



CITY OF HOUSTON

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Mayor

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December 5, 2014

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

REFERENCE: Request for Proposal No. S56-Q25250

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Section 3.0: Scope of Work/Services on Page 3, add:

3.1.0 TEST DRIVE: A test drive of the vehicle to be inspected must be performed prior to the inspection.

2. Section 3.0: Scope of Work/Services on Page 4, replace to read:

3.1.12 Each company/individual shall have 10 calendar days to make repairs on failed inspection vehicles without being recharged. If the re-inspection happens after this 10 day window Contractor shall charge a new inspection fee.

3. Section 3.2: Scope of Work/Services on Page 5, replace to read:

3.2.5 SEAT BELTS: Inspect seat belts for frayed, split or torn webbing; malfunctioning buckles; and loose or damaged anchorage or floor pan. Review for missing seat belts.

4. Section 3.2: Additional Requirements on Page 9, add:

3.2.53.1 FIRE EXTINGUISHER: As required by State law for vehicles-for-hire. Fire extinguisher shall be of B/C classification.

5. Exhibits: Exhibit "A"-Vehicle for Hire Inspection Form on Page 17, replace with version dated 12/4/14.

• **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. Are fire extinguishers to be bolted down?

Answer: Yes

Letter of Clarification 1
Vehicle Inspection and Testing Services
Solicitation No. S56-Q25250

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). 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 proposal.

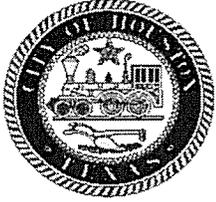
If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

Kristina Kollaja

Kristina Kollaja
Procurement Specialist
Strategic Procurement Division
832-393-8798

Attached Revised Pages: 3, 4, 5, 9, 17

END OF LETTER OF CLARIFICATION 1



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S56- Q25250
NOTICE OF REQUEST FOR QUALIFICATION

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2.0 **OBJECTIVE:**

2.1 The objective of the RFQ process is to receive submissions from firms who are interested in being added to the prequalified vendor pool for vehicle inspection and testing services for the City. To be eligible to contract for those services, a prospective contractor must first be selected to be added to the vendor pool.

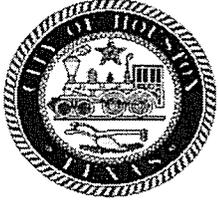
A "Vendor Pool" is composed of prospective vehicle inspection and testing services contractors that the City has determined have the necessary qualifications. The vendor pool is established, and additional vendors may be added or removed at any time, in the sole discretion of the City for its convenience, to aid the management and cost effectiveness of vehicle inspection and testing services, or assist the evaluation of vendor performance. The City may choose to assign a vendor to more than one Vendor Pool. Assignment to a Vendor Pool does not confer any legal rights on a Contractor.

Upon prequalification, the City will issue Engagement Letters to those prospective contractors in the Vendor Pool to enter into an "Agreement for Inspection Services". Engagement Letters will be issued from time to time as deemed necessary and beneficial to the City, on the terms and conditions specified in the Agreement for Inspection Services and as further negotiated between the parties.

3.0 **SCOPE OF WORK/SERVICES:**

3.1 The **minimum** criteria for the third-party inspection shall be as follows. Respondents responding to this request should add criteria as necessary. Respondents should also review inspection requirements in Chapter 46 of the Code of Ordinances to ensure that the criteria submitted in the proposal include any vehicle requirements in that Chapter. Selected respondents must agree to execute the City's Agreement to perform Vehicle Inspection and Testing services in accordance with City requirements.

- 3.1.0 TEST DRIVE: A test drive of the vehicle to be inspected must be performed prior to the inspection.
- 3.1.1 Upon inquiry by eligible taxicab, limo sedan and sport utility vehicle, wheelchair accessible vehicle and jitney vehicle, City will provide contractor contact information to interested company/individual in order for company/individual to schedule inspection.
- 3.1.2 Contractor will make good-faith effort to schedule inspection at time of initial positive contact. If contractor cannot schedule inspection during first positive contact, contractor shall notify company/individual of inspection time within 24 hours of initial positive contact.
- 3.1.3 Contractor shall schedule daily inspection volume to minimize company/individual wait time. To the greatest extent possible, wait times shall be confined to thirty minutes within scheduled inspection time, during times of normal business operation (barring unforeseen consequences unrelated to scheduling practices adjusted for contractors other normal business).
- 3.1.4 To the greatest extent possible, contractor shall complete standard inspections within 1-1 ½ hours.



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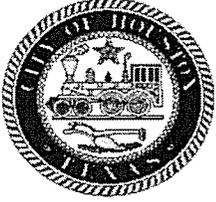
- 3.1.5 Contractors shall provide company/individual with the City approved form labeled as Exhibit A – Vehicle for Hire Inspection Form which shall serve to indicate whether a vehicle passed or failed an inspection. Contractor shall endeavor to use a form to minimize the opportunity of forgery. Form will serve as proof to City of payment by company/individual to contractor. Contractor will fax a copy of each form to the City at 832-395-9632 or email to houstontaxifedback@houstontx.gov. A copy shall be provided to the company/individual as well. The City will only accept forms faxed or emailed from the Contractor as evidence an inspection has been performed.
- 3.1.6 In the event that a vehicle fails an initial inspection, contractor shall in no way indicate, imply or otherwise communicate directly or indirectly to company/individual that required repairs or replacement parts must be purchased from contractor in order to pass a subsequent inspection.
- 3.1.7 Payment shall be rendered by company/individual to contractor in the amount set out in the schedule of prices agreed upon by City and contractor and specific to the type of vehicle being inspected.
- 3.1.8 Contractor shall provide to City a daily summary of vehicles inspected (including vehicle permit number) and whether the individual vehicles inspected on each day passed or failed. A copy of each form shall be faxed as specified above.
- 3.1.9 Contractor shall utilize form included as attached Exhibit A – Vehicle for Hire Inspection Form when conducting inspections. Contractor shall provide a copy of each completed form to company/individual.
- 3.1.10 Contractor shall notify City within 48 hours of any unforeseen consequences which will impair contractor's ability to complete scheduled inspections.
- 3.1.11 Contractor shall notify City of any attempted manipulation of inspection process designed to affect the outcome of an inspection by a company/individual. Contractor should include company/individual name and vehicle number in its notification to City. Contractor will notify City of such an incident within 24 hours.
- 3.1.12 Each company/individual shall have 10 calendar days to make repairs on failed inspection vehicles without being recharged. If the re-inspection happens after this 10 day window Contractor shall charge a new inspection fee.
- 3.1.13 **It is the responsibility of the permit holder to pay for the inspection. The City of Houston will not be liable for any payments to the third party inspector.**
- 3.1.14 **The City of Houston reserves the right to inspect the respondent's current place of business to evaluate equipment condition and capabilities, staff experience, training capabilities, and storage capabilities as they relate to the performance of this agreement.**



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- 3.2** The criteria for the safety inspection shall be as follows and should be considered minimum requirements:
- 3.2.1 **HORN:** Ensure that the vehicle's horn is in good working order, capable of emitting a sound audible for a distance of two hundred (200) feet or more, and does not emit an unreasonably loud or harsh sound or whistle.
 - 3.2.2 **WINDSHIELD AND WINDSHIELD WIPERS:** Check for cracks, damage or discoloration. Inspect for satisfactory operation to clean rain, snow, or other moisture from the windshield.
 - 3.2.3 **MIRROR:** Inspect for presence and condition of rear and side view mirrors.
 - 3.2.4 **STEERING:** Inspect the steering system of the vehicle to determine whether excessive wear and/or maladjustment of the steering linkage and/or steering gear exist. Wear and adjustment of the steering system will be checked by measuring lash or free play. Vehicle must be on a dry surface. Power steering fluid leaks which may affect or potentially affect the normal operation of the vehicle shall be grounds for rejection.
 - 3.2.5 **SEAT BELTS:** Inspect seat belts for frayed, split or torn webbing; malfunctioning buckles; and loose or damaged anchorage or floor pan. Review for missing seat belts.
 - 3.2.6 **BRAKES:** Inspect components of service brakes and perform test of the system to ensure that the brakes retard, stop and control the vehicle under normal operating conditions. Inspect components of parking brakes and perform test to ensure that the brakes hold the vehicle in place, with the engine running and the vehicle placed in forward gear. Reject if brake warning lamp or signal is on, or comes on, during test.
 - 3.2.7 **WHEEL ASSEMBLY:** Visually inspect all wheels and rims.
 - 3.2.8 **TIRES:** Inspect for proper type and safe operating condition. Reject if tread wear indicators contact the road.
 - 3.2.9 **EXHAUST SYSTEM:** Examine the efficiency of the system while the engine is running. All components of the exhaust system shall be securely mounted to the vehicle as originally manufactured. No motor vehicle shall be operated in a manner resulting in the escape of excessive smoke, flames, gas, oil, fuel residue or noise.
 - 3.2.10 **EXHAUST EMISSION SYSTEM:** Reject if check engine lamp is on, or comes on, during test.
 - 3.2.11 **HEADLIGHT HI-BEAM INDICATOR:** Visually check operation and condition.
 - 3.2.12 **TAIL LAMPS:** Inspect for presence and condition of required lamp(s) and component(s).
 - 3.2.13 **STOP LAMPS:** Inspect for presence and condition of required lamp(s) and component(s).
 - 3.2.14 **LICENSE PLATE LAMP:** Inspect for presence and condition or required lamp(s) and component(s).
 - 3.2.15 **REAR RED REFLECTORS:** Inspect for presence and condition of required reflectors.
 - 3.2.16 **TURN SIGNAL LAMPS:** Inspect for presence and condition of lamp(s) and component(s).
 - 3.2.17 **HEAD LAMPS (AND FOG LAMPS):** Inspect for presence and condition of lamp(s) and component(s). ENSURE HEADLAMPS/FOG LAPS ARE NOT DISCOLORED OR CLOUDY AS TO LESSEN THE LIGHTING DISTANCE.
 - 3.2.18 **EMERGENCY FLASHERS:** Inspect for presence and condition of required emergency or four way flashers.



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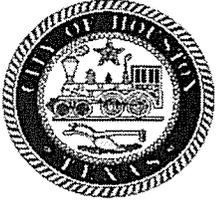
- 3.2.49 **HOOD MECHANISMS:** Vehicles shall be equipped with an OEM hood that covers the entire engine compartment. It shall be retained and locked with hinges and a mechanism of OEM design and manufacture. Hood latch and safety catch mechanisms shall be rejected in the event that the mechanisms do not align, connect, or lock into the proper position.
- 3.2.50 **TRANSMISSION:** The transmission shall operate and shift smoothly and firmly with no slippage, grinding, surging, vibration or shudder. The transmission shall not leak fluid to the extent of dripping noticeable quantities from any part of the transmission or cooling lines or oil coolers.
- 3.2.51 **DIFFERENTIAL:** The differential shall operate smoothly and quietly with no grinding, jerking, vibration, whining, shudder or other noise. The differential shall not leak fluids to the extent of dripping noticeable quantities from any part.
- 3.2.52 **DRIVESHAFT/DRIVE AXLE SHAFTS:** The drive shaft or drive axle shafts shall operate smoothly and quietly with no grinding, jerking, vibration, squeaking, popping, shudder or other noise. All vehicles equipped with front wheel drive and/or equipped with CV boots shall maintain all boots in proper working condition with no splits, cracks, rips, or leaks. All CV boots shall be sealed tightly as to prevent grease or lubricant from exiting the boot and joint. The universal joints or CV joints connecting the driveshaft with other components of the drive train shall be in good working order and securely fastened as originally manufactured.

ADDITIONAL REQUIREMENTS

- 3.2.53 **STATE INSPECTION:** All taxicabs must have a current state inspection sticker.
- 3.2.53.1 **FIRE EXTINGUISHER:** As required by State law for vehicles-for-hire. Fire extinguisher shall be of B/C classification.
- 3.2.54 **STATE REGISTRATION:** All taxicabs must have a current state registration sticker.
- 3.2.55 **VEHICLE MILEAGE:** The vehicle mileage must be recorded during the inspection.
- 3.2.56 **VEHICLE LICENSE PLATE:** The vehicle license plate must be recorded during the inspection.
- 3.2.57 **VEHICLE YEAR/MAKE/MODEL:** The vehicle year, make and model must be recorded during the inspection.
- 3.2.58 **VEHICLE IDENTIFICATION NUMBER:** The last five (5) digits of the vehicle identification number must be recorded during the inspection. The tenth (10th) character of the vehicle identification number shall also be recorded during the inspection. This character shall be compared to the year of the vehicle being present to determine the true age of the vehicle. See Exhibit B – Vehicle Model Year Code Indicator Reference Chart.

TAXICABS

- 3.2.59 **COMMUNICATION EQUIPMENT (if equipped):** All vehicles may be equipped with two-way communication equipment capable of transmitting and receiving vocal communications between the vehicle and the dispatching office of the vehicle.
- 3.2.60 **SURVEILLANCE EQUIPMENT (if equipped):** All vehicles may be equipped with video recording equipment capable of recording all driver and passenger actions; if equipped, the equipment must be connected and in good working order.



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EXHIBIT "A" – Vehicle for Hire Inspection Form



CITY OF HOUSTON VEHICLE FOR HIRE INSPECTION FORM 12/4/14

Faxed to City: _____

Company Name: _____ Permit #: _____ License Plate: _____
 Driver: _____ Year: _____ VIN: _____
 Make: _____ Model: _____ Engine: _____ Mileage: _____

OK Not Applicable Needs repair Repair Complete

VEHICLE OVERVIEW INSPECTION	VEHICLE EXTERIOR INSPECTION	WHEELCHAIR ACCESSIBLE VEHICLES (additional items)
Horn	Cleanliness	Operating Condition
Windshield Wipers	Body Condition	Control Pendant
Mirrors	Bumper Condition	Electrical Wiring
Steering	Trunk/Luggage Compartment	Vehicle interlock
Seat Belts	Weather Stripping	Hand Rails
Brakes	Back up Lights	Lift Mounts and support points
Wheel (Assemble and Covers)	Suspension	Main Lift Pivot
Exhaust System	Shock Absorbers	Platform and attachment points
Exhaust Emission System	Engine	Inner Roll-stop
Headlight – Hi-beam Indicator	Oil Leaks	Platform Roll-stop
Tail Lamps	Battery and Battery System	Hydraulic system
Stop Lamps	Electrical System	All Moving Parts – Lubricated
License Plate Lamp	Engine Cooling System	Test Battery
Rear Red Reflectors	Belts	Battery Cables and Connections
Turn Signal Lamps	Fuel System	Manual Backup Systems
Head Lamps	Hood Mechanisms	Test Jump Transfer Seat
Emergency Flashers	Transmission	Wheelchair tie downs
Windshield	Differential	
Frame	Driveshaft/Drive Axle Shafts	
	Fuel Cap	
VEHICLE INTERIOR INSPECTION	ADDITIONAL REQUIREMENTS	
Climate Control (A/C and Heat)	State Inspection – Current	
Air Bags	State Registration – Current	
Instrumentation	Fire Extinguisher	Tires
Doors/Trim/Armrest/Latch Assemblies	TAXICAB SPECIFIC:	Tread _____
Foot Pedal Pads	(IF EQUIPPED)	Left Front _____ Psi
Floor Coverings	Communication Equipment	Right Front _____ Psi
Headliner and Sun Visor	Surveillance Equipment	Left Rear _____ Psi
Interior Lighting		Right Rear _____ Psi
Windshield/Windows/Mirrors		
Seats		
Odors		
JITNEY VEHICLE (additional items)		
Rear Reflectors	Suspension & Brakes	Front/Rear Brakes
Lap/Shoulder Belts	Bumper & Spare Tire	Frame
No Excess Seats	Wheels & Rims	Additional Air Conditioning Units (if equipped)
Stool Light, Red Lettering	Fuel Cap	
Emergency Exit & Exit Windows (if equipped)	Steering System	
Low Air Pressure Warning Device (if equipped)	Front/Rear Suspension	

NOTES:

This vehicle _____ (Passed/Failed).

If the vehicle has failed, a copy of the inspection has been provided to the company-individual to notify them of what items are in need of repair.

Re-Inspection Date: _____ Passed/Failed: _____

Technician: _____ Job No.: _____ Date: _____