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September 14, 2011

SUBJECT: Letter of Clarification 3

REFERENCE: Request for Proposal: S37-T24005 for Fleet/Vehicle and Equipment Maintenance Services for the Houston Airport System

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To extend the above-referenced solicitation due date from September 23, 2011 until September 30, 2011 at 1:00 P.M., CST.
- To clarify the above-referenced solicitation as follows:
 1. Section B, Scope of Work, Page 19: **Replace** with attached page 19 marked "Revised Page 19, dated September 12, 2011."
 2. **Price Proposal Sheet**, Page 44 of 44, Section A, delete the word "OPTION" and replace it with the word "COST" to read as follows: "COST TO DELETE/ADD STAFFING"
 3. **Price Proposal Sheet**, Page 44 of 44, Sections B, C, and D:
It is the preference of HAS for contractors to price Sections B, C, and D.
 4. **ADD** page 88, EXHIBIT XVII, HAS Issued Tools & Equipment for EFD.
 5. Under Section 7.0, MINIMUM STAFFING/SHOP HOURS, page 18, **ADD:** *Utility/Car Wash Employee (1 ea., 40 hrs. per week) to HOU table under Mechanic Helper. (exactly as described for IAH):*

HOU

Utility/Car Wash Employee (1 ea., 40 hrs. per week)	The utility/car wash employee must have a valid driver's license. Prior car wash interior/exterior cleaning experience is a plus.	Perform car wash duties, including pick-up/deliver of vehicles.
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- The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:
 1. Special Terms & Conditions section 10.3 states that invoices are to be submitted in duplicate. If an invoice is submitted electronically, will the email be considered 1 of the copies or are 2 hard copies required?

Answer: *A duplicate is required if using the US Postal Service. Duplicate is not required if using electronic mail.*

2. Specification / Scope of Work section 3.2 states "Proposers shall provide all management, supervision, labor, material, equipment, diagnostics, repairs, mobile services (refueling), oil analysis, tools, instruments,

reports, transportation, and incidentals etc., to perform Fleet Maintenance Services, including but not limited to, Preventive Maintenance (PM), Remedial Maintenance Services (RM) and Early Detection Program (EDP) on HAS Owned Equipment (Sample Equipment) listed in **Exhibit XIII.**"

- a. If options 2.4.1 or 2.4.3 are implemented with the COH parts contractor, will the City provide separate secure and adequate space for the parts inventories to be stored?

Answer: ***Storage/security of HAS provided parts would not be Contractor's responsibility.***

- b. To ensure clarity, would having separate agreements where parts are provided under one contract and labor is provided under a separate contract be an option?

Answer: ***In 2.4.1 & 2.4.3 parts would be supplied by COH parts provider under a separate contract.***

3. Specification / Scope of Work section 3.2 states "transportation" as part of the General Scope of Work. Section 31.3.1.2 states "Towing & Transportation of Equipment" as an example of an OSR item. What type of transportation is included as part of the General Scope of Work outlined in section 3.2?

Answer: ***Section 3.2 is Contractor's transportation. If the repairs of equipment can't be done on-site, Towing & Transportation of Equipment will be covered in Sections 31.3.1.2 and 6.1.***

4. Specification / Scope of Work section 4.1.1.8.3: "Transportation and Parking": What type of transportation and parking is considered basic service?

Answer: ***Contractor provided vehicles.***

5. Specification / Scope of Work section 5.1 states the Contractor shall provide "labor" for PM, yet section 3.2 states the proposer shall provide labor & material for PM & RM. Which section is correct?

Answer: ***Delete the word "material" from section 3.2.***

6. Specification / Scope of Work section 6.1 states that all RM work shall be done on site except major (Capital) repairs. Will repairs to equipment that because of its size cannot be repaired with the facilities out lined in section 34.0 be allowed to be sent out as an OSR repair? If not will the City provide an alternative facility that is properly equipped to complete the necessary repair?

Answer: ***Refer to Section 6.2, upon HAS approval. No the City will not provide an alternative facility.***

7. Specification / Scope of Work section 7.1.2.1.

- a. Would there be a grace period for current or new hire Techs to obtain ASE certification?

Answer: ***No.***

- b. Currently ASE does not offer a test series for heavy duty equipment, farm related equipment, or tractor maintenance. How can ASE certification be a requirement when there is not a certification available?

Answer: ***General ASE certifications are a minimal requirement.***

8. Specification / Scope of Work section 7.1.4.1.3 states EFD: First Shift – Mon. – Fri. What work hours are considered "First Shift"?

Answer: ***Monday thru Friday, start no earlier than 6:30 A.M. and end no later than 5:00 P.M. (40 Hrs. per/week).***

9. Specification / Scope of Work section 7.1.4.1.1 & 7.1.2.1: Will IAH allow staggered schedules and staffing levels to allow employees to have 2 consecutive days off per week given the 6 day work schedule?

Answer: ***Yes, as long as minimum coverage is maintained throughout shop hours.***

10. Specification / Scope of Work section 7.0: What is the City's intended Holiday schedule? Is the contractor required to work on holidays? If so, may the contractor's staffing level fall below the minimum requirement for these days?

Answer: *IAH – Closed Christmas day only
HOU & EFD – Closed on all approved City holidays (see attached schedule following this Letter of Clarification 3)*

11. Specification / Scope of Work section 8.3.3.1 states "Check: air pressure, valve stems/caps, tread depth, tire condition, dual"... Is the rest of the sentence missing from the RFP?

Answer: *Yes, the complete sentence for section 8.3.3.1 (page 19 of the RFP), should read as follows:*

8.3.3.1 *Check: air pressure, valve stems/caps, tread depth, tire condition, dual mating with square, and wheels for cracks or loose lugs/outer hub leaks.*

12. Specification / Scope of Work section 8.3.4.1: list check engine for fault codes as part of the inspection. Does the City expect the contractor to have the codes checked by the dealer at every service when proprietary equipment is required?

Answer: *No, unless a warning indicator is present during the EDP. If it is proprietary equipment, refer to Section 6.0.*

13. Specification / Scope of Work section 9.2 states wash services must include all labor and materials for washing and cleaning certain vehicles.

a. Do materials include the chemicals (soap, drying agent, wax? etc.) for the car wash facilities?

Answer: *Soap will be provided by HAS. All other materials described in section 9.2 shall be supplied by contractor. Waxing is not a part of basic services.*

b. If so will use of the car wash facilities be limited to the use of units included in the wash schedule?

Answer: *No. COH vehicles only.*

14. Specification / Scope of Work section 9.2.1: Will vehicle wash services be scheduled for the day or evening shift?

Answer: *HAS will work with the contractor to develop a schedule.*

15. Specification / Scope of Work section 10.2 states the contractor shall furnish mobile field service units for IAH & HOU. Specification / Scope of Work section 7.1.2.1 lists a job duty of the mechanics' to perform work in shop or out on location. How is this possible for EFD without a mobile field service unit?

Answer: *EFD requires pick-up truck with air compressor.*

16. Specification / Scope of Work section 10.3: Is the contractor expected to provide mobile services for units in the field to complete daily pre trip services ex. cleaning of radiators, condensers, and greasing of units etc.?

Answer: *Daily pre-trip services will be performed by HAS operator. PM & RM is the responsibility of the contractor.*

17. Specification / Scope of Work section 13.3:

a. What is the current fee for a lost badge?

Answer: *Currently, 1st lost badge - \$100, 2nd lost badge - \$150, and 3rd lost badge - \$200, plus \$16 for new badge.*

- b. Are badges required for sub contractor's who perform occasional work on site or who are making deliveries?

Answer: ***No, but they need to be escorted by an appropriately badged employee/contractor at all times.***

18. Specification / Scope of Work section 14.2: please provide a copy of HAS OPPS 88-06.

Answer: *All contractor vehicles must be clearly marked with identification indicating Contractor's or subcontractor's name. Such identification must be placed on both sides of each vehicle and may be removable, e.g. magnetic, and be identifiable from a distance of at least 200 feet in accordance with HAS Operating Instructions (OI) II-88-06 for IAH, IV-04-06 for HOU, and VI-95-03 for EFD. **(Please see HAS Operating Instructions 88-06, 04-06 and 95-03 following this Letter of Clarification 3.)***

19. Specification / Scope of Work section 17.1.2 states a meeting will be scheduled on a bi-weekly basis or as determined by the Director. Are these meetings going to be a joint meeting covering IAH, EFD, & HOU or will separate meetings be required at each airport?

Answer: ***Replace the word "bi-weekly" with the word "monthly." Refer to Section 7.1.1.3 for the answer to the remainder of your question.***

20. Specification / Scope of Work section 18.0 states: "Worn or defective parts must not be stored on Airport premises." Will the City require the contractor to utilize the current central dump sites for trash disposal? Will the contractor be allowed to keep dumpsters on site?

Answer: ***Contractor will not be allowed to use central dump sites for disposal of defective parts. However, Contractor will be allowed to dispose of office trash in an approved HAS dumpster. Contractor will be allowed to stage a dumpster on site approved by HAS, at Contractor's cost. Contractor shall be responsible for housekeeping and regular disposal.***

21. Specification / Scope of Work section 18.2: Only 2 of the car wash bays at IAH are operational because of an obsolete automatic car wash.

- a. Is it necessary to service the grit trap in the unused stall?

Answer: ***Yes.***

- b. HOU has 2 car washes (north & south). Specification / Scope of Work section 34.2.1.4.2 lists 1 car wash for HOU. Will servicing of the grit traps be limited to that carwash?

Answer: ***No, HOU has two car wash facilities and both grit traps needs to be cleaned. The two locations are as follows:***

South – 9014 Randolph Street, Houston 77061

North – 7500 Airport Blvd, Houston 77061

- c. What is the grit trap capacity of each car wash?

Answer: **HOU** has 1 wash bay with 2 grit traps that are cleaned by Contractor every month; they are both approximately 1200 gallons each
EFD has 2 wash bays with 2 grit traps that are cleaned by Contractor every month, they are both approximately 1200 gallons each
IAH has 2 wash bays with 2 grit traps that are cleaned by Contractor every month; they are both approximately 1200 gallons each

22. Specification / Scope of Work section 19.1.3 states the contractor shall be charged for replacement of locks and re-keying. What is the City's plan to repair the current locks that are not functioning properly at

IAH? Will the contractor be responsible for replacement / re-keying of locks that fail as a result of normal wear?

Answer: *All HAS locks will be brought up to standard at the beginning of the contract. Locks will be re-cored/re-keyed. After the contract is awarded, any damage, repairs, or lost will be at Contractor's expense.*

23. Specification / Scope of Work section 20.1 states that the contract shall provide ad-hoc reports generated from the City of Houston's FMMS. Will this be required if a contract is executed using the contractor's FMMS? If so how will the contractor access the City's FMMS?

Answer: *Yes. The City of Houston's FMMS is an internet based system. The City of Houston will install the FMMS application on the Contractors PC hardware.*

24. Specification / Scope of Work section 26.7 states that all "3rd party parts", supplies, equipment, and tools provided will be new and free from defects. Does equipment and tools include the contractor owned shop equipment, tools, and vehicles?

Answer: *No.*

25. Specification / Scope of Work section 27.1: Will the contractor be required to input data into the City of Houston's M5 if they are supplying the FMMS?

Answer: *It is anticipated that the contractor will operate on the City of Houston's FMMS. All other alternatives would have to be reviewed and approved by the City of Houston.*

26. Specification / Scope of Work section 27.2 states a user has to be on the City's network to access COH M5. Will the City also supply and support the necessary hardware (PC's, monitors, switches, printers, modems, data line, etc.) to access its network? If not what is the contractor required to provide to access the City network?

Answer: *M5 is a web based system. The Contractor will be responsible for providing computers, monitors, switches, software, printers, modems, and data line, data link, etc. to access the system.*

27. Specification / Scope of Work section 27.3 states contractor shall enter data from existing M5 system into the new COH M5. Is this currently being done? What data is required to be entered into the new M5?

Answer: *a. The contractor will be required to enter data into the City of Houston's current M5 system.*

b. No, it is not currently required in the contract.

c. All information associated/inclusive with the opening and closing of a work order.

28. Specification / Scope of Work section 29.1 states parts & material will be supplied by the COH Parts Supply Contract. This was also mentioned repeatedly throughout the Pre-proposal conference and site inspections. Given the short time frame allowed to prepare proposals is it necessary to prepare 3 proposals as out lined in Specification / Scope of Work section 2.4 when the City's intent is to utilize the current COH Parts Supply Contract?

Answer: *HAS prefers that Contractors comply with section 2.4.*

29. Specification / Scope of Work section 30.0:

a. Will the contractor have the option to return some or all of the radios if they are deemed not necessary?

Answer: *No.*

b. Will the City provide training on proper use and protocol of the radios?

Answer: Yes, each airport facility will provide basic radio protocol.

c. Will the contractor be assessed the monthly service credit while a radio is out for repair?

Answer: No.

d. What is the replacement cost for damaged or lost radios?

Answer: Depending on the damage, cost for replacement could exceed \$3,000.00

30. Please define business days.

Answer: Refer to Section 7.1.4 Shop Hours of Operation.

31. Specification / Scope of Work section 31.2.1.8:

a. How can 3 bids be required when there are not always 3 local vendors who are capable of providing the needed service?

Answer: Refer to section 31.2.1.8, 3 bids are required.

b. Will 3 bids be required if the service is being performed by a M/WBE vendor?

Answer: Yes.

32. Specification / Scope of Work section 31.2.1.13: When an OSR is completed under an Emergency Service Request how long will it be before the City issues an approved OSR & P.O.?

Answer: As soon as administratively possible.

33. Specification / Scope of Work section 31.3.1.1: What guide lines are to be used to identify Major/Capital repairs? (ex. cost, time to complete, limitations of facilities, etc.)

Answer: Refer to Section 6.1. It is at the discretion of HAS.

34. Exhibit XV does not list any City owned equipment for EFD, is this correct?

Answer: HAS Issued Tools & Equipment – EFD has been added to the Request for Proposal as EXHIBIT XVII, page 88. Please see the beginning of this Letter of Clarification under changes to specifications. You may view the attachment following this Letter of Clarification 3. or on the Strategic Purchasing web site at:

<https://purchasing.houstontx.gov/>

35. Specification / Scope of Work section 34.2.1.4.2: HOU has 2 vehicle wash bays (north & south) which one is being referred to in the RFP?

Answer: Please see the response to question No. 21 b.

36. Exhibit XIII Sample equipment list:

a. During the site inspection at IAH HAS stated that the contractor would be responsible for all above ground repairs at the fuel island. The fuel island is not listed on the sample equipment list. Is the contractor responsible for fuel island repairs? If so are the EFD & HOU Fuel Islands also included?

Answer: No. Please refer to Letter of Clarification 2, dated September 1, 2011 on the City of Houston Strategic Purchasing web site at:

- b. There are several pieces of equipment in the sample list that are not part of the current Fleet Maintenance Contract. Many of them are in a state of disrepair, have been stripped for parts or the condition is unknown. Will this equipment be restored to operating condition before the contractor becomes responsible for it?

Answer: No.

- c. If the contractor makes the necessary repairs to restore the equipment will adequate time be allowed to accomplish this task within the shop hours stated in Specification / Scope of Work section 7.1.4.1.1? If additional hours are required to complete the task will the contractor be compensated for that time?

Answer: Yes, however, there will be no additional compensation.

- d. Will the contractor be responsible for maintenance of the car wash facilities?

Answer: Yes, at HOU and EFD.

37. During the Pre-Proposal conference it was said that no more than 50% of the M/WBE goal may be obtained through the procurement of supplies. Does the no more than 50% rule also apply to subcontracted labor?

Answer: The 50% rule does not apply to subcontracted labor...only supplies. In other words, a prime could submit their M/WBE participation plan with 100% delegated to subcontracted labor.

38. Please provide a copy of the forms that are required to comply with the Pay or Play provisions.

Answer: Copies of the forms have already been provided on pages 78 and 79 of the Request for Proposal. They are the Form 1A, Pay or Play Program Acknowledgement Form and Form 2, Pay or Play Program Certificate of Agreement. If you have additional questions about the program, please call Janice Ruley at 281-233-7853.

39. During the Pre-proposal conference it was stated that the length of the contract may be changed to 3 years with 2, 1 year options. What is the intended term of this contract?

Answer: The Agreement(s) shall be effective for a term of three (3) years. The City of Houston reserves the option of extending the Agreement(s) on an annual basis for two (2) additional one-year terms, or portions thereof.

40. During the Pre-Proposal conference the City stated that the EDP inspections would be required every time a unit was in for service, but expectations were to be made to ensure units were readily available. When is an EDP inspection required and when is acceptable to repair the concern and return a unit to service?

Answer: EDP shall be performed during all PM & RM Work, unless stated otherwise by Facility Management:

- a. Whenever service is performed on a unit.**
b. If an additional repair is identified, the contractor should apprise the designated City of Houston representative for further direction.

41. Does the Hire Houston First ordinance apply to this contract?

Answer: No, the ordinance does not apply to solicitations advertised before September 1, 2011.

42. Are there height, weight, or width restrictions to any areas that may need to be accessed by the mobile service units?

Answer: No. They should be within DOT standards.

43. What is the procedure for the contractor to access the generators outlined in Exhibit XIII?

Answer: *The Contractor will coordinate access through Facilities Management.*

44. Will the COH parts contract be staffing parts personnel at all locations?

Answer: *HAS expects parts personnel to be located at IAH & HOU only.*

45. Will the City supply the necessary equipment to test and move implements, trailers, attachments, etc. when they are delivered for service?

Answer: *No.*

46. Will the contractor be given access to the City's M5 prior to the intended start date to allow them time to set up the units and program maintenance schedules?

Answer: *Access to the City of Houston's M5 will be provided. A start date will be coordinated between the City of Houston and the Contractor. The City of Houston's units are already set up in M5. The PM module is already activated to generate unit PM's. Any additional program maintenance schedules should be recommended to the City of Houston by the Proposer for consideration.*

47. Will the award of this contract be subject to the provisions of the new City ordinance entitled, "Hire Houston First"?

Answer: *Please see the response to question No. 41.*

48. Is the incumbent entitled to special consideration as a Houston firm due to their present work under this contract?

Answer: *Please see the response to question No. 41.*

49. To best address the complexities of this RFP, and to build relationships that will best serve HAS and the City of Houston, would it be possible to extend the proposal submission date for an additional three weeks?

Answer: *No.*

50. Do you have any position on the retention rate or specific positions within the current workforce?

Answer: *During the Phase-In period, Section 15.0, Contractor will be allowed to interview existing staff.*

51. Can you provide the amount of diesel and unleaded fuel that has been dispensed from the mobile service units?

Answer: HOU IAH
None Diesel – estimate 400 gallons/year
Gasoline – estimate 50 gallons/year

52. Are the standard jobs in M5 currently setup to support the preventative maintenance requirements and, if so, are they setup as tech spec standard jobs, MCC standard jobs or Unit standard jobs?

Answer: *No.*

53. Section 8.3.3.1 - It appears that the instruction is incomplete. Are there missing words?

Answer: *Please see the response to question No.11.*

54. Section 10.3.1 - What is the intended purpose for the mobile fueling capability and is the fuel provided by COH?

Answer: *Fueling for units that can't efficiently make it to the fuel island. Yes.*

55. Sections 18.2 & 19.0: Please elaborate on the successful contractor's responsibilities with respect to the maintenance of facilities, drains, oil/water separators and grit traps?

Answer: *Contractor's responsibilities as specified in Sections 18.0 and 19.0.*

56. Will remote user access for M5 be granted via VPN connection or other method to be on the City's network?

Answer: *The City of Houston will consider and evaluate all access requests to the M5 system from the contractor.*

57. Section 27.3 - Please elaborate on the requirement to re-enter data from the old M5 system into the new COH M5 system.

Answer: *There will be no requirements to re-enter data from the present contractor's M5 system into the City of Houston's M5 system.*

58. Can the knowledge/experience with M5 systems be provided by a subcontractor to the prime contractor?

Answer: *Any suggestions or recommendations in regards to the operation of the City of Houston's M5 system should be submitted to the City of Houston's designated representative.*

59. How many cranes and lifts are installed at each shop and what brand, type and rating are they? What type of lighting is employed by the facilities?

Answer: *(IAH – Five (Dover Lifts) 4 – 8,000 lbs; 1 – 6,000 lbs), (HOU – One (1) 10,000 lb), & (EFD - None). Type of lighting is fluorescent.*

60. Can the City provide a complete list of tools that will be provided to the successful contractor as opposed to a representative sample?

Answer: *See page 86, Exhibit XV HAS Issued Tools & Equipment*

61. What are the City Fees associated with the Contract?

Answer: *Contacto must comply with all City, State, and Federal regulations or fees.*

62. What are the Gross Revenue fees?

Answer: *Contacto must comply with all City, State, and Federal regulations or fees.*

63. Are Custom Seals required with the badging? If so what is the cost?

Answer: *No.*

64. What is the cost of ramp vehicle permits?

Answer: *No.*

65. Is this a prevailing wage contract?

Answer: *No.*

66. Are there any Union requirements?

Answer: *No.*

67. Pg 19 (7.1.4.1) Please confirm shop hours and days working for each site.

Answer: *Please see the responses to questions No. 8, 10, & 30.*

68. Pg 21 (12.0) Inspection Stickers and Emissions Testing. Please provide the cost of Inspections and emissions test.

Answer: *Contractor shall comply with current State fees and costs.*

69. Pg 25 ((19.1.2) Relamping. Does the vendor provide the parts or just the labor?

Answer: *Parts and labor.*

70. Exhibit A Subsection 3D – Fuel Management System Letter of Clarification 2 states in Section 4.1.2: “All fuel island maintenance to be handled by others.” Please clarify what “others” are responsible for in Subsection 3D. Please confirm shop hours for EFP operation.

Answer: *We do not understand the reference to Exhibit A Subsection 3D as there is no such reference in either the RFP or in the Letter of Clarification 2. There is no “EFP” operation.*

71. Will M5 experience remain part of the evaluation score for all bidders, if an alternate CMMS is offered to be provided by a Proposer?

Answer: *Yes.*

72. Please confirm if Hire Houston First will have an effect on the evaluation of Proposers and, if so, how it will be applied.

Answer: *Please see the response to question No. 41.*

73. It is our intention to give first right of refusal to the existing technicians to stay under a new contract should they wish to do so. Since the quantity and certifications of these individuals are unknown at this point in time, how would HAS like us to present resumes for the proposed team.

Answer: *HAS expects Proposers to provide resumes for management personnel.*

74. How will reworks be administered if (they) are the consequence of the previous contractor?

Answer: *Refer to General Scope of Work, Section 3.0.*

75. a. Will the “Hire Houston First” be considered as part of the selection process?

Answer: *Please see the response to question No. 41.*

b. How will this be applied to the 25% evaluation?

Answer: *Please see the response to question No. 41.*

76. Is there a union or CBA currently in place?

Answer: *No.*

a. If no Union or CBA is in place, what is the Prevailing Wage Determination that the City is basing this procurement on?

Answer: *There is no prevailing wage in place.*

b. Please identify the Relevance Source for pricing.

Answer: *Please see response to 76.a.*

77. Could the City please provide a Minimum Vehicle In-service Rate Matrix based on workload production expectations by category (i.e., Lawnmowers, Sweepers, Pickup trucks, etc.)?

Answer: *Refer to Section 5.12, page 42.*

78. a. Is the City providing all fuel, oil, & lubricants required/needed to support all the RFP requirements?

Answer: *COH will provide the fuel. If the COH utilizes its parts provider, then oils and lubricants will be provided by COH.*

b. Is the City furnishing fuel for Contractor Vehicles?

Answer: *No.*

79. Which of the following inputs Work Orders:

- a. Service Writer?
- b. Technicians?
- c. COH HAS?

Answer: *a. Service Writers – Yes, if requested by Contractor;
b. Technicians – Yes, if requested by Contractor. Specific access would be discussed and reviewed by the Contractor and City of Houston.
c. Yes – As required*

80. Can the City confirm/verify that the Contractor will NOT be held accountable/liable for “down-time” while waiting for parts?

Answer: *Yes, if COH parts provider is used.*

81. As stated at the Pre-Proposal Conference, can the City please confirm/verify that transportation man-hours performed to get estimates for OSR work will be charged as part of OSR?

Answer: *No.*

82. Can the City confirm/verify that the City will fix the Automated Car Wash (currently inoperable) prior to Contract Start Date?

Answer: *No.*

83. Can the City please confirm/verify that the City will indeed pay for the tools needed to meet the requirements of this RFP as stated at the Pre-Proposal Conference?

Answer: *See Scope of Work, Section 3.2, page 14 & Section 4.1.1, page 15. Anything above and beyond what transitioned in Exhibit XV, Issued Tools and Equipment, will be at Contractor's expense.*

84. Can the City please confirm/verify that the Proposer has the ability to No-Bid certain items within the pricing (i.e., Contractor Parts, FMMS, etc.)?

Answer: *It is the preference of HAS that proposers provide pricing on the following as shown in page 44 of 44:*

Cost for Contractor to provide Contractor's parts (IAH, HOU, EFD)

Cost to add Contractor's FMMS (IAH, HOU, EFD)

Cost to have IAH Shop open Sunday 6:00 A.M. to 10:00 P.M.

85. a. It was noticed that there were 3-4 administrative type personnel working in the IAH Main Shop, can the City please confirm/verify the requirement for administrative personnel?
- b. Are the Admin personnel City workers or Contractor personnel?
- c. If Contractor personnel, what labor category do they fall under to satisfy the minimum staffing/manning requirements?

Answer: a. *Please reference the Scope of Work, Section 7.1.2, Shop Personnel/Minimum Staffing, Page 16.*

b. Contractor personnel

c. Administrative staff is part of your fully burdened rate for basic services.

86. Exhibit XIII – Sample Equipment List

- a. Can the City please provide the actual equipment List as opposed to a Sample Equipment List linked in Exhibit XIII?

Answer: *No.*

87. Can the City please provide searchable documents for this RFP? The current documents do not allow for the search capability.

Answer: *With the exception of the Letters of Clarification 1 & 2, the Sign-In Sheet, the Price Sheet and the Site Maintenance Facilities document – Exhibit XVI, all documents have been converted to searchable documents and have been reloaded to the purchasing web site along with the RFP and can be found on our purchasing web site at the link below:*

<https://purchasing.houstontx.gov/>

88. a. Can the City please confirm/verify that there are no Emergency Vehicles requirement for this RFP?
- b. Based on the confirmation/verification of a., can the City please confirm/verify that the Contractor does not need EVT Certification?

Answer: *No emergency vehicle required.*

89. Proposers shall demonstrate that they have sufficient expertise, qualified personnel experience in Fleet/Vehicle and Equipment Maintenance specified in the RFP. (Sec. 8.1, page 12)

- a. In addition to the Proposer's experience, will the City consider teaming partners' experience as well?

Answer: *Yes.*

- b. In addition to Proposer's and teaming partner's experience, will the City consider similar experience from the government / military sector to satisfy this requirement?

Answer: *Yes.*

90. Proposers must have been actively engaged as an actual business entity in the activities described in the RFP for at least the five (5) years immediately prior to the submission of their proposal. (Sec. 8.1, page 12)

- a. In addition to the Proposer's experience, will the City consider the Project Manager's experience and employment as corporate experience to fulfill this requirement?

Answer: No.

91. There seems to be missing the date for Oral Presentations/Interviews. Can the City confirm when "Short Listed" Oral Presentations/Interviews for this Procurement will take place? (Sec. 10.2, page 13)

Answer: *There is no definite date for "Short Listed" Oral Presentations/Interviews. When the evaluations have been fully completed and the evaluation committee has compiled its list, the vendors will be scheduled for dates convenient to the Committee members' schedules.*

92. Proposer must provide flow charts, SOP's, etc., showing the Work flow/interaction between the Proposer, COH Contract Parts provider ("Genuine"), and HAS for providing preventive maintenance (PM) and remedial Maintenance (RM) for the following three (3) scenarios which may be advantageous to the City: (Sec. 2.4, page 14)

- a. Could the City please clarify/verify where within the Proposal 2.4, 2.4.1, 2.4.2, & 2.4.3 should be addressed?

Answer: *Under Proposal Outline and Minimum Contents Requirements Section "Project Organization/Staffing" 6.0, Page 42.*

93. HAS is interested in entertaining other possible scenarios from Proposers. (Sec. 2.5, page 14)

- a. If the City is directing the programs, and how the contract is conducted, then could the City please Clarify/Verify the reason for this section?

Answer: *Proposers can provide alternate scenarios.*

94. Proposer's sole payment for Basic Services shall be as follows: (Sec. 4.0, page 15)

- a. Based on the minimum staffing/manning requirements, is it the City's intent that the minimum staffing/manning requirements will meet the requirements specified in Section 4.1.1?

Answer: *Yes. Also, refer to Section 7.1.3, page 18, Increase/Decrease in Personnel.*

95. Utility/Car Wash Employee (1 ea., 40 hrs. per week) (Sec. 7.1.2.1, page 17)

- a. Can the City please clarify/verify the meaning of (1 ea. 40 hrs. per week):
1. 1 Utility employee & 1 Car Wash employee?
 2. 1 employee for each location?

Answer: *One employee for IAH and one employee for HOU, 40 hours per week each.*

- b. It states 1 employee, but wouldn't it require a minimum of 2 employees to pick-up & deliver vehicles?

Answer: No.

96. Mobile Service Trucks (Sec. 10.0, page 21)

- a. Can the City please clarify/verify that the Contractor is responsible for the procurement of required trucks?

Answer: *Yes, Contractor's responsibility.*

b. How many trucks are required for each location and hours of operation?

Answer: One (1) at IAH and One (1) at HOU. Same as shop hours as stated in Section 7.1.4.

c. Can the City please clarify/verify the number of personnel required for each truck?

Answer: Yes. Demand driven.

d. Please confirm/verify that the required personnel for the trucks is included as part of the minimum staffing/manning requirement?

Answer: Yes.

e. Can the City please clarify/verify this requirement as it is listed in the Basic Services, but not in the minimum staffing/manning requirements?

Answer: Mobile service trucks will be operated by minimum staffing personnel.

97. Will the City be providing all Oil Analysis Testing Equipment?

Answer: No.

98. Will there be costs associated with parking and transportation of contractor personnel or will the City provide at no cost to the contractor?

Answer: HAS will provide parking in designated shop areas.

99. Worn or defective parts must not be stored on Airport premises. Contractor shall notify the Director when these parts are to be removed from HAS property. (Sec. 18.1, page 24)

a. What are Genuine's responsibilities in this area since all battery and some parts require turn-in of old parts as a core?

Answer: Contractor is responsible for disposal of worn/defective parts. Genuine will only be responsible for warranty parts and parts with core charges.

b. Does HAS have an off-site location for contractor to store worn or defective parts?

Answer: No.

100. Cleaning and disposal of materials from wash bay grit traps shall be provided monthly, or more as needed, as part of Basic Services; including a complete evacuation of solids and liquids from grit traps, located in wash bays, and performed in accordance with applicable laws and regulations.

a. Will the City be providing this or is it the contractor's responsibility?

Answer: It is the Contractor's responsibility; please refer to section 18.2, page 24, of Scope of Work.

b. Will the City be paying for this as "Other Services"?

Answer: No, it is part of Basic Services.

101. Re-lamping – Contractor shall replace all burned out lamps, ballasts, starters, and bulbs in HAS-owned facilities assigned for Contractor's use.

- a. Does this include exterior poles and security lights on the grounds?

Answer: No.

- b. Will these items be provided by HAS or reimbursed as needed?

Answer: Re-lamping is Contractor's responsibility and will not be reimbursed, refer to Section 19.1.2, page 25.

102. Contractor shall warrant that all "3rd party parts", supplies, equipment and tools provided will be new and free from defects.

- a. If all parts are to be provided by Genuine Parts, what warranty would the Proposer be providing?

Answer: Genuine provides warranty for the parts that they provide. Warranty, for 3rd Party Part for Other Work Services Subcontracted Work, would be Contractor's responsibility.

- b. Is this not a requirement of Genuine Parts?

Answer: Yes, Genuine provides warranty for the parts that they provide.

- c. Will rework by defective parts provided be paid for by "Other Services"?

Answer: No.

103. a. Will the Contractor have the capability to input Work Orders from the Field?

- b. Will the Contractor have the ability to remotely print Work Orders?

**Answer: a. The Contractor will be given access to M5.
b. The Contractors printing capability will depend on the computer hardware that is used or available.**

104. Contractor shall enter data from existing M5 system into new COH M5 system. Section 27.3, page 31.

- a. When is this requirement to be completed?

Answer: Please see the response to question No.57.

- b. Are the two systems incompatible for integration?

Answer: Please see the response to question No.57.

- c. What are the old and new M5 systems?

Answer: Please see the response to question No.57.

- d. Will this require a full-time data processor?

Answer: Please see the response to question No.57.

- e. Will this requirement be billed as Other Services?

Answer: Please see the response to question No.57.

- f. Can the City please confirm/verify who the current M5 system is registered too (the City or A-1)?

Answer: *Please see the response to question No.57.*

- g. Is the current M5 system being utilized at all three (3) locations?

Answer: *Please see the response to question No.57.*

105. Contractor must have proven knowledge/experience with M5 systems. Section 27.4, page 31.

- a. In addition to Proposer and teaming partner's experience, will the City consider the knowledge/experience of proposed Project Manager as sufficient to meet this requirement?

Answer: *No.*

- b. Will the City consider alternate Maintenance System experience?

Answer: *No.*

106. Examples of OSR candidate items are: Vehicle detailing and hand-waxing services. Section 31.3.3, page 34.

- a. Can the City please distinguish the difference between this requirement and the requirements listed as part of Section 9.0, page 20?

Answer: *Refer to Section 9.0 page 20 Wash Services.*

- b. Can the City provide the number of vehicles requiring this service in the last year?

Answer: *Yes - less than 5 at all three Airports*

107. *"Provide copies of key personnel certification and/or licenses. Proposers must provide their recommended manpower for fleet the size of Houston Airport Systems. Proposers must provide a staffing matrix listing and describing positions, qualifications and duties for all proposed staffing. Define the specific duties and qualifications for level one, two, and three mechanics, etc."* Section 4.4, page 41.

- a. Can the City please clarify/verify the relevance of this section since the City has given the minimum staffing requirements to fulfill the requirements of this RFP?

Answer: *Contractor must provide requested information for smooth operation. Proposer can provide alternate scenarios.*

- b. Can the City please clarify/verify the need for the Proposer to describe positions, qualifications and duties since this is provided in Section 7.1.2.1, Page 17?

Answer: *Contractor must provide requested information for smooth operation. Proposer can provide alternate scenarios.*

- c. Is the City implying or suggesting that the minimum staffing/manning requirements are not adequate to fulfill the mission requirements of this RFP?

Answer: *No.*

108. "HAS will audit Proposer's invoiced labor hours using industry's best practices. Proposer must explain their suggested labor audit procedure." Section 5.3, Page 42.

- a. Can the City please clarify/verify the relevance of this section since this is a Firm Fixed Price Contract?

Answer: *Please see the response to Question No. 93.*

109. Proposers shall submit a program for measuring Proposers key performance indicators / performance metrics and provided methodology for calculating any incentive bonus / service credits. Section 5.12, Page 42.

- a. Can the City please clarify/verify the relevance of this section since it is a Firm Fixed Price Contract and there is no mention of an incentive bonus / service credits anywhere else within the RFP?

Answer: *Refer to Section 5. 12, page 42.*

- b. Can the City please state the metrics the City is looking for?

Answer: *Refer to Section 5.12, page 42.*

110. The Offeror will provide a list of the proposed tools/instruments/equipment/etc., including test/calibration/diagnostic equipment, tools, and supplies etc., which the proposer intends to provide to perform the services specified in the RFP. The list must include a description, type, size, age, etc. of the proposed equipment. Section 7.1, Page 42.

- a. Can the City please clarify/verify the relevance of the last sentence: "The list must include a description, type, size, age, etc. of the proposed equipment"?

Answer: *This gives HAS the ability to evaluate the adequacy of the tools being proposed.*

- b. Since the Contract won't be awarded until late Spring, 2012, would the City consider changing the requirement to be submitted as a Deliverable during the Phase-in Period?

Answer: *No.*

111. Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information or Alternate Proposals. Section 9.1,21 Page 44.

- a. Can the City please clarify/verify what exactly the City is looking for in this Section?

Answer: *At a minimum, the City is looking for the following information:*

1. *The Proposal must contain the information as requested in the SCOPE OF WORK section in the Request for Proposal such as documents, flow charts, scenarios, etc. and anything else requested in the RFP;*
2. *The Proposal must follow the outline as set forth in the PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS SECTION of the RFP, page 41, at a minimum, and contain the information as requested;*
3. *The Proposal must include Attachment 1;*
4. *The Proposal must include the forms from Exhibits I through X;*
5. *The Proposal must include the Pre-Performance Bond (Exhibit XI);*
6. *Any other relevant information or alternate proposal you wish to include.*

112. Option Pricing: Proposal Pricing Sheet, Page 44.

There is no line item for Clerical/Admin fully burden rate: Can the City Confirm/Verify the requirement for Clerical/Admin personnel?

Answer: *Administrative staff is part of your fully burdened rate for basic services.*

113. It was stated at the Pre-Proposal Conference that based on the short list resulting from the proposal review will come in for an oral presentation and the Offeror's grades resulting from the Proposal Review could go up or down based on the interview process.

- c. Based on the Section 1.1 it states: "The short listed Offeror(s) may be scheduled for a structure oral presentation, demonstration and/or interview." Can the City Confirm/Verify which is in fact the correct procedure to be followed?

Answer: *The two do not conflict. In the initial evaluation of the responses to the Proposal, each of the evaluators will have a scorecard listing the criteria with the percentage weights set out in the Request for Proposal. Each Respondent will be evaluated against those criteria independently of all other Respondents (initial scorecard evaluation). During the demonstrations, each of the evaluators will take his/her initial scorecard and will evaluate the demonstration using the same criteria and weights, adjusting the initial scores (up or down) based upon the Respondent's ability to demonstrate its capability to fulfill the requirements of the RFP. Alternatively, the evaluator may choose not to adjust the original numbers and leave them as is. After the demo, a Respondent could end up with either a higher or a lower total score than he had at the time he was chosen for the short list.*

114. As stated above and within Section 2.0:

- a. Can the City please Confirm/Verify the selection process as it pertains to the oral presentations?

Answer: *1. In the initial evaluation, each Respondent is evaluated against the criteria set out in the Request for Proposal, page 45, EVALUATION AND SELECTION PROCESS, Section 2.1.
2. The top 2-3 (occasionally, 4) highest scoring vendors are then selected for the "short list" to come in and perform a demonstration for the Evaluation Committee.*

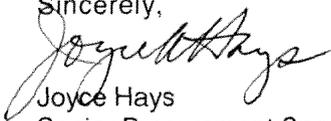
- b. Can the City Clarify/Verify the evaluation weight of oral presentations, since nowhere within the Evaluation Summary and Selection Process does it state anything about the impact of the presentation?

Answer: *Please see the response to Question No. 113.*

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the proposers to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you have any questions or if further clarification is needed regarding this RFP, please contact Joyce Hays at 832-393-8723.

Sincerely,



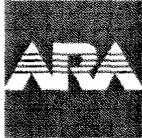
Joyce Hays
Senior Procurement Specialist
City of Houston, Strategic Purchasing Division

Attachments: Revised page 1
Revised page 4
Revised page 14
Revised page 18
Revised page 19
Revised page 24
Revised page 36
Revised page 44
Revised page 88

**COH 2011 Holiday Schedule
HAS OPPS 88-06
HAS OPPS 04-06
HAS OPPS 95-03**

cc: T24005 Solicitation File

City of Houston



Administration &
Regulatory Affairs

CITY OF HOUSTON, TEXAS
NOTICE OF REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO.: S37-T24005

**STRATEGIC
PURCHASING DIVISION**
**"PARTNERING TO
BETTER SERVE
HOUSTON"**

NIGP CODE:

928-47

**SOLICITATION DUE
DATE/TIME:**

September ~~23~~30, 2011 at 1:00 P.M., CST

SUBMITTAL LOCATION:

**City Secretary's Office
City Hall Annex, Public Level
900 Bagby Street
Houston, Texas 77002**

DESCRIPTION:

**FLEET/VEHICLE AND EQUIPMENT MAINTENANCE
SERVICES**

**PRE-PROPOSAL
CONFERENCE:**

<i>Date</i>	<i>Time</i>	<i>Location</i>
08-31-2011	9:00 A.M.	Technical Services Division, Conference Room No. 113A, 18600 Lee Rd., Houston, Texas 77338

In accordance with T.L.G.C. § Chapter 252, competitive sealed Proposals for the services specified will be received by the City Secretary's Office of the City of Houston at the above specified location, until the time and date cited. Offers must be in the actual possession of the City Secretary's Office on or prior to the time and date, and at the location indicated above. Late offers will not be considered.

Offers must be submitted in a sealed envelope or package with the Solicitation Number and the Offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten. Additional instructions for preparing an offer are included in this Solicitation.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION

Solicitation Contact Person:
Joyce Hays

Name

Joyce.hays@houstontx.gov

E-Mail Address

City Purchasing Agent

08/26/2011

Date

GENERAL TERMS AND CONDITIONS

SOLICITATION NO.: S37-T24005

- 2.0 The Proposals will become part of the City's official files without any obligation on the City's part. All Responses shall be held confidential from all parties other than the City until after the contract is awarded. Afterward, the Proposals shall be available to the public.
- 3.0 The City of Houston shall not be held accountable if material from responses is obtained without the written consent of the Offeror by parties other than the City, at any time during the Proposal evaluation process.
- 4.0 In the event an Offeror submits trade secret information to the City, the information must be clearly labeled as a "**Trade Secret.**" The City will maintain the confidentiality of such trade secrets to the extent provided by law.
- 5.0 Offeror(s) shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Houston (including any and all members of Proposal evaluation committees).
- 6.0 Offeror(s) shall not collude in any manner, or engage in any practices, with any other Offeror(s), which may restrict or eliminate competition, or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purposes of: a) responding to this RFP; or b) establishing a project team with the required experience and/or capability to provide the goods or services specified herein. Conversely, the City can combine or consolidate Proposals, or portions thereof, for the purposes mentioned above.
- 7.0 All Proposals submitted must be the original work product of the Offeror. The copying or paraphrasing of the work product of another Offeror is not permitted.
- 8.0 The RFP and the related responses of the selected Offeror will by reference (within either a contract or purchase order) become part of any formal Agreement between the selected Offeror and the City. The City and the selected Offeror may negotiate a Contract or contracts for submission to City Council for consideration and approval. In the event an Agreement cannot be reached with the selected Offeror, the City reserves the right to select an alternative Offeror. The City reserves the right to negotiate with alternative Offeror the exact terms and conditions of the contract.
- 9.0 Offeror(s), their authorized representatives and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of the RFP at the time a Proposal is submitted to the City.
- 10.0 The Agreement(s) shall become effective on or about **May 29, 2012. The City of Houston anticipates that the term will be for ~~one three~~ (4) (3) years and reserves the option of extending the Agreement on an annual basis for ~~four two~~ (4) (2) additional one-year terms, or portions thereof.**
- 11.0 If necessary for the completion of tasks required under the project, the City will provide reasonable working space to the Prime Contractor.
- 12.0 Clerical support and reproduction of documentation costs shall be the responsibility of the Prime Contractor. If required, such support and costs shall be defined in the negotiated Agreement.
- 13.0 Prime Contractor personnel essential to the continuity, and the successful and timely completion of the project should be available for the duration of the project unless substitutions are approved in writing by the City Project Director.
- 14.0 The Prime Contractor will be expected to adhere to all standard contractual requirements of the City which shall include, but are not limited to, provisions for: Time Extensions; Appropriation of Available Funds; Approvals; Term and Termination; Independent Contractor; Business Structure and Assignments; Subcontractors; Parties in Interest; Non-Waiver; Applicable Laws; Notices; Use of Work Products; Equal Employment Opportunity; Force Majeure; and Inspections and Audits.
- 15.0 The City may terminate its performance under a contract in the event of a default by the Prime Contractor and a failure to cure such default after receiving notice of default from the City. Default may result from the Prime Contractor's failure to perform under the terms of the contract or from the Prime Contractor becoming insolvent,

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S37-T24005

1.0 BACKGROUND

1.1 The Houston Airport System (HAS) operates the City of Houston's (COH) three (3) airports: George Bush Intercontinental Airport/Houston (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD). HAS passenger traffic is approximately 50 million passengers a year. The services covered by this Request for Proposal (RFP) are for IAH, HOU and EFD. Management of the Airports includes coordination with FAA, air carriers, and other Federal agencies to maintain the highest standards of service and safety to Airport patrons. Fleet Vehicle Maintenance Services serve a vital role in the efficient operation of the Houston Airport System (HAS).

2.0 PURPOSE OF RFP

2.1 The City of Houston is seeking Proposals for Fleet Maintenance Services, as described herein, from the most efficient, effective, and economical Fleet Maintenance organization(s) in the Fleet Maintenance industry and is requiring the Proposer to define their approach to providing Fleet Maintenance Services.

2.2 Proposers shall include in their proposal, how they intend to meet the requirements of this Proposal and must include, but is not limited to responses to proposing/describing methodologies, approaches, and technical/innovative solutions.

2.3 A contract resulting from this RFP would have a term of one (1) year with four (4) one-year option periods.

2.4 Proposer must provide flow charts, SOP's, etc., showing the Work flow/interaction between the Proposer, COH Contract Parts provider ("Genuine"), and HAS for providing preventive maintenance (PM) and remedial maintenance (RM) for the following three (3) scenarios which may be advantageous to the City:

2.4.1 City of Houston M5 Fleet Maintenance System (with Read/Write capability), City of Houston Contractor ("Genuine") Parts, and Contractor's Service Writer;

2.4.2 Contractor's Fleet Maintenance Management System, Contractor's Parts, and Contractor's Service Writer;

2.4.3 Contractor's Fleet Maintenance Management System, City of Houston Contractor ("Genuine") Parts, and Contractors Service Writer

2.5 HAS is interested in entertaining other possible scenarios from Proposers.

3.0 GENERAL SCOPE OF WORK

3.1 Proposers shall provide all Fleet Maintenance Services specified in the RFP. Services provided by the Proposers include Basic Services and Other Work/Services.

3.2 Proposers shall provide all management, supervision, labor, ~~material~~, equipment, diagnostics, repairs, mobile services (refueling), oil analysis, tools, instruments, reports, transportation, and incidentals etc., to perform Fleet Maintenance Services, including but not limited to, Preventive Maintenance (PM), Remedial Maintenance (RM), and Early Detection Program (EDP) on HAS Owned Equipment (Sample Equipment) listed in **EXHIBIT XIII**.

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S37-T24005

Shop Foreman (1 per shift)	The Shop Foreman will be a working supervisor with a minimum of two (2) years foreman/supervisor experience and four (4) years as a qualified automotive mechanic. ASE certification required.	Supervisor in charge of each shift maintains staffing levels and ensures proper assignments. Evaluates job performance, maintains records, directs or redirects daily activities
Service Writer (1 per shift)	Two years experience in automotive repair. ASE certification. Valid Texas driver license. Experienced in M5.	Receive, diagnose, monitor, and expedite on-site & off-site vehicle/equipment repairs. Coordinate work order inputs etc. into COH M5 (FMMS). Assist in diagnoses of equipment maintenance needs. Prioritizes schedules & tracks PM/RM work.
Mechanic (2 per shift)	The position of mechanic must have three (3) years of experience working on related equipment. ASE certification required	Performs diagnosis, repair and maintenance. Work to be performed in shop or out on location
Mechanic Helper (1 per shift)	The position of mechanic helper must have one (1) year of experience working on related equipment. ASE certification a plus.	Perform maintenance duties and repairs while supervised by a certified mechanic. Work to be performed in shop or on location.
Utility/Car Wash Employee (1 ea., 40 hrs. per week)	The utility/car wash employee must have a valid driver's license. Prior car wash interior/exterior cleaning experience is a plus.	Perform car wash duties, including pick-up/deliver of vehicles.
EFD		
Shop Foreman / Service Writer (1 per shift)	The Shop Foreman will be a working supervisor with a minimum of two (2) years foreman/supervisor experience and four (4) years as a qualified automotive mechanic. ASE certification required.	Supervisor in charge of each shift maintains staffing levels and ensures proper assignments. Evaluates job performance, maintains records, directs or redirects daily activities. (Service Writer duties – see above description of duties)
Mechanic (1 per shift)	The position of mechanic must have three (3) years of experience working on related equipment. ASE certification required	Performs diagnosis, repair and maintenance. Work to be performed in shop or out on location

7.1.3 Increase/Decrease in Personnel

- 7.1.3.1 With HAS authorization, Contractor shall increase / decrease staffing at the “fully burdened rates” specified on the proposal price sheet. All increase/decrease of staffing must be approved by the Director. HAS may require the contractor to reduce staffing below the minimum level.
- 7.1.3.2 The Contractor shall provide the necessary number of personnel required (not less than the minimum noted above, unless directed by HAS) to operate and provide Fleet Maintenance Services at each location as outlined in this contract, additions and deletions of staffing must be approved by the Director.

SPECIFICATIONS / SCOPE OF WORK
SOLICITATION NO.: S37-T24005

provide Fleet Maintenance Services at each location as outlined in this contract, additions and deletions of staffing must be approved by the Director.

7.1.3.3 Contractor shall at all times provide an adequate number of on-site personnel to accomplish the work required, including seasonal demand or emergency related issues. Should the Director determine that the Contractor is not meeting its responsibilities due to the insufficient number and/or specific job skills of on-site personnel, the Director may request the Contractor to increase the number and/or specific job skills in order to meet the obligations specified hereunder.

7.1.4 Shop Hours of Operation

7.1.4.1 Contractor shall operate Maintenance Shops, as detailed in **Exhibit XVI**, at each Airport staffed with on-site personnel. Shop hours are as follows:

7.1.4.1.1 IAH: 6:00 a.m. - 10:00 p.m. Monday thru Saturday

7.1.4.1.2 HOU: 6:00 a.m. - 10:00 p.m. Mon. thru Fri.

7.1.4.1.3 EFD: First Shift – Mon. thru Fri., shop hours to be determined by Airport Manager.

8.0 EARLY DETECTION PROGRAM (EDP)

8.1 As part of Flat Monthly Basic Services the Contractor shall provide EDP inspections.

8.2 Contractor shall identify all defects or potential defects during EDP and obtain approval from HAS to make repairs as recommended by Contractor.

8.3 To improve equipment availability, Contractor shall perform EDP inspection on sample equipment list shown in **Exhibit XIII** when performing PM & RM work orders to include, but not limited to:

8.3.1 Vehicle Safety Inspection

8.3.1.1 Run & check engine

8.3.1.2 Check: all warning lights, alarms/warning devices, instruments and gauges, wipers, horns, PTO operation, heaters/defrosters, AC/Heater, clutch, brakes/parking brakes, gear shift operation, steering wheel play/bind, seat belts, safety equipment, air/hydraulic systems, 3-way check valves/protection control valves.

8.3.2 Exterior Inspection

8.3.2.1 Check: exterior for damage, door glass, windshields, mirrors, wiper blades/arms, lights, back-up alarm, fuel tanks/mountings/lines/tanks, trailer light cord/bracket, license plate/bracket, permits/state safety inspection sticker, fifth wheel mounting/locks, pintle hook, mud flaps/brackets, appurtenances.

8.3.3 Tires / Wheel Inspection

8.3.3.1 Check: air pressure, valve stems/caps, tread depth, tire condition, dual mating with square, wheels for cracks or loose lugs/outer hub leaks.

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- 16.4.5 Permits, licenses, and certifications.
- 16.4.6 Detailed transition plan.
- 16.4.7 Prior to the expiration of the Agreement, after selection of a successor Contractor, the Contractor and the successor Contractor shall jointly prepare a mutually agreeable detailed plan for approval by the Director for the phase-out of the Contractor and the phase-in of the successor Contractor.

17.0 COORDINATED PERFORMANCE

- 17.1 Contractor shall provide coordinated performance.
 - 17.1.1 HAS Contact – Contractor shall coordinate its performance with such person(s) as the Director designates in writing to Contractor. Contractor shall keep said person(s) currently advised of developments relating to the performance of this Contract, and Contractor shall at all appropriate times, advise and consult with the Director's designee(s) as determined by the Director.
 - 17.1.2 Coordination Meetings - Throughout the Agreement term and any extensions hereto, Contractor shall meet with the Director to identify and resolve performance issues. Meetings will be scheduled on a ~~bi-weekly~~ monthly basis or as determined by the Director. Notice of any such meeting may be given by the Director to Contractor either orally or in writing and will designate the time, date, location, Contractor attendees, and general purpose. The Contractor's designated attendees shall be present at any such performance meeting for its duration and shall prepare a typed agenda covering the topics to be discussed; keep minutes of the meetings in a form satisfactory to the Director; and issue copies of the minutes to all attendees within three business days of each meeting.

18.0 DISPOSAL OF USED PARTS

- 18.1 Contractor shall dispose of all worn/defective scrap parts and waste or hazardous materials including tires, batteries, oils, lubricants, etc. resulting from the work under this Proposal, *excluding parts/materials disposed of by the COH parts contractor*. Handling, transport, and disposal of worn/defective scrap parts and waste or hazardous materials must be done in such a manner as to ensure the highest level of safety to the environment and to public health and in compliance with all applicable laws and governmental regulations. Contractor shall assume full responsibility and liability for and act prudently in all aspects of handling, transport, and disposal of any hazardous materials, securing all licenses and permits required by law and ensuring that any disposal facilities to which any scrap, waste, or hazardous materials may be moved are in full compliance with federal, state, and local laws and regulations. Worn or defective parts must not be stored on Airport premises. Contractor shall notify the Director when these parts are to be removed from HAS property.
- 18.2 Cleaning and disposal of materials from wash bay grit traps shall be provided monthly, or more as needed, as part of Basic Services; including a complete evacuation of solids and liquids from grit traps, located in wash bays, and performed in accordance with applicable laws and regulations.

19.0 MAINTENANCE / CONTROL OF FACILITIES

SPECIFICATIONS / SCOPE OF WORK

SOLICITATION NO.: S37-T24005

34.2.1.4.2 HOU - (1) One vehicle wash bay w/vacuum cleaning station-
9014 Randolph Street (South Location);

34.2.1.4.3 HOU - (1) One vehicle wash bay w/vacuum cleaning station-
7500 Airport Blvd, Houston 77061 (North Location)

34.2.1.4.4 EFD - (1) One vehicle wash bay w/ vacuum cleaning station
- 6100 Farley Road

34.2.2 The shop facilities remain the property of HAS, and shall be used only for performing services related to this Agreement.

34.2.3 HAS-Provided Maintenance Facility Services

34.2.3.1 Utilities – HAS will furnish gas, electricity, water, and sewage. Any additional requirements must be at Contractor's expense.

34.2.3.2 Postal Distribution - HAS will provide internal Department mail service.

34.2.3.3 Real Property Maintenance -HAS will provide normal maintenance and repair of real property facilities. Contractor shall be responsible for interior housekeeping and janitorial maintenance. HAS will provide mowing. Contractor shall be responsible for all damages to property caused by carelessness or neglect.

34.2.3.4 Insect and Rodent Control – HAS shall provide Pest Control services.

35.0 NOTICE TO PROCEED REQUIREMENTS

35.1 Contractor shall provide fleet maintenance services specified in the agreement immediately after its Phase-In, on the date specified in the Notice to Proceed. Proposed procedures must be submitted to HAS for approval within 30 days after the Agreement Start Date.

35.2 Within thirty (30) days after the NTP, the Contractor shall submit an emergency procedures plan for the Director's approval. This plan shall contain procedures in advance for all foreseeable emergency situations including but not limited to, passenger safety, personal injuries, sickness, rowdiness, vandalism, intoxication, fire, smoke, power outage, etc.

35.3 Within thirty (30) days after the NTP, the Contractor shall certify to the Director in writing that 100% of the Contractor's employees (fully trained and experienced) necessary for the effective and timely accomplishment of the Contractor's obligations under this specification are in place, and all Sub-Contractors, if any, necessary for the effective and timely performance of the Contractor's obligations under this specification have been engaged by the Contractor and have commenced work under their respective Sub-contracts.

35.4 Within sixty (60) days after the NTP, the Contractor shall inspect and determine the condition of all owner-supplied shop etc. equipment. The inspection(s) will be observed by HAS at the Directors discretion. Items that are missing or are not in acceptable working condition will be recorded and submitted in writing to the Director. At the Director's sole discretion items that are missing or not in acceptable working condition may be replaced or repaired as set forth in Other Work/Services/Change Order as specified in the agreement.

35.5 Contractor shall provide to the Director a copy of the "Quality Control Program" within 60 days of Notice to Proceed.

**EXHIBIT XVII
HAS ISSUED TOOLS & EQUIPMENT - EFD
SOLICITATION NO. S37-T24005**

NOTE: To view or download the HAS Issued Tools & Equipment - EFD, please go to our web site where you can also obtain a copy of this RFP at:
https://purchasing.houstontx.gov/Bid_Search.aspx and type in T24005 in the Keywords field.

**PROPOSAL PRICE SHEET
SOLICITATION NO.: S37-T24005**

OPTION PRICING

COST TO DELETE/ADD STAFFING	Fully Burdened Labor Cost Per Hour
1. Service Writer	\$ _____
2. Mechanic/Heavy Equipment	\$ _____
3. Mechanic	\$ _____
4. Mechanic Helper	\$ _____
5. Car Wash Employee	\$ _____
OPTIONAL MONTHLY COST	Cost per Month
Cost for Contractor to provide Contractor's parts (IAH, HOU, EFD)	\$ _____
Cost to add Contractor's FMMS (IAH, HOU, EFD)	\$ _____
Cost to have IAH Shop open Sunday 6:00 A.M. to 10:00 P.M.	\$ _____

EXHIBIT XVII
Fleet Maintenance Contract

HAS Issued Tools and Equipment – EFD

ITEM	QTY	DESCRIPTION	MFG	TYPE/MODEL	S/N
1	1	Miller Welder AEAD A/C- D/C gas	Miller	200 LE	JA53645
2	1	Speedaire compressor 80 gal.	SpeedAire	1WD55	DO83489
3	18pcs.	wrench set from 1" to 2"	Snap- On		
4		Socket set - 3/4"			
5	1	Rachet-3/4"	Snap-On	L72T	
6	6	Parts room shelves			
7	2	Bolt Bins			
8	1	Torch set with cart-no bottles			
9	1	Metal Work Bench w/ Drawer			007236
10	1	Bench Grinder	Jet Electric	B8-4090288	007246
11	1	3 Ton Truck Jack-orange			
12	1	Tire Rack			007258
13	1	Shop Fan- Heavy Duty	Patton		313601

MOTION by Council Member Lovell that the recommendation of the Director of the Human Resources Department, relative to the Holiday Schedule for Calendar Year 2011, be adopted, and the following holiday schedule is hereby approved by the City Council:

New Year's Day (Observed)	Monday	January 3, 2011
Martin Luther King, Jr.	Monday	January 17, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Veteran's Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas Eve (Observed)	Friday	December 23, 2011
Christmas (Observed)	Monday	December 26, 2011

Plus one (1) floating holiday granted for Municipal and Classified Police Employees and one (1) floating holiday granted for Fire Fighters designated as the "September 11th Floating Holiday" according to guidelines established and administered by the Administration.

Seconded by Council Member Gonzalez and carried.

Mayor Parker, Council Members Stardig, Johnson, Clutterbuck, Hoang, Gonzalez, Rodriguez, Lovell, Noriega, Bradford and Jones voting aye
Nays none

Council Members Adams, Pennington and Costello absent on personal business

Council Member Sullivan absent on City business

PASSED AND ADOPTED this 25th day of August 2010.

Pursuant to Article VI, Section 6 of the City Charter, the effective date of the foregoing motion is August 31, 2010.



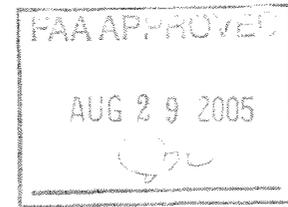
City Secretary

APPENDIX 3

BUSH INTERCONTINENTAL AIRPORT

OPERATING INSTRUCTIONS

TENANTS



O. I. No: 88-6

Original Date: July 25, 1988

Revision Date: March 2, 2001

GROUND VEHICLE OPERATIONS

Purpose: To provide procedures and guidance for the operation of Ground Vehicles on Bush Intercontinental Airport (IAH) Air Operations Area (AOA) and Aircraft Movement Areas.

Definitions: Air Operations Area: Airside areas other than Movement Areas, including but not limited to aircraft aprons, ramps, parking, and other airside areas where Tower approval is not required before entering.

Ground Vehicle: Any device, motorized or otherwise, used to carry transport, or convey persons or property.

Movement Area: The runways, taxiways, and other airside areas at IAH that are utilized for taxiing, hover taxiing, air taxiing, takeoff and landing of aircraft, including runway and taxiway safety areas, where Tower approval is required before entering.

Non-Movement Area: Aircraft movement areas where Tower approval is not required before entering.

ILS Critical Area: A keyhole-shaped, cleared area, designed to protect the ILS localizer radiated signal which begins in the extended runway safety area and overlies a portion of the runway.

Safety Area: A designated rectangular area abutting the edge of a runway or taxiway intended to reduce the risk of damage to an aircraft inadvertently leaving the runway or taxiway.

Procedure: The following procedures will govern the use of Ground Vehicles operating on Air Operations Areas, Movement, and Non-Movement Areas at IAH.

A. AIRPORT SECURITY

The entire AOA, together with the Movement area, is surrounded by fencing and controlled-entry access gates. Only badged personnel authorized by the

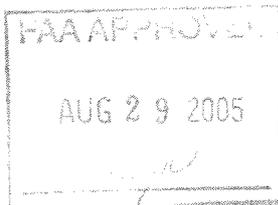
Airport Manager with properly identified vehicles, or escorted persons and Ground Vehicles are authorized entry to the Air Operation and Movement Areas. In the event a report is received of unauthorized vehicles or persons on the Movement or the Air Operations Areas, a City of Houston Airport System (HAS) vehicle will be dispatched to intercept and escort the violator from the area. Additionally, a security violation citation may be issued to the offender.

1. The following Ground Vehicles are authorized on the Movement Area:
 - a. Airport Rescue and Fire-Fighting Equipment (ARFF).
 - b. HAS vehicles, e.g. Management, Maintenance, Operations, etc.
 - c. Houston Police Department – Airport Division.
 - d. FAA Maintenance.
 - e. Contractors who have been authorized.
 - f. Ground Vehicles under authorized escort.
2. The following Ground Vehicles authorized on the Non-Movement Area:
 - a. Tenant owned and operated vehicles.
 - b. Fueling and service vehicles.
 - c. Authorized vendor vehicles.
 - d. Aircraft service vehicles.
 - e. Ground Vehicles described in (1) above.

B. GROUND VEHICLE REQUIREMENTS

1. Identification:

- a. All Ground Vehicles that are authorized for access on the AOA must be identified in a permanent and distinctive manner. Identification marking shall include the operating organization's name/or logo so that such Ground Vehicles may be identified from a distance of at least 200 feet. Identification markings shall be affixed to the vehicle in a permanent manner on each side of the vehicle, preferably on each front door, if so equipped. Permanent identification markings might be paint, decal, or magnetic sign. Distinctive color schemes are also desired, but will be at the operator's option.



- b. Aircraft ground service, baggage, and cargo Ground Vehicles shall display highly visible mounted reflectors or reflective tape on all four sides of the Vehicle and shall be identified as described in (B) (1) (a) above, subject to approved exceptions because of Ground Vehicle surface size.

2. Safety Equipment:

- a. All safety equipment, such as vehicle brakes, horns, lights, beacons, radios, fire extinguishers, etc., shall be maintained in a safe and operable condition at all times.
- b. Motorized Ground Vehicles shall at all times be equipped with two operating headlights, and two operating taillights. Headlights shall be of sufficient brilliance to assure safe visibility at night and shall be lighted during hours of darkness (sunset to sunrise) or during adverse weather conditions whenever the Ground Vehicle is operating on the AOA or Movement Area.

3. License and Inspection Sticker:

- a. All motorized Ground Vehicles shall display a current license tag and inspection sticker if licensed for public roadway operations.

4. Operator Requirements:

- a. All Motorized Ground Vehicle operators shall have in their possession a Valid Texas operator's license or permit.
- b. Airline, tenants, contractors, and vendors authorized by the Airport Manager to operate on the AOA and Movement Areas shall ensure that their Ground Vehicle operators have read and understood this O.I. and other airport operating procedures, and that they are qualified to operate Ground Vehicles and associated equipment.
- c. All Ground Vehicle operators must complete Airport Driver Training program and receive "D" designation on their HAS identification badge prior to operating Ground Vehicles on the AOA.
- d. Ground Vehicle operators shall ensure that entry gate(s) are closed. Immediately after ingressing or egressing the Air Operating Areas.



- 5. Insurance Requirements:
 - a. Automobile Liability coverage:
Combined single limit of \$1,000,000
 - b. The City of Houston shall be named as an additional insured on the certificate of insurance.

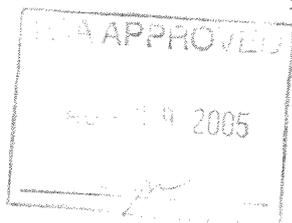
- 6. Speed Limits:
 - a. It shall be unlawful for any operator to drive a Ground Vehicle on the AOA of IAH at a speed greater than is reasonable, consistent with Existing traffic, light, and weather conditions, and in no event in excess of the following limits:

Air Operations Area: 15 mph
Baggage Tunnels: 6 mph
Service Roads: 20 mph unless there is a posted speed limit to the contrary, in which case the posted speed limit shall control.

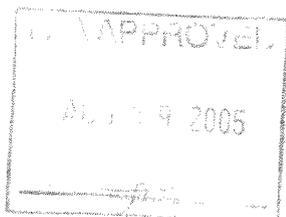
- 7. Service Roads:
 - a. Unless otherwise authorized by the Airport Manager, all Ground Vehicles shall remain on designated service roads at all times. Service roads are marked and designated by white lines. Ground Vehicles proceeding to ramp gates or satellite locations shall use designated service road entry and exit points closest to their destination. Operators shall obey all stop, yield, and/or give-way signs as posted on service roads and/or taxiways.

- 8. Right-Of-Way:
 - a. Ground Vehicles shall yield to all aircraft within 500 feet of the Ground Vehicles position. Aircraft have the right-of-way over Ground Vehicles at all times. Ground Vehicles shall not overtake or pass aircraft without prior authorization from Ground Control.

- 9. Unauthorized Operations:
 - a. Except for Ground Vehicles that are servicing a parked aircraft, driving under any portion of an aircraft (parked or moving) is prohibited.
 - b. Ground Vehicles and motorized equipment shall not be operated between an aircraft and a loading gate when passengers are embarking or disembarking an aircraft.



- c. Ground Vehicles, equipment, and pedestrians shall give way to emergency equipment. Ground Vehicles or equipment shall not park in a manner, which would obstruct the access routes of emergency equipment.
- d. Ground Vehicles or equipment shall not be operated, parked, or left unattended in a manner or place that would constitute a hazard or threat to aircraft, persons, or property.
- e. Ground Vehicles or equipment shall not be stored, parked, or repaired anywhere on the AOA except in areas so designated by the Airport Manager, or as may be designated in a properly executed lease between the City (or an airline tenant of the City if so authorized under its use and lease agreement with the City) and the operator.
- f. Tractors, tugs, and other motorized Ground Vehicles shall not be operated in any hanger or building without adequate screens or baffles to prevent the escape of sparks and propagation of flames.
- g. Ground Vehicles and associated equipment shall not be operated behind aircraft engines that are operating at high power settings, such as maintenance runs, taxiing, or takeoff runs. Caution should be exercised when pedestrians, vehicles, or equipment are in front of aircraft during the execution of power-back operations from loading gates.
- h. In-flight service Ground Vehicle doors including front, rear, and overhead loading doors shall remain closed at all times except when servicing aircraft.
- i. Scissor type Ground Vehicles shall not be moved with scissors extended nor shall scissors be extended behind running aircraft engines.
- j. The use of motorcycles, bicycles, (H.P.D. Bicycle Patrol exempted), motor scooter, and motor bikes on the AOA are prohibited at all times.
- k. Cleaning and maintenance of ground equipment and Ground Vehicles at aircraft terminal gates is prohibited at all times.
- l. No persons shall operate Ground Vehicles or associated equipment while under the influence of alcohol or drugs.



- m. Disabled and/or junked Ground Vehicles, carts, or ground equipment shall not be abandoned or otherwise stored on the AOA, and shall be immediately removed from IAH by operator.

10. Baggage Carts and Trains:

- a. Unless otherwise authorized by the Airport Manager, the maximum number of carts, dollies, or igloo, pallets, or any combination thereof, shall not exceed five in a single train.
- b. Cart trains are limited to three in tug tunnels at Terminals A and B at any one time, and five at Terminal C at any one time.
- c. Unattended carts and dollies shall be parked in designated and marked locations as authorized by the Airport Manager.

C. ACCESS TO AIR OPERATIONS AREAS

1. Contractors/Vendors:

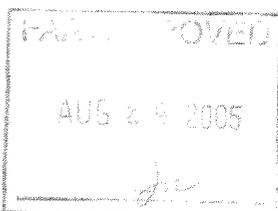
a. Periodic Access:

Properly badged personnel of airlines or tenants may provide escort for contractors and vendors on the AOA. Such escort shall be continuous and uninterrupted for the entire period of time that such vendor or contractor is on the AOA.

b. Regular Access:

Contractors and vendors requiring AOA access on a recurring basis must be escorted by the airline or tenant consistent with the requirements of C (1a) (Periodic Access) above. Alternatively, the manager of the sponsor airline or tenant shall submit a written request to the Airport Manager requesting badges for certain personnel and stating the following information:

- i. Name of the contractor or vendor
- ii. Name of persons requiring badges
- iii. Requested gates of entry.
- iv. An acknowledgement by the Airline or Tenant Manager of assumed insurance liability for the contractor or vendor Ground Vehicles that will enter the AOA.



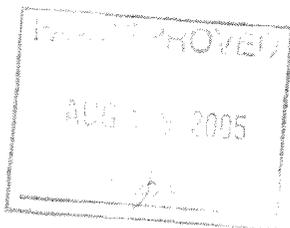
2. Buses, Large trucks, and Equipment:

- a. Athletic team buses, equipment trucks, and other large vehicles or equipment, at the request of the airline or tenant, may be authorized ramp access under escort and control of the airline or tenant only after receiving the proper authorization of Airport Operations. The airline or tenant is also responsible for providing escort of subject vehicles or equipment on and off the AOA.

D. MOVEMENT AREAS AND SAFETY AREAS

1. Communications:

- a. Ground Vehicles operating on Movement Areas or in Safety Areas shall be equipped with a functioning VHF Tower (Ground Control) radio or be under escort by a Ground Vehicle with a functioning VHF Tower (Ground Control) radio. Ground Vehicles shall not enter Movement Areas or Safety Areas without prior approval from Ground Control. Ground Vehicles will remain a minimum of 100 ft. from the edges of taxiways and 275 ft. from the edge of runways.
- b. Ground Vehicles shall not enter ILS Critical Areas without prior approval from Ground Control when the weather ceiling is 800 ft. or below and/or visibility is two (2) miles or less.
- c. Airline, tenants, contractors and vendors are required to obtain permission from Airport Operations before proceeding onto a Movement Area or Safety Area.
- d. Ground Vehicles shall hold at the yellow taxiway hold lines until authorized by Ground Control to enter or cross a runway or taxiway. Unless specifically authorized by Airport Operations Ground Vehicles shall NOT be operated on airfield grass areas.
- e. Two-way radio contact shall be maintained with the Tower/Ground Controller at all times when on Movement and Safety Areas.
- f. Ground Control shall be notified by the operator of the Ground Vehicle or its escort, when vehicle (s) are clear of runways, taxiways, and safety areas.
- g. If radio contact with Ground Control is lost, vehicles shall remain clear of the runway edge by at least 275 ft. When assistance is required, a Ground Control radio-equipped vehicle will be



dispatched. Construction Vehicles NOT equipped with a radio capable of contact with Ground Control will either be escorted by a Ground Vehicle with a functioning radio, or will have a flagman (with a radio) stationed at areas designated by the Airport Manager to convey instructions to the vehicle.

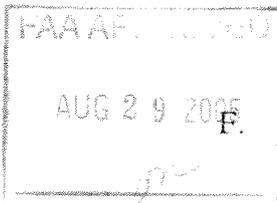
- h. All Ground Vehicle operators required to access any Movement Area or Safety Area shall be familiar with the following Tower light gun signals contained in FAA Advisory Circular 90-67, as may be amended from time to time.

LIGHT GUN SIGNALS

<u>COLOR AND TYPE OF SIGNAL</u>	<u>MOVEMENT OF VEHICLES, EQUIPMENT AND PERSONNEL</u>
STEADY GREEN	Cleared to cross, proceed or go
STEADY RED	STOP
FLASHING RED	Clear the taxiway/runway
FLASHING WHITE	Return to starting point on airport
ALTERNATING RED AND GREEN	Exercise extreme caution

E. VEHICLE LIGHTING

- 1. Ground Vehicle authorized to operate in Movement Areas or Safety Areas shall be in marked and lighted accordance with FAA AC 150/5210-5 and in addition to the requirement of B (1) as follows:
 - a. Airfield service vehicles - flashing yellow beacon
 - b. Houston Police Department - Airport Division vehicles - flashing blue or combination of red and blue beacons.
 - c. Aircraft rescue and Fire-Fighting vehicles - flashing red or combination of red and white beacons.
 - d. Aircraft support vehicles - flashing yellow beacon.
- 2. Airport service vehicles, construction Ground Vehicles, and aircraft support vehicles shall be equipped with a flashing yellow beacon mounted on the highest point of the vehicle. Operators will turn on the beacon prior to entering any Movement Area or Safety Areas.



MISCELLANEOUS

- 1. Fuel Servicing Vehicles:

- a. Fuel tankers shall be parked no closer than 50 ft. from terminals, hangars, buildings, and aircraft loading bridges.
- b. Fuel tankers and hydrant trucks shall not be left unattended when loading or off-loading fuel with hoses connected to fuel pits, aircraft, or with engines running.
- c. Fuel tankers shall be parked for storage only in designated areas approved by the Airport Manager.

2. Wide Loads:

- a. Ground Vehicles transporting or pulling wide loads should display a rotating yellow beacon or be escorted by a Ground Vehicle so equipped. Airport Operations may be contacted to provide escorts under special circumstances.

3. Accidents:

- a. The Houston Police Department - Airport Division shall be notified immediately (281-230-3111) of Ground Vehicle or equipment accidents involving personal injury and/or property damage.

4. Loads:

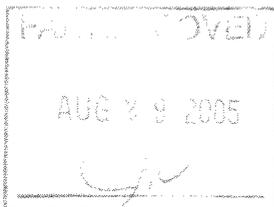
- a. Ground Vehicle operators shall ensure baggage, cargo, and equipment loads are properly secured when driving on the AOA.
- b. Ground Vehicle operators shall immediately recover any item which may fall from a Ground Vehicle, including any debris.

G. ENFORCEMENT

- 1. The following enforcement procedures shall apply to ALL personnel who access the AOA and who violate this O.I. 88-6.

a. First Violation:

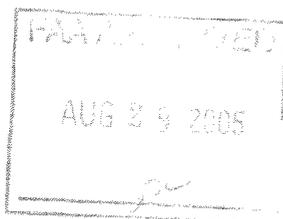
- i. Airport Operations will issue a Notice of Violation and give pink copy to the offender.
- ii. Airport Operations will send white copy to employer.
- iii. Airport Operations will retain card copy in the Airport Operations office.



- iv. Administrative Services will enter violation into the central compute system.

- b. Second Violation (Within 3 months of the first violation):
 - i. Airport Operations will issue a Notice of Violation and give pink copy to the offender.
 - ii. Airport Operations will send white copy to the employer.
 - iii. Airport Operations will retain card copy in the Airport Operations office.
 - iv. Airport Operations will send yellow copy to Badging.
 - v. Violator shall receive recurrent training from Airport Operations. Recurrent training for the second AOA driving violation consists of viewing the HAS AOA Drivers Training Presentation, and successfully completing Driver's Training written test.
 - vi. Once the violator has received the appropriate training, Administrative Services will record the even in the IAH central computer system.

- c. Third Violation (within 3 months of the second violation):
 - i. Airport Operations will issue a Notice of Violation and give pink copy to the offender.
 - ii. Airport Operations will send white copy to the employer.
 - iii. Airport Operations will retain card copy in the Airport Operations office.
 - iv. Airport Operations will send yellow copy to Badging.
 - v. Badging will enter violation into central computer system and violator's badge will be immediately deprogrammed to prevent access to the restricted area by the violator. For the third violation, restricted area access will be denied for a minimum of five (5) business days, even if recurrent training is received sooner.
 - vi. Violator and violator's supervisor shall receive recurrent training from Airport Operations. Recurrent training for the third AOA driving violation consists of viewing the



AOA Drivers Training Presentation, and successful completion of Driver's Training written test.

- d. Fourth Violation (within 3 months of third violation):
 - i. Airport Operations will issue a Notice of Violation and give pink copy to the offender.
 - ii. Airport operations will send white copy to the employer.
 - iii. Airport Operations will retain card copy in the Airport Operations office.
 - iv. Airport Operations will send yellow copy to Badging.
 - v. Badging will enter violation into central computer system and deprogram violator's badge access. Violator will not be granted AOA access privileges for a period of twelve (12) consecutive months from the date of the last violation.

- 2. Violator's who have three or less AOA driving violations with the Houston Airport System are eligible for their record to be cleared if the violator has no AOA driving violations for a period of twelve (12) consecutive months from the date of the last violation.

- 3. Notwithstanding the foregoing procedures, in those situations where a violation results in property damage, personal injury, or a hazardous condition, the violators access badge may be immediately revoked by Airport Operations or the Houston Police Department, subject to subsequent review by the Airport Manager.



Thomas B. Bartlett
Deputy Director of Aviation
Bush Intercontinental Airport

APPROVED
9 9 2005




OPERATING INSTRUCTIONS

TENANTS

OI NO: 04-06

Original Date: April 29, 2004

HOU:

IAH / EFD rescinded, policy only applies to HOU now as of 7-6-09.
Revised HOU policy is awaiting final approvals before posted here.

AIR OPERATIONS AREA (AOA) GROUND VEHICLE OPERATIONS

PURPOSE: To provide vehicle operational guidelines and progressive enforcement actions against vehicle operators who violate rules and regulations during the use of a vehicle on the AOA

APPLICABILITY: This instruction applies to all users of, and persons on any portion of, the property owned or controlled by the Houston Airport System (HAS). No persons are exempt from airport operating training requirements for operating a vehicle on the airside of the airport (excluding users being escorted by authorized badged personnel). Designated tenant organizations shall be responsible for the dissemination of, accessibility to, and compliance with these rules and regulations by their employees. These rules and regulations may be amended, changed, or modified by airport management as necessary.

PROCEDURES:

I. AUTHORITY

The Federal Aviation Administration (FAA) has issued Federal Aviation Regulation (FAR) Part 139.59 which requires Airport Management to establish operational and safety procedures to meet FAA requirements for airport certification. Unescorted driving on the AOA is a privilege granted by the Airport Manager and may be suspended or revoked at any time for just cause.

II. TENANT / ORGANIZATION RESPONSIBILITY

All airport-approved users are required to ensure that initial training is provided to all new employees (vendors, contractors, sub-contractors, etc. are included) which would enable that person to demonstrate the ability to operate a vehicle safely and in accordance with established procedures while functioning independently on the AOA. The Houston Airport System does provide reference material which can be used for training purposes. The airport user may also obtain training material from another source. However, such material must be approved by Airport Operations prior to its use. All airport operator trainers must be certified to perform training by Airport Operations.

III. TRAINER QUALIFICATIONS

- A. The designated trainer will be selected by the airport user.
- B. The selected trainer is required to complete a criminal history background check.
- C. The selected trainer should be familiar with the company's vehicles, insurance coverage, possess a current drivers' license and experienced in operating a vehicle on the AOA.
- D. All trainers must be certified by Airport Operations. A certification form (see attachment I) will be completed and a copy will be retained by the organization and the original will be retained by Airport Operations.

IV. PROCEDURES AND STANDARDS FOR DRIVING ON THE AOA

All vehicle operators must learn the following procedures and standards prior to operating a vehicle on the AOA.

- A. NON-MOVEMENT AREAS (Ramp/Apron)
If you are required to perform work on the ramp/apron only, you must complete the training in the following areas:
 - 1. Terms and Definitions
 - 2. Aircraft Parking Rules
 - 3. Special Driving Conditions
 - 4. AOA Speed Limits (should not exceed)
 - AOA 15 MPH
 - AOA Service Roads 25 MPH
 - Tug Tunnel 10 MPH
 - See posted speed limits at each airport
 - 5. Aircraft Right-Of-Way
 - 6. Ground Vehicle Parking Restrictions
 - 7. Vehicle Requirements, Markings and Lighting
 - 8. Airfield Safety
 - 9. Foreign Object Debris (FOD)
 - 10. Accident Reporting

11. Enforcement Guidelines
 - 1st Violation – The operator will receive a notice of violation and their supervisor will be copied.
 - 2nd Violation – The operator will receive a notice of violation, supervisor copied, and mandatory recurrent AOA Driver Training will be required within 5 business days by the individual receiving the violation and the individual's on-duty supervisor (at time of incident).
 - 3rd Violation – The operator receives the same action as in the 2nd violation and the I.D. badge is deprogrammed, suspended access to the AOA for 5 days, and both you and your supervisor will receive recurrent AOA Driver Training. Once completed, the I.D. badge will then be reprogrammed.
 - 4th Violation – Receive notice of violation, I.D. badge deprogrammed and surrendered to the City of Houston. Serious (life threatening) Violations, such as crossing a runway without clearance, will result in the immediate suspension of your AOA Driving privileges and may result in permanent suspension of your I.D. badge.
12. Low-Visibility Operation (SMGCS)

- B. MOVEMENT AREA (Taxiways/Runways) In addition to the components listed in Section A, all movement area drivers must receive training in the following areas:
 1. ATCT Radio Communications (phraseology, phonetics & light gun signals)
 2. Airfield Signs, Markings and Lighting
 3. Enforcement Guidelines
 4. Runway / Taxiway Layout – After the applicant has completed the training and has passed the test, the trainer will disseminate to and review with the trainees a handout depicting the Runways and Taxiways at the airport location the applicant will be assigned to work at. Special attention should be given to the runway/taxiway names, location relative to surrounding taxiways and the ramp and critical ILS locations. The back side of the handout contains common radio communication phrases, phonetic alphabet, ATCT light gun signals, airfield speed limits, ILS holding sign locations and emergency vehicle routes.

No airport tenant, employee, or user shall enter any runway or runway safety area without the direct permission of Airport Operations.

A copy of this handout should be placed in every vehicle operated on the AOA.

V. MINMAL TEST SCORE REQUIREMENTS

All AOA vehicle operator applicants must receive a score of 90% or greater to be authorized driving privileges on the AOA. The applicant will be required to review the

reference material associated with each question missed. If the applicant receives a score less than 90% they will be required to review all training curriculum a second time. If the applicant is unable to score a 90% or above they will not be authorized to operate a vehicle on the AOA.

VI. VEHICLE OPERATION ASSESSMENT

After employees have successfully completed the written test, the airport user should have potential ground vehicle operators demonstrate their proficiency in operating a vehicle on the AOA before authorizing driving privileges, especially if those operators will be driving on the movement area. The Houston Airport System recommends on-the-job training before new personnel have unescorted access to the AOA. New personnel should ride with a trainer, supervisor or another experienced employee, operating a vehicle on the AOA, for a designated period of time or until the applicant can demonstrate their ability to operate a vehicle safely on the AOA during day and night time operations.

VII. APPLICATION PROCESS

The applicant will be required to submit the following forms to the Airport's I.D. Badging Office.

- A. A Security Clearance Request Form (I.D. Badge Application).
- B. The Ground Vehicle Operating Training Record
- C. The original AOA Driver Training Test

Upon completion and review of the forms the Airport's I.D. Badging Office will issue the applicant an I.D. Badge with a "D, DM, DN, or DC" printed on it. The "D, DM, DN or DC" denotes the area the individual is authorized to operate a vehicle on the AOA. The color of the I.D. badge denotes whether your driving privileges are for the Movement or Non-Movement areas.

VIII. RECURRENT TRAINING

Recurrent training is the training provided to the employee or airport user as often as necessary to enable the employee to maintain a satisfactory level of proficiency. Appropriate schedules for recurrent training will vary from one organization to another. Airport users might consider requiring annual recurrent training when a vehicle operator renews an expired airport I.D. badge.

Thomas B. Bartlett
Deputy Director of Aviation
Operations Services

Operating Instruction

TITLE Vehicle Access and Operating Requirements	OI Category VI No. 95-03
	Date Original Approved: May 29, 1995
Authorized Signature:  Thomas B. Bartlett, Deputy Director of Aviation	Revised Date: December 10, 2008

I. PURPOSE

To control personnel and vehicle access to the Air Operations Area (AOA) at Ellington Airport (EFD).

II. POLICY BASIS

This policy establishes airfield access and operating procedures for vehicles and personnel at EFD as required by Federal Aviation Regulations (FAR), Part 139 Certification of Airports and City of Houston Code of Ordinances (Code), chapter 9 Aviation.

III. POLICY APPLICABILITY

This policy applies to airport tenants, joint-users, Houston Airport System (HAS) and Federal Aviation Administration (FAA) employees and all other persons who have an established need to access the AOA.

IV. DEFINITIONS

- A. Air Operations Area (AOA): This area includes aircraft movement areas, aircraft parking areas, loadings ramps, and safety areas for use by aircraft.
- B. Corporate Base Operator (CBO): A person or company who operates non-commercial aircraft under FAR Part 91 General Operating and Flight Rules.
- C. Fixed Base Operator (FBO): A person, firm, or corporation providing a variety of services, such as aircraft fueling and repair, on a commercial basis.
- D. Movement Area: Any area at an airport where aircraft operate under direct control of the Air Traffic Control Tower (ATCT) such as runways and taxiways.
- E. Notice of Violation (NOV): Written notice on a form, or in a format, designated by HAS, officially charging an individual or entity with a violation of HAS policies and procedures. Receipt of an NOV may result in a penalty action.
- F. Ramp: Any area at an airport where aircraft operate or park without being under direct control of the ATCT.
- G. T-Hangar: Building leased by tenants of the airport to store aircraft.
- H. Vehicle Service Road: Visually marked road on the AOA specifically designated for use by authorized vehicles.

V. PROCEDURES

Vehicles accessing the AOA are required to meet certain criteria established by the FAA and HAS. Vehicles on the AOA are restricted to those necessary to support the operation of aircraft, cargo, passengers, airport maintenance and emergency services. Access to and driving on ramp areas, T-Hangar areas, vehicle service roads, and the movement area is distinguished by a color coded identification badge worn by trained personnel. Badge holders are required to comply with the training and operating procedures specified in FAR 139 section 303 and HAS Operating Instruction I-05-02 Security Access Control System and ID Badging.

A. Vehicle Requirements

1. Unmarked and/or private vehicles are not allowed on the AOA with the exception of Joint-use areas (NASA/Military) and FBO/CBO leased areas. With authorization from the leaseholder, vehicles on leased property must stay within the leased area. The leaseholder is responsible for all vehicles allowed on the AOA and is required to comply with airport security procedures at all times.
2. Vehicles must be identified on both sides with a placard visible from 200 feet and have a properly working flashing yellow beacon, yellow light bar on the roof of the vehicle, or interior digital lighting.
3. Drivers are required to have a valid driver's license (Code, section 9-95) and provide proof of insurance in the amounts specified in section 9-121 of the Code.

B. Operating Procedures

1. Vehicles should use public roads whenever possible.
2. The speed limit on the AOA is 15 miles per hour.
3. Aircraft ALWAYS have the right of way.
4. Specific responsibilities and procedures are discussed in the driver training program.
5. Drivers requiring access to the movement area are granted access through escort by personnel possessing a yellow badge who are under positive control by ATCT.
6. Vehicles operating on the airside must have operating headlights and taillights which are required to be lighted between sunset and sunrise (Code, section 9-122).
7. Drivers operating vehicles improperly on the AOA are subject to being issued a NOV.

C. Gate Access (Refer to OI No: I-05-02 for badging procedures)

1. **Yellow Badge:** Personnel possessing this badge have escort privileges and driving privileges on the movement area, non-movement area, ramp, and T-Hangar area and must meet the following criteria.
 - a. Must complete and pass initial driver training from HAS.

- b. Must attend and complete recurrent training every 12 calendar months from the initial training date.
 - c. Must comply with vehicle and driver requirements as addressed in section V. A. 2 and 3 above. Vehicle information must be provided prior to receiving an airport badge.
 2. **Red Badge:** Red badges are issued to FBO's, National Aeronautics and Space Administration (NASA) personnel, military personnel and other tenants who require driving access on the ramp, vehicle service road, and Taxi-lane Juliet after EFD Operations has verified their need. Personnel possessing this badge have driving privileges on the ramp areas, vehicle service road, and the T-Hangar area and must meet the following criteria.
 - a. Must complete and pass initial driver training from HAS.
 - b. Must attend and complete re-current training every 12 calendar months from the initial training date.
 - c. Must comply with vehicle and driver requirements as addressed in section V. A. 2 and 3 above. Vehicle information must be provided prior to receiving an airport badge.
 3. **Blue Badge:** Blue badges are issued to T-Hangar tenants and have driving privileges in the T-Hangar area only. Blue badge holders will not be allowed to drive personal vehicles on Taxi-lane Juliet east of Gate W-09. Operation of a personal vehicle in unauthorized areas will result in the driver receiving an NOV. Personnel requesting a blue badge must meet the following requirements.
 - a. Must complete and pass initial driver training from HAS.
 - b. Must attend and complete recurrent training every 24 calendar months from the initial training date.
 4. **White Badge:** White badges are issued to personnel for identification purposes only. Driving privileges are prohibited.