



# CITY OF HOUSTON

Administration & Regulatory Affairs Department  
Strategic Purchasing Division

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January 27, 2011

**SUBJECT:** Letter of Clarification No.1  
Vehicle Inspection and Testing Services for the Administration and Regulatory Affairs Department

**REFERENCE:** RFP No.: S29-Q23865

**TO:** All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the RFQ:**

1. Page 2, **Scope and Statement of Work for Services**, second paragraph – is an I-Car acceptable instead of an ASE?

**Answer: I-Car training tends to be more geared toward collision repair training, where ASE training includes collision repair as well as training for engine machinists, alternate fuels technicians, and parts specialists. Thus, I-Car certification is not a substitute for ASE certification, but preference will be given to both ASE and I-Car certified proposers.**

2. Page 9, **Table – REQUIRED FORMS** – Have been unable to download from link?

**Answer: All Required Forms can be downloaded from the following link:**  
[http://purchasing.houstontx.gov/solicitation\\_forms.html](http://purchasing.houstontx.gov/solicitation_forms.html)

3. Is there a minimum or maximum price range for the detailed inspection and testing of the vehicles for each kind of inspection for taxi cabs, limousine and stretch limousine?

**Answer: The City has not established a minimum or maximum fee for these services. Our preference is that proposers have the flexibility to offer pricing commensurate with the services that will be provided. Upon determination of a best qualified proposer or proposers, the City may enter into negotiations with that provider or providers to arrive at a final price, or the City may approve the price proposed initially.**

4. How detailed vehicle inspection the City of Houston is expecting?

**Answer: All items requested in the RFQ must be inspected. Further, the RFQ requests the proposer to develop a checklist based on these inspection requirements, and submit the proposed checklist with the RFQ response, so that the City can ensure that the proposer will be inspecting each requested item.**

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5. On the requirements for inspecting the vehicle seems like its only a visual inspection, Are you expecting to put the vehicle on lifts and check it out thoroughly, Because to check for frame and structural damage, oil leaks, differential leak check, drive shaft check, the vehicle has to be raised?

***Answer: Yes. The intent is that the successful proposer would examine each vehicle for frame and structural damage, oil leaks, etc to ensure the roadworthiness of the vehicle. To the extent inspection requirements are missing from the RFQ scope of services, we request the proposer submit additional recommended requirements with the RFQ response.***

6. How much time a technician is expecting to spend on each vehicle?

***Answer: The estimated time to be spent should be included in the proposer's response. The City has not established a minimum or maximum time frame.***

7. What is the time frame within which an owner must submit a vehicle for re-inspection once it has been failed?

***Answer: The City will use the state standard for re-inspection. Should the vehicle fail the inspection, the vehicle owner or operator should have the item(s) repaired and take it back to the inspection station that originally performed the inspection within 15 days for a free re-test. If the owner or operator does not take it back to the station that originally performed the inspection or presents the vehicle after the 15 days, then the vehicle is no longer eligible for the free re-test.***

8. I understand that City of Houston was charging \$25.00 on each visual inspection, Could you tell me what type of inspection they were performing and how detailed it was to the vehicles, Is it the similar type inspection or lot more detailed inspection?

***Answer: Our investigators inspect vehicles pursuant to the requirements laid out in Chapter 46 of the Houston Code of Ordinances. You may review the vehicle criteria for each vehicle type online at <http://library.municode.com/index.aspx?clientId=10123&stateId=43&stateName=Texas>***

9. Can a ASE certified master tech will only be allowed to perform these inspection or a master tech under his supervision ask other techs to perform the inspection as well, and a master tech will be responsible for the inspections?

***Answer: The City will enter into a contract with a business entity (i.e. an individual, a corporation, a partnership, etc) who will be fully liable for all the contractual obligations under that contract. That business entity will be responsible for determining the allocation of duties among its technicians.***

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 respondent to ensure that it has obtained all such letter(s). By submitting a proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their proposal.

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If you have any questions or if further clarification is needed regarding this solicitation, please contact me.

Sincerely,

*Douglas Moore*

Douglas Moore  
Division Manager  
City of Houston Strategic Purchasing Division  
832-393-8724

**END OF LETTER OF CLARIFICATION NO. 1**

*Partnering To Better Serve Houston*

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington Edward Gonzalez  
James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford Jolanda "Jo" Jones **Controller: Ronald C.  
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