

ATTACHMENT B

SCOPE OF SERVICES

Contractor, a franchisee of the commercial fueling system Pacific Pride, will provide a comprehensive fuel management program to streamline fuel-related operations for the City of San Leandro throughout the length of the Public Works Service Center Fuel Tank Replacement project, which is estimated to take up to nine months.

Contractor will issue 235 fuel cards for use by authorized operators of City of San Leandro fleet vehicles. The fuel cards will provide access to Pacific Pride's network of fueling stations at a discounted rate and retail gas stations at market rate. The City may request additional fuel cards as needed.

Contractor will provide City staff with online account access to monitor account fueling activity and set purchase controls.

Contractor will issue invoices showing detailed card transactions that occurred during the invoice period.

Contractor will provide the City with the ability to export fuel transactions in .csv file format. The transaction report will include the equipment number, a time stamp for the fuel transaction, the fuel quantity used, the fuel type used, the equipment's odometer reading at the time of the fuel transaction, and the price charged.