine (449), or forty-eight (48%) percent of non-revenue, on road vehicles including forty-seven (47) Board approved Measure RR eligible vehicles assigned to infrastructure replacement projects are incurring monthly charges.

Funding for this contract will include the following estimated expenditures and time periods:

FY19 (Jan 1, 2019 to June 30, 2019)	\$ 390,000
FY20 (July 1, 2019 to June 30, 2020)	\$ 940,000
FY21 (July 1, 2020 to December 31, 2020)	\$ 670,000
Total.....	\$2,000,000

OPERATING FISCAL IMPACT:

For core BART Maintenance, the Fuel Credit Card Program will be funded by Operating Funds in the amount of \$950,000.00 from Cost Center 0802871 (Non-Revenue Vehicle Maintenance Division of Maintenance and Engineering) Operating Budget, Fund 0030, Account Nos. 680-061 and 680-060.

For EBART Maintenance, the Fuel Credit Card Program will be funded by Operating Funds in the amount of \$50,000.00 from Cost Center 0807200, Operating Budget, Fund 0030, Account No. 680-060. Expenditures for the out year portions of the contract will be included in future operating budgets as applicable, subject to Board approval.

For Measure RR eligible vehicles, the Fuel Credit Card Program in the amount of \$1,000,000 will be funded by Capital Projects as follows:

CAPITAL FISCAL IMPACT:

Funding of \$1,000,000 for award of Voyager Fuel Card Program will come from the following projects.

Project: 15EJRRI – 34.5 KV AC Cable Replacement **\$390,909**

As of July 9, 2019, \$71,073,601 is available for this project from the following sources:

Fund No.	Fund Description	Source	Amount
802A	2017 Measure RR GOB	BART	71,073,601
Total			71,073,601

BART has expended \$31,374,601, committed \$18,860,648, and reserved \$16,000 to-date for other action. This action will commit \$390,909 leaving an available fund balance of \$20,431,443 in these fund sources for this project.

Project: 15CQ002 – Rails, Ties, Fasteners Ph3 Meas. RR **\$390,909**

As of July 9, 2019, \$164,926,076 is available for this project from the following sources:

Fund No.	Fund Description	Source	Amount
8529	FY15 Capital Allocation	BART	197,246
802A	2017 Measure RR GOB	BART	164,728,830
Total			164,926,076

BART has expended \$81,548,477, committed \$25,050,999, and reserved \$541,962 to-date for other action. This action will commit \$390,909 leaving an available fund balance of \$57,393,729 in these fund sources for this project.

Project: 15TC002 – Renewal of Tunnels & Structures **\$218,182**

As of July 9, 2019, \$91,659,575 is available for this project from the following sources:

Fund No.	Fund Description	Source	Amount
6814	SFMTA Muni	Local	4,094,711
802A	2017 Measure RR GOB	BART	87,564,864
Total			91,659,575

BART has expended \$14,035,276, committed \$6,168,753, and reserved \$0 to-date for other action. This action will commit \$218,182 leaving an available fund balance of \$71,237,364 in these fund sources for this project.

The office of Controller/Treasurer certifies that funds are currently available to meet this obligation.

This action is not anticipated to have any Fiscal Impact on unprogrammed District reserves.

ALTERNATIVES:

Seek another supplier through BART's own competitive solicitation process, which will increase the District's procurement cost and will not likely lead to increased competition or lower fuel cost. The Voyager card is available through the Fuel Credit Card Program at no additional cost to the District. Also, vehicles could refuel at the Oakland Shop Facility only, however this would not be cost effective for vehicles assigned to outlying locations such as the Richmond and Hayward Yards and West Bay facilities. Additionally Measure RR eligible vehicles are subject to special tracking requirements facilitated by use of the Voyager Fleet Card.

RECOMMENDATION:

On the basis of analysis by Staff, it is recommended that the Board adopt the following Motion.

MOTION:

The General Manager is authorized to enter into an Agreement with U.S. Bank Voyager Fleet Systems, Inc. for participation in the State of California DGS CAL-Card Program, reference Participating Addendum No. 7-16-99-27, Amendment 1, Commercial Card Solutions Contract 00612-Category 2, for the period December 31, 2018 to December 31, 2020.