

**CITY OF HOUSTON  
ADMINISTRATION & REGULATORY  
AFFAIRS DEPARTMENT  
S56- Q25250  
NOTICE OF REQUEST FOR QUALIFICATION**

**STRATEGIC  
PROCUREMENT  
DIVISION**  
901 Bagby Street, Concourse  
Level  
Houston, Texas 77002

**GENERAL INSTRUCTIONS, TERMS & CONDITIONS**

The City of Houston's Administration and Regulatory Affairs Department ("the City") is seeking qualifications from firm(s) to perform "Vehicle Inspection and Testing Services". The purpose of this solicitation is to continue to seek qualified firms interested in assisting the City to perform inspections of vehicles-for-hire with the objective of augmenting the pool of qualified inspection firms. This strategy will help the City maintain a competitive process amongst the pre-qualified vendor pool.

**ROLLING SCHEDULE**

In order to continue to augment the vendor pool, the City will be accepting submissions on a rolling basis for an indefinite period. The City reserves the right to establish a schedule for submission in the future and/or stop accepting submission without notice if deemed in the best interests of the City.

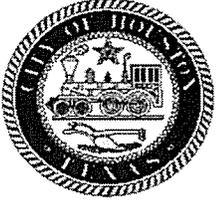
**Pre-Submittal Conference:** A pre-submittal conference will be held at 901 Bagby Houston, Texas 77002 City Hall Tunnel Level (Basement) SPD Conference Room 2 at **2:00 p .m. on Tuesday, November 25, 2014.** The City may choose to have subsequent pre-submittal conferences if deemed necessary. Attendance to the pre-submission conference is optional.

Prospective contractor(s) needing additional information/clarification to this request for qualification (RFQ) are requested to e-mail questions to Kristina Kollaja at [Kristina.Kollaja@houstontx.gov](mailto:Kristina.Kollaja@houstontx.gov). The deadline for submitting questions is **December 1, 2014 at 12:00 noon CDT.** All questions will be answered via letter of clarification to this RFQ and posted on the City's e-bidding website and automatically e-mailed to all who registered to receive this RFQ.

Please review the Statement of Work below. If you believe that your firm meets the minimum requirements as outlined in the Statement of Work of the RFQ, please submit your Statement of Qualifications (SOQ) to Kristina Kollaja, via one of the methods listed below. Respondents must submit six (6) copies of the RFQ, including one (1) printed original signed in blue ink. Submit these RFQ requirements no later than **December 11 2014 at 2:00 PM CDT. The City will be accepting submissions on a rolling basis and submissions will be reviewed on a bi-annual basis as determined by the City.**

E-mail: (Preferred Method): [Kristina.Kollaja@houstontx.gov](mailto:Kristina.Kollaja@houstontx.gov)

Mail:  
City of Houston  
Strategic Procurement Division  
Suite B500, Room B519  
901 Bagby St.  
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**SCHEDULE**

The anticipated schedule for the RFQ is as follows:

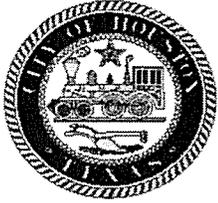
RFQ issue date:	November 14, 2014
Pre-qualification submission conference:	November 25, 2014 (2:00 p.m. CDT)
Deadline for Receipt of Questions:	December 1, 2014 (12:00 p.m. CDT)
Deadline for Issuance of answers/addenda/amendments	December 8, 2014
Deadline for receipt of response to RFQ:	December 11, 2014 (2:00 p.m. CDT)
Review and Evaluation	December 2014
Potential interviews/site visits	December 2014
Recommendation of Respondent	December 2014
Letter of Engagement to enter Agreement for Services	January 2015

**STATEMENT OF WORK**

**1.0 BACKGROUND:**

The City of Houston regulates the vehicle-for-hire industry in the interest of public safety for the citizens of Houston. There are several categories of vehicles regulated under the City of Houston's applicable ordinances and amendments (Chapters 1, 9 and 46 of the Houston Code of Ordinances): taxicabs, limousines, school buses, charter and sightseeing buses, jitneys, pedicab, low-speed shuttles and scheduled ground transportation vehicles (SGTs). These vehicles-for-hire are regulated by the City through the Transportation Section of the Regulatory Affairs Division of the Administration & Regulatory Affairs Department ("ARA"). Pursuant to its regulatory duties, the Transportation Section inspects all vehicles-for-hire at the time they are initially placed into service and thereafter at least once per year to determine that the vehicles are in a reasonably good state of repair, clean, equipped, and operated in compliance with all the Ordinance requirements.

Chapter 46 of the Code of Ordinances ("Chapter 46") limits the number of years a vehicle may be operated as a vehicle-for-hire. These age limitations are in place for the health and safety of the riding public. Recognizing the substantial capital investment required for the replacement of fleet vehicles and the success of the pilot program over the previous four years, the City has codified the extension for taxi, limo and wheelchair accessible vehicle age limits. To qualify for the extension, vehicles would be required to undergo a very stringent inspection, as described further herein.



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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:**

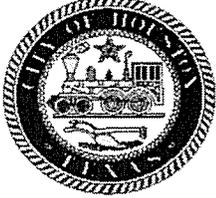
3.1 The **minimum** criteria for the third-party inspection shall be as follows. Respondents responding to this request should add criteria as necessary. Respondents should also review inspection requirements in Chapter 46 of the Code of Ordinances to ensure that the criteria submitted in the proposal 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.

3.1.1 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).

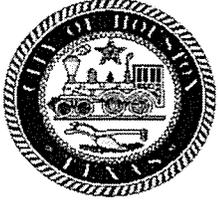
3.1.4 To the greatest extent possible, contractor shall complete standard inspections within 1-1 ½ hours.



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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](tel:832-395-9632) or email to [houstontaxifedback@houstontx.gov](mailto: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 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.
  - 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.



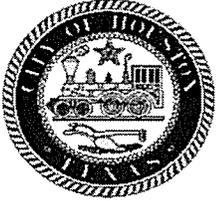
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- 3.2.19 MOTOR, SERIAL, or VEHICLE IDENTIFICATION NUMBER: Visually check identification number on the vehicle.
- 3.2.20 WINDSHIELD: Inspect for presence of a valid State inspection certificate, affixed to the windshield. Check the windshield for damage that may impair, obstruct, or reduce the driver's clear view, or create a risk to passenger's and the driver's health and safety.
- 3.2.21 FRAME: Inspect structural body and frame components for damage.

**VEHICLE INTERIOR INSPECTION** (Any interior repair or replacement must be neat and inconspicuous. Any damage required to be repaired must be returned to original condition)

- 3.2.22 CLIMATE CONTROL: All vehicles must be equipped with air conditioning and heating equipment operating within manufacturer's specifications.
- 3.2.23 AIR BAGS: The air bag readiness light shall not be on during the inspection. If the vehicle has been in a crash in which air bags were deployed, the air bags shall have been replaced at an authorized repair center and documentation must be provided. The air bags shall not have been permanently deactivated.
- 3.2.24 INSTRUMENTATION: All instrumentation displays on the vehicle instrument panel shall be in proper working order at all times as originally manufactured.
- 3.2.25 DOORS/TRIM/ARMREST/LATCH ASSEMBLIES: All vehicles shall have doors that are fully functional from both the inside and outside of the vehicle, as manufactured. All armrest and door trim panels shall be present and reasonably clean. Missing, broken, or significantly damaged parts that affect the operation or safety of the vehicle or the passenger's comfort must be repaired or replaced. All door locks (manual, mechanical or electrical) shall function as originally manufactured. Knobs and handles shall be present and fully functional as Original Equipment Manufacturer (OEM).
- 3.2.26 FOOT PEDAL PADS: All vehicles shall be equipped with OEM rubber pads on all foot controls.
- 3.2.27 FLOOR COVERING: All vehicles shall be equipped with full floor carpeting or covering. These coverings must be reasonably clean and without noticeable tears or other damage.
- 3.2.28 HEADLINER AND SUN VISOR: Headliners, sun visors, associated trim panels and retaining hardware shall be present, reasonably clean and properly secured as designed and manufactured.
- 3.2.29 INTERIOR LIGHTING: Each vehicle shall have interior lights that, when activated, shall illuminate the entire passenger compartment as OEM.
- 3.2.30 WINDSHIELD/WINDOWS/MIRRORS: Windshield damage impairing the driver's view or creating a safety hazard must be repaired or replaced immediately. A cracked or damaged side window, rear window or mirror must be repaired or replaced immediately. Each window shall be operable by means of an internal mechanism, which will move a window into an open, closed or partially open or closed position. This mechanism may be activated manually, with a window crank or handle, with attached knobs or may be activated electrically by means of an electrical switch which toggles to the properly designed position, will open, close or partially open or close the intended window. The windows shall operate smoothly and easily.



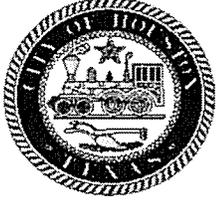
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- 3.2.31 **SEATS:** All seats shall be securely attached as originally manufactured and match in color or be of similar shades, without noticeable tears or other damage. They shall be reasonably clean and clear of any items not required for the performance of their duties as a vehicle for hire.
- 3.2.32 **ODORS:** All vehicles shall be free from any obtrusive odors, such as but not limited to, cigarettes or cigars, mildew, body odor, and gasoline or oil fumes.

**VEHICLE EXTERIOR INSPECTION**

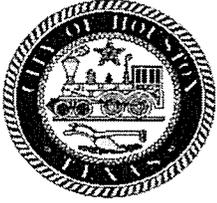
- 3.2.33 **CLEANLINESS:** All vehicle exteriors must be kept reasonably clean.
- 3.2.34 **BODY CONDITION:** Missing or damaged body moldings or trim must be repaired or replaced. Ripped or torn vehicle body parts must be repaired. One or more dents or buckles that collectively cover an area of nine (9) square inches or more to the vehicle body must be repaired. Exterior paint may not be noticeably rusted, flaked, scraped or faded. Any noticeable exterior paint damage must be repaired in a neat and inconspicuous manner. Fenders, bumpers, hood, doors, trunk, and body trim shall be in alignment of the vehicle as OEM.
- 3.2.35 **BUMPERS:** All vehicles shall have their bumpers inspected so as to insure that all energy absorbers or brackets or foam cushioning material has been replaced if the vehicle has been in a collision. To affix a new bumper without replacing or repairing the vehicle to OEM standards is grounds for failure of an inspection.
- 3.2.36 **TRUNK/LUGGAGE COMPARTMENT:** The trunk/luggage compartment must be reasonably clean and provide adequate space to accommodate passenger luggage. The carpet or mat shall be present and secured to the floor as originally manufactured. The area must be clear of any items not required for the performance of vehicle for hire services. The vehicle must be equipped with a spare tire, a jack, and a lug nut wrench. The spare tire must be appropriately mounted and meet State safety requirements. This requirement does not apply to a vehicle modified to operate using alternative fuels or to allow the transport of disabled passengers, if the modification prevents compliance with this section.
- 3.2.37 **WEATHER STRIPPING:** Weather stripping shall not be missing, torn, defective, or loose. It shall be properly installed as OEM.
- 3.2.38 **WHEEL AND WHEEL COVERS:** If a vehicle is equipped with wheel covers, all covers on the vehicle must match. If the wheel covers or wheels are painted they must be painted the same color and match the paint scheme of the vehicle. Each wheel shall be securely fastened to the wheel hub with the required number of lug bolts or lug nuts as originally manufactured. Wheels or rims cannot be bent, cracked, re-welded or damaged so as to affect the safe, smooth operation of the vehicle.



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- 3.2.39 **BACK UP LIGHTS:** All vehicles shall be equipped with two (2) backup lights as originally designed and manufactured. They shall be activated by means of a mechanism that automatically illuminates the backup lights upon placing the vehicle gearshift lever into reverse gear. Vehicles originally equipped with only one (1) backup light are not required to have two (2) such lights. Vehicles may, at the option of the permit holder, equip a vehicle with an audible back up warning horn, in addition to, but not in lieu of, the required back up lighting.
- 3.2.40 **SUSPENSION:** Each vehicle shall have a fully functioning suspension system with all components installed and properly operational as originally designed and manufactured.
- 3.2.41 **SHOCK ABSORBERS:** Shock absorbers and struts shall be in proper working order and shall have no oil leaks, damage, worn brushings or hardware.
- 3.2.42 **ENGINE:** Vehicles shall be equipped and maintained with all engine accessories and engine support components as originally designed and manufactured by the original vehicles' manufacturer. The engine compartment on all vehicles shall be relatively clean and free from combustible materials. A vehicle shall not emit excessive smoke of any kind from either the engine, crankcase ventilation system or exhaust systems.
- 3.2.43 **OIL LEAKS:** The engine may not leak to the extent of dripping noticeable quantities of fluid coming from any part of the engine or related systems.
- 3.2.44 **BATTERY AND BATTERY SYSTEM:** Battery and battery connections shall be free of corrosion and properly secured as originally designed and manufactured.
- 3.2.45 **ELECTRICAL SYSTEM:** Vehicles shall be equipped with a functional, electrical generating device (or alternator) that is capable of providing sufficient electrical power as to operate any and all electrical consuming devices or accessories installed on the vehicle in addition to recharging the vehicle batter at all times. This generating device shall be securely affixed to the engine of the vehicle as originally equipped, and its driving belt shall be in proper working condition.
- 3.2.46 **ENGINE COOLING SYSTEM:** Vehicles shall be equipped with an operating engine cooling system at all times. The system shall be equipped as originally designed and manufactured, consisting of a water pump, radiator, cooling fans, fan clutches hoses, thermostats, heater core, coolant/antifreeze and the related and associated hardware for these components. A vehicle shall be subject to rejection if water or coolant is visually observed leaking or dripping from the engine or any cooling system components; or if any cooling system hoses are ruptured, swollen, deteriorated, collapsed or indicate any other signs of impending failure. Hoses that have been repaired or patched with tape, repair kit or any other material are not acceptable.
- 3.2.47 **BELTS:** Vehicles shall have installed the correct number of accessory drive belts as originally designed and manufactured. Belts that are frayed, excessively cracked, dry rotted, glazed, oil saturated, slipping, twisted, missing or display any other signed of impending failure shall be subject to rejection. Belt tension shall be maintained within the tolerance level as specified by the manufacturer.
- 3.2.48 **FUEL SYSTEM:** Each vehicle shall be equipped with and have maintained a fuel system as originally designed and manufactured. A vehicle shall be immediately rejected if any fuel leaks exist from any portion of the fuel system.



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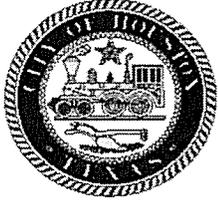
- 3.2.49 **HOOD MECHANISMS:** Vehicles shall be equipped with an OEM hood that covers the entire engine compartment. It shall be retained and locked with hinges and a mechanism of OEM design and manufacture. Hood latch and safety catch mechanisms shall be rejected in the event that the mechanisms do 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.
- 3.2.54 **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 (10<sup>th</sup>) 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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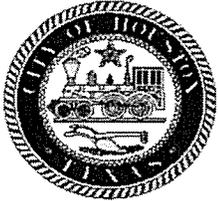
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**WHEELCHAIR ACCESSIBLE VEHICLES**

- 3.2.61 Check overall operating condition (abnormal noises, binding, grinding).
- 3.2.62 Check control pendant (damaged pendant, insulation damage on cable, tightness of connectors).
- 3.2.63 Check electrical wiring (frayed wires, chafed wires, and loose connections).
- 3.2.64 Check vehicle interlock (operation during non-interlock mode).
- 3.2.65 Check hand rails (handrail fasteners are properly tightened).
- 3.2.66 Check lift mounts and support points (free of damage, all sufficiently tightened).
- 3.2.67 Check main lift pivot (traveling frame pins are properly installed, excessive wear, and locked into place).
- 3.2.68 Check platform and platform attachment points (proper operation during lift function without obstruction, check platform for level ride).
- 3.2.69 Check inner roll-stop (operation during lift function and at floor level).
- 3.2.70 Check platform roll-stop (operation upon ground contact).
- 3.2.71 Check hydraulic power unit and hydraulic system (fluid level, visible leaks, back up pump released valve, hydraulic cylinders for leakage).
- 3.2.72 Check all moving parts and ensure they are lubricated.
- 3.2.73 Test battery.
- 3.2.74 Check all battery cables and connections.
- 3.2.75 Check all manual backup systems for proper operations.
- 3.2.76 Inspect and test jump seat or transfer seat operation, and check all wiring for proper routing and condition.
- 3.2.77 Inspect wheel chair tie-downs manual or power (check belt condition, operation, floor track condition, tie-down bolts, operation, and check for worn edges, safety inter-lock including emergency release).

**JITNEY VEHICLES**

- 3.2.78 Shall be reviewed for all items in 3.2.1 through 3.2.58.
- 3.2.79 Check rear of vehicle for rear reflectors.
- 3.2.80 Check for lap or lap/shoulder seat belts for driver and for each passenger seating space to the extent the vehicle was so equipped by the manufacturer.
- 3.2.81 Check to ensure the vehicle has no seats that have been added in excess of the manufacturers specifications.



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- 3.2.82 Check to ensure all rate and route cards are posted on each side of the vehicle in a manner and location as approved by the director.  
This shall include:
- 3.2.82.1 The name, telephone number and rate structure on both front doors.
  - 3.2.82.2 The telephone number on the rear of the vehicle.
  - 3.2.82.3 The permit number on the right side of the trunk or rear, right side of the front hood, and below the rear door handle.
  - 3.2.82.4 The route information may be posted using an electronic or analog sign.
  - 3.2.82.5 There shall be posting of rate and route information inside the vehicle, visible for all passengers.
- 3.2.83 Check to ensure the vehicle is equipped with a stool light, which shall display the word "JITNEY" in RED letters that are at least 3 inches in length and at least 5/16 inch wide upon a white background.
- 3.2.84 Check that the vehicle has the word "JITNEY" painted in BLACK on each side of the vehicle. Each letter shall be six (6) inches in length and one (1) inch wide.
- 3.2.85 Have a dashboard mounted holder for placement of the operator's license and shall include a rate and route card.
- 3.2.86 Check to ensure a two-way communication that may be used to request assistance in an emergency.
- 3.2.87 FIRE EXTINGUISHER: As required by State law must be within reach of the driver – may confirm with Federal Motor Carrier Safety Administration Standards.
- 3.2.88 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.
- 3.2.89 EMERGENCY WINDOW EXIT (if equipped): Check each push out window if designed to be an emergency exit must be marked as an emergency exit including appropriate wording in English/Bilingual (international signage is acceptable) and must be capable of being operated as an emergency exit. Make sure to check roof exits if applicable.
- 3.2.90 EMERGENCY EXIT (if equipped): Check that each door has a decal or lettering in English indicating that it is an emergency exit and check that it can be operated as an emergency exit.
- 3.2.91 Driver's seat must be equipped with a seat belt to be used during the vehicle operation.
- 3.2.92 LOW AIR PRESSURE WARNING DEVICE (if applicable): (The ignition or master switch must be in the "on" position for this test). Deplete the air supply by pumping the foot valve until the low air pressure warning device activates. Observe the gauges on the dash. The low air pressure warning must activate at a minimum of 55 psi or ½ the compressor governor cut-out pressure, whichever is less.
- 3.2.93 HEADLAMPS, TURN SIGNALS, and EMERGENCY FLASHERS: Check for proper color and operation; ensure headlamps are not discolored or cloudy as to lessen the lighting.
- 3.2.94 WINDSHIELD WIPERS and WINDSHIELD: Check for cracks, damage or discoloration.
- 3.2.95 SUSPENSION and BRAKES: Have driver turn wheels while you examine suspension components and brake housing.



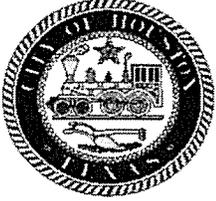
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- 3.2.96 BUMPER and SPARE TIRE: Check bumper for securement. Ensure spare tire is secured to prevent contact with moving parts.
- 3.2.97 WHEELS and RIMS: Check for cracks, unseated locking rings, broken or missing lugs, studs or clamps, bent rims, "bleeding" rust stains, loosened or damaged lug nuts and elongated stud holes.
- 3.2.98 TIRES: Check condition of tires. Shall not have regrooved, recapped or retreaded tires on the steering axle. Check for improper inflation, serious cuts, bulges, tread wear and measure major tread groove depth.
- 3.2.99 FUEL CAP: Check for presence and tightness.
- 3.2.100 EXTERIOR CONDITION: Check for body damage, inspect cargo bays (if applicable) and possession of safety equipment.
- 3.2.101 ENGINE COMPARTMENT: Check for fluid leaks, belt, frame and engine cradle condition. Check wiring and electrical systems in engine and battery compartments.
- 3.2.102 STEERING SYSTEM: Check for loose, worn, bent damaged or missing parts. Check for steering box leaks.
- 3.2.103 FRONT/REAR SUSPENSION: Check for misaligned, shifted or cracked springs or shackles; missing bolts, spring hangers secure to frame, cracked or loose U-bolts, insecure axle positioning parts or signs of axle misalignment.
- 3.2.104 FRONT/REAR BRAKES: Check for potential signs of overheated brakes or leaking wheel seals. Check for missing, non-functioning, loose, contaminated or cracked parts on the brake system.
- 3.2.105 FRAME: Check for cracks or fatigue caused by corrosion.
- 3.2.106 ADDITIONAL AIR CONDITIONING UNITS (if applicable): Ensure proper functioning AC unit; no signs of overheating.

**4.0 PREQUALIFICATION PROGRAM:**

- 4.1 ROLLING RFQ: The City will continue to accept submissions for prequalification on an indefinite schedule and will add or remove prequalified firms from the list as deemed necessary by the City.
- 4.2 TERM: Prequalification is valid for a period of three (3) years subject to the conditions listed below. The prequalification shall commence upon notification from the City and the prequalification will expire three calendar years from the date of the notification. After that time period if a vendor seeks to be considered for prequalification a new submittal is required.
- 4.3 EXPIRATION AND RENEWAL: Vendor must resubmit prequalification submission prior to expiration and continue to meet the requirements to be eligible to renew its prequalification status.
- 4.4 VERIFICATION BY THE CITY: The City, at any time and its discretion, may request that prequalified firms present evidence of their certifications and any other documents associated with their prequalification status.
- 4.5 MAINTAINING PREQUALIFICATION: In order to maintain prequalification firm must remain in good standing with City, and have no complaints.
- 4.6 Firm must maintain all required certifications during the prequalification period.
- 4.7 The City may terminate a vendor's prequalification status if, upon review, it determines that the firm no longer meets qualification, certifications, or performance requirements as contained herein.



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- 4.8 LIST OF PREQUALIFIED VENDORS: Once the prequalified list of vendors has been decided and updated as determined by the City, an alphabetical list of vendors will be published at the Administration and Regulatory Affairs website located at <http://houstontx.gov/ara/regaffairs/transportation>, posted at the service counters, and will also be included in customer permit renewal packets.
- 4.9 Firm qualifications will be evaluated by the Department on a bi-annual basis as determined by the City.
- 4.10 AGREEMENT: Each prequalified vendor will be required to execute an agreement with the City to perform the services as required. Payment for services will be made by the permit holder. The permit holder is responsible for selecting the prequalified vendor of his or her choice.
- 4.11 **MARKETING: The City of Houston will not promote business to any prequalified contractor to avoid the perception of preferential treatment, and advertisement by prequalified contractors is not allowed at the City permitting service counters.**
- 5.0 SELECTION PROCESS:**
- 5.1 Each submittal will be reviewed by an evaluation committee in accordance with the evaluation criteria listed below.
- 5.2 The evaluation committee may request additional information, clarifications, or request to meet with any or all of the respondents.
- 5.3 The evaluation committee may perform site visits as deemed necessary.
- 5.4 Upon completion of the evaluation, the committee will make a recommendation for a prequalified vendor pool.
- 6.0 QUALIFICATION EVALUATION CRITERIA:**
- 6.1 In evaluating the submittals, the following criteria will be used when evaluating the RFQ responses:
- 6.1.1 Respondent's readiness to proceed to perform the services as evidence by adequate staffing and required certifications.
- 6.1.2 Qualifications and experience of the firm as evidenced by respondent's relevant experience managing and/or providing similar services.
- 6.1.3 Demonstrated expertise, experience and qualifications of staff.
- 6.1.4 Reasonableness of rates proposed as evidenced by the fee schedule.
- 6.1.5 Ability to execute the City's agreement to perform vehicle inspection services to permit holders.



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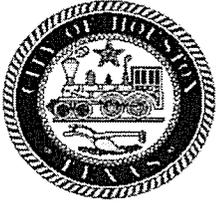
**7.0 SUBMISSION OF REQUIREMENTS:**

7.1 Respondents are required to submit the following documents:

- 7.1.1 Executive summary summarizing qualifications and proposed methodology to manage the services, and an organizational chart depicting the names of staff that will perform the services.
- 7.1.2 Completed Exhibit C – Respondent’s Statement of Qualifications and Experience.
- 7.1.3 Proposed Personnel: Submit the following information:
  - a) Resume of each proposed personnel
  - b) Copy of National Institute of Automotive Service Excellence (ASE) certifications held by each individual listed.
  - c) Copy of any other relevant licenses or certifications.
- 7.1.4 Executed Exhibit E – Agreement to Execute as evidence that vendor agrees to execute the “Agreement for Inspection Services”.
- 7.1.5 Completed Exhibit D – Proposed Fee Schedule.
- 7.1.6 Required Forms as listed below in Table 1.

**8.0 NO CONTACT PERIOD**

Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Houston, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation. Upon issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award, aside from bidder's formal response to the solicitation, through the pre-award phase, written requests for clarification during the period officially designated for such purpose by the City Representative, neither bidder(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City of Houston, their families or staff through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.



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**Additionally, the documents listed below must be provided with the Statement of Qualifications:**

<b>Table 1</b>
Affidavit of Ownership
Drug Forms
Fair Campaign Ordinance
Certificate of Insurance
Statement of Residency
Conflict of Interest Questionnaire
Contractor Questionnaire

**\* All forms can be downloaded from the following link: <http://purchasing.houstontx.gov/forms.shtml>  
Respondent will be able to click and print each required document from this site.**

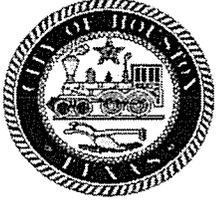
The City of Houston has sole discretion and reserves the right to cancel this RFQ, or to reject any or all proposals received prior to contract award.

This RFQ is not a contract or commitment of any kind, nor does it commit the City to pay for any costs incurred in the submission of a response or for any costs incurred prior to the execution of formal contracts.

The City believes this RFQ contains all the information that is needed to prepare an adequate response. Any questions or requests for information, however, may be submitted in writing to Kristina Kollaja, 901 Bagby, Concourse Level, Houston, TX 77002 or [Kristina.Kollaja@houstontx.gov](mailto:Kristina.Kollaja@houstontx.gov).

  
\_\_\_\_\_  
Lourdes Coss  
City Chief Procurement Officer

11/10/14  
\_\_\_\_\_  
Date



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**EXHIBIT "A"**  
**Vehicle for Hire Inspection Form**

**EXHIBIT "B"**  
**Vehicle Model Year Code Indicator Reference Chart**

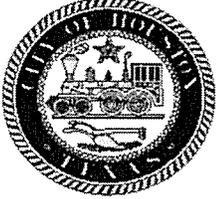
**EXHIBIT "C"**  
**Respondent's Statement of Qualifications and Experience**

**EXHIBIT "D"**  
**Proposed Fee Schedule**

**EXHIBIT "E"**  
**Letter of Intent to Execute "Agreement for Inspection Services"**

**EXHIBIT "F"**  
**Sample "Agreement for Inspection Services"**

**[http://purchasing.houstontx.gov/Vendor\\_Logon.aspx](http://purchasing.houstontx.gov/Vendor_Logon.aspx)**



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**EXHIBIT "A" – Vehicle for Hire Inspection Form**



CITY OF HOUSTON VEHICLE FOR HIRE INSPECTION FORM  
Faxed to City: \_\_\_\_\_

Company Name: \_\_\_\_\_ Cab Number: \_\_\_\_\_ License Plate: \_\_\_\_\_  
Driver: \_\_\_\_\_ Year: VIN: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Engine: \_\_\_\_\_ Mileage: \_\_\_\_\_

OK    - Not Applicable    X 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 (Assembly 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		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	

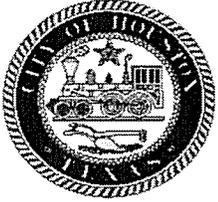
NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

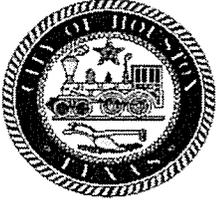


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EXHIBIT "B" – Vehicle Model Year Code Indicator Reference Chart

	<b>Year</b>	<b>Code</b>	<b>Year</b>								
A =	1980	L =	1990	Y =	2000	A =	2010	L =	2020	Y =	2030
B =	1981	M =	1991	1 =	2001	B =	2011	M =	2021	1 =	2031
C =	1982	N =	1992	2 =	2002	C =	2012	N =	2022	2 =	2032
D =	1983	P =	1993	3 =	2003	D =	2013	P =	2023	3 =	2033
E =	1984	R =	1994	4 =	2004	E =	2014	R =	2024	4 =	2034
F =	1985	S =	1995	5 =	2005	F =	2015	S =	2025	5 =	2035
G =	1986	T =	1996	6 =	2006	G =	2016	T =	2026	6 =	2036
H =	1987	V =	1997	7 =	2007	H =	2017	V =	2027	7 =	2037
J =	1988	W =	1998	8 =	2008	J =	2018	W =	2028	8 =	2038
K =	1989	X =	1999	9 =	2009	K =	2019	X =	2029	9 =	2039



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EXHIBIT "C" - Respondent's Statement of Qualifications and Experience

Company Name:

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Address:

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Number of Employees: \_\_\_\_\_

Number of years performing services related to Vehicle Inspection and Testing: \_\_\_\_\_

Statement describing company background information and history in Vehicle Inspection and Testing:

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Client references for which firm has provided similar services (minimum of 3):  
Company Name, Address, Contact Number, Contact Name, Contact Email

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Please list all Key Personnel whom will be responsible for the performance of Vehicle Inspection and Testing Services and list all licenses and/or certifications (please also submit copies of all resumes, licenses and/or certifications):

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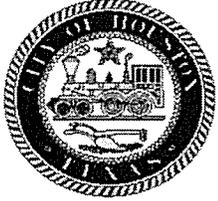


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Exhibit "D" - Proposed Fee Schedule

ITEM NO.	DESCRIPTION	UNIT MEASURE	UNIT PRICE
1	Vehicle Inspection & Testing Services for Taxicabs	Per Vehicle	\$
2	Vehicle Inspection & Testing Services for Limousines	Per Vehicle	\$
3	Vehicle Inspection & Testing Services for Wheelchair Accessible Vehicles (Taxis)	Per Vehicle	\$
4	Vehicle Inspection & Testing Services for Jitney Vehicles	Per Vehicle	\$



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Exhibit "E" – Letter of Intent to Execute "Agreement for Inspection Services"

**Letter of Intent to Execute "Agreement for Inspection Services"**

This letter is subject to verification by the City of Houston. A Respondent should not sign this Letter of Intent unless the Respondent intends to sign the "Agreement for Inspection Services" with the City of Houston for vehicle inspection and testing services.

If deemed prequalified to be added to the list of approved Vehicle and Testing Inspection service providers, \_\_\_\_\_ [Respondent's Firm name] is proposing to sign the referenced "Agreement for Inspection Services".

**NOTICE TO RESPONDENTS:**

Each prequalified vendor will be required to execute an agreement with the City to perform the services as required. Payment for services will be made by the permit holder. The permit holder is responsible for selecting the prequalified vendor of his or her choice.

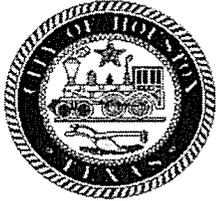
This Non-Binding Letter of Agreement will be used by the City of Houston in its submission evaluation and process for the RFQ for Vehicle Inspection and Testing Services. You should only sign this Letter of Intent if once your firm has been determined as prequalified; you agree to execute the referenced "Agreement for Inspection Services". By signing this letter of intent, you express that you are authorized to sign on behalf of respondent firm.

RESPONDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME OF SIGNER \_\_\_\_\_

TITLE OF SIGNER \_\_\_\_\_



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EXHIBIT "F" – Sample "Agreement for Inspection Services" (24 Pages)

**AGREEMENT FOR INSPECTION SERVICES**

THE STATE OF TEXAS :  
 :  
 COUNTY OF HARRIS :

This **AGREEMENT FOR INSPECTION SERVICES** ("Agreement") is made on the Countersignature Date ("Effective Date") by and between the **CITY OF HOUSTON, TEXAS** ("City"), a home rule city of the State of Texas and, \_\_\_\_\_ ("Contractor"), \_\_\_\_\_ authorized to do business in Texas.

**RECITALS**

1. Section 46-37 of the Code of Ordinances, Houston, Texas, authorizes the Director of the Department of Administration and Regulatory Affairs, to cause each vehicle-for-hire for which a permit has been issued to be inspected at the time that it is initially placed into service and thereafter at least once each year.
2. The Contractor desires to provide vehicle-for-hire inspection services to vehicles-for-hire licensed by the City of Houston and will perform such inspections for the fees authorized pursuant to this Agreement.
3. The Contractor is licensed by the Texas Department of Licensing and Regulation to inspect vehicles-for-hire.

The Parties agree as follows:

**I. PARTIES**

A. ADDRESSES

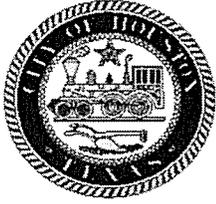
The initial addresses of the parties, which one party may change by giving written notice to the other party, are as follows:

<u>City</u>	<u>Contractor</u>
Director, Administration and Regulatory Affairs	_____
P. O. Box 1562	_____
Houston, Texas 77251	_____



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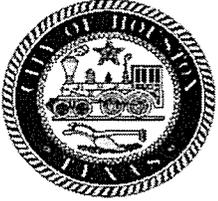
B. TABLE OF CONTENTS

This Agreement consists of the following sections:

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D. Controlling Parts .....	3
E. Signatures .....	4
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III. DUTIES OF CONTRACTOR .....	5
A. Scope of Services .....	5
B. Time Extensions .....	5
C. Reports .....	5
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E. <b>RELEASE</b> .....	6
F. Warranties .....	6
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**EXHIBITS**

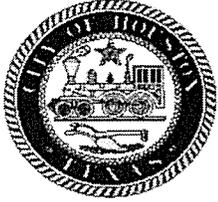
- A. **SCOPE OF SERVICES**
- B. **PRICE SHEET-FEE SCHEDULE**
- C. **VEHICLE FOR HIRE INSPECTION FORM**

C. PARTS INCORPORATED

The above-described sections and exhibits are incorporated into this Agreement.

D. CONTROLLING PARTS

If a conflict among the sections and exhibits arises, the sections control over the exhibits.



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D. SIGNATURES

The Parties have executed this Agreement in multiple copies, each of which is an original.

**CONTRACT:**

\_\_\_\_\_

Name:  
 Position:

**ATTEST/SEAL (if a corporation)  
 WITNESS (if not a corporation)**

\_\_\_\_\_ Name:

**CITY:**

**CITY OF HOUSTON**

\_\_\_\_\_ Mayor

**ATTEST/SEAL**

\_\_\_\_\_ City Secretary

**APPROVED:**

\_\_\_\_\_ Director, Department of Administrative  
 and Regulatory Affairs

**APPROVED AS TO FORM:**

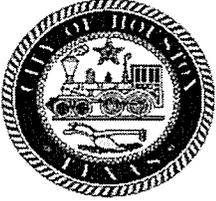
\_\_\_\_\_ Assistant City Attorney  
 L.D. No.

**COUNTERSIGNED BY:**

\_\_\_\_\_ City Controller

**DATED COUNTERSIGNED**

\_\_\_\_\_ ("Effective Date")



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**II. DEFINITIONS**

As used in this Agreement, the following terms have the meanings set out below:

*"Agreement"* means this contract between the Parties, including all exhibits and any written amendments authorized by City Council and Contractor.

*"City"* is defined in the preamble of this Agreement and includes its successors and assigns.

*"Contractor"* is defined in the preamble of this Agreement and includes its successors and assigns.

*"Countersignature Date"* means the date shown as the date countersigned on the signature page of this Agreement.

*"Director"* means the Director of the Department of Administration and Regulatory Affairs, or the person he or she designates.

*"Party"* or *"Parties"* mean the entities set out in the preamble who are bound by this Agreement, individually or collectively as indicated in the context in which it appears.

**III. DUTIES OF CONTRACTOR**

A. SCOPE OF SERVICES

Contractor shall provide the services as described in **Exhibit A** (Scope of Services).

B. EXTENSION

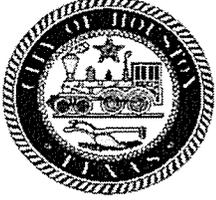
If Contractor requests an extension of time to complete its performance, then the Director may, in his or her sole discretion, extend the time so long as the extension does not exceed thirty days. The extension must be in writing but does not require amendment of this Agreement. Contractor is not entitled to damages for delay(s) regardless of the cause of the delay(s).

C. REPORTS

Upon completion of an inspection Contractor shall prepare a **CITY OF HOUSTON VEHICLE FOR HIRE INSPECTION FORM** as provided for in **Exhibit C**.

D. SCHEDULE OF PERFORMANCE

Contractor acknowledges time is of the essence and shall proceed diligently in performing services under this Agreement.



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E. RELEASE

CONTRACTOR SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS AND LEGAL REPRESENTATIVES (COLLECTIVELY IN THIS SECTION THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE OR LOSS TO PERSONS OR PROPERTY SUSTAINED IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THIS AGREEMENT, EVEN IF THE INJURY, DEATH, DAMAGE OR LOSS IS CAUSED BY THE CITY'S SOLE OR CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

F. WARRANTIES

Contractor's performance shall conform to the professional standards prevailing in Harris County, Texas, with respect to the scope, quality, due diligence, and care of the services Contractor provides under this Agreement.

G. LICENSES AND PERMITS

Contractor shall obtain, maintain and pay for all licenses, permits and certificates required by any statute, ordinance, rule or regulation.

H. COMPLIANCE WITH LAWS

Contractor shall comply with all applicable state and federal laws and regulations and the City Charter and Code of Ordinances.

**IV. DUTIES OF CITY**

Contractor acknowledges and understands that the City shall not be obligated to pay any fees or other consideration to Contractor for the purpose of this Agreement. The only considerations the Contractor shall receive are the fees specified in **Exhibit B** that it collects for inspection services from the vehicle owners.

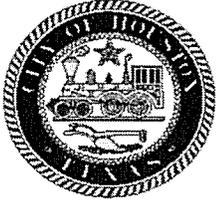
**V. TERM AND TERMINATION**

A. CONTRACT TERM

The term of this Agreement shall commence upon the date of its countersignature by the City Controller and extend until \_\_\_\_\_, unless sooner terminated by the Director.

B. RENEWALS

If the Director, at his or her sole discretion, makes a written request for renewal to Contractor at least 30 days before expiration of the then-current term, then, upon expiration of the initial term,



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this Agreement may be renewed for two successive one-year terms upon the same terms and conditions.

C. TERMINATION FOR CONVENIENCE

The City or Contractor may terminate this Agreement, without cause, upon 30 days written notice to the other Party.

**VI. MISCELLANEOUS**

A. INDEPENDENT CONTRACTOR

Contractor shall perform its obligations under this Agreement as an independent contractor and not as an employee or agent of the City.

B. SEVERABILITY

If any part of this Agreement is for any reason found to be unenforceable, all other parts remain enforceable unless the result materially prejudices either party.

C. ENTIRE AGREEMENT

This Agreement merges the prior negotiations and understandings of the Parties and embodies the entire agreement of the Parties. No other agreements, assurances, conditions, covenants (express or implied), or other terms of any kind, exist between the Parties regarding this Agreement.

D. WRITTEN AMENDMENT

Unless otherwise specified, this Agreement may be amended only by written instrument executed on behalf of the City and by Contractor. The Director is only authorized to perform the functions specifically delegated to him or her in this Agreement.

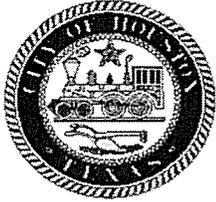
E. APPLICABLE LAWS

This Agreement is subject to the laws of the State of Texas, the City Charter and Ordinances, the laws of the federal government of the United States, and all rules and regulations of any regulatory body or officer having jurisdiction.

Venue for any litigation relating to this Agreement is Harris County, Texas.

F. NOTICES

All notices to either party to the Agreement must be in writing and must be delivered by hand, facsimile, United States Postal Service registered or certified mail, return receipt requested,



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United States Express Mail, Federal Express, Airborne Express, UPS or any other national overnight express delivery service.

The notice must be addressed to the party to whom the notice is given at its address set out in Section I of this Agreement or other address the receiving party has designated previously by proper notice to the sending party. Postage or delivery charges must be paid by the party giving the notice.

G. CAPTIONS

Captions contained in this Agreement are for reference only and, therefore, have no effect in construing this Agreement. The captions are not restrictive of the subject matter of any section in this Agreement.

H. NON-WAIVER

If either party fails to require the other to perform a term of this Agreement, that failure does not prevent the party from later enforcing that term and all other terms. If either party waives the other's breach of a term, that waiver does not waive a later breach of this Agreement.

An approval by the Director, or by any other employee or agent of the City, of any part of Contractor's performance does not waive compliance with this Agreement or establish a standard of performance other than that required by this Agreement and by law. The Director is not authorized to vary the terms of this Agreement.

I. INSPECTIONS AND AUDITS

City representatives have the right to perform, or have performed, (1) audits of Contractor's books and records relating to services under this agreement, and (2) inspections of all places where work is undertaken in connection with this Agreement. Contractor shall keep its books and records available for this purpose for at least three years after this Agreement terminates. This provision does not affect the applicable statute of limitations.

J. ENFORCEMENT

The City Attorney or his or her designee may enforce all legal rights and obligations under this Agreement without further authorization. Contractor shall provide to the City Attorney all documents and records that the City Attorney requests to assist in determining Contractor's compliance with this Agreement, with the exception of those documents made confidential by federal or State law or regulation.

K. AMBIGUITIES

If any term of this Agreement is ambiguous, it shall not be construed for or against any party on the basis that the party did or did not write it.



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M. PARTIES IN INTEREST

This Agreement does not bestow any rights upon any third party, but binds and benefits the City and Contractor only.

L. SUCCESSORS AND ASSIGNS

This Agreement binds and benefits the Parties and their legal successors and permitted assigns. This Agreement does not create any personal liability on the part of any officer or agent of the City.

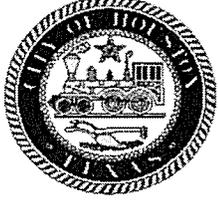
M. REMEDIES CUMULATIVE

Unless otherwise specified, the rights and remedies contained in this Agreement are not exclusive, but are cumulative of all rights and remedies, which exist now or in the future. Neither party may terminate its duties under this Agreement except in accordance with its provisions.

N. NON EXCLUSIVE AGREEMENT

City reserves the right to enter into Agreements with other Contractors to perform the services described under this Agreement. Execution of this Agreement shall not entitle Contractor to a specific number of referrals.

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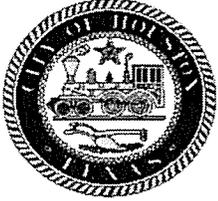
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**EXHIBIT A  
SCOPE OF WORK  
EXTENDED-AGE VEHICLE INSPECTION**

**1. GENERALLY**

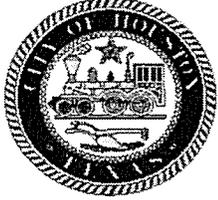
- 1.1. Upon inquiry by eligible taxicab, limo sedan and sport utility vehicle, wheelchair accessible vehicle and jitney vehicle, City will provide contractor contact information to interested company/individual in order for company/individual to schedule inspection.
- 1.2. Contractor will make good-faith 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.
- 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).
- 1.4. To the greatest extent possible, contractor shall complete standard inspections within 1-1 ½ hours.
- 1.5. Contractors shall provide company/individual with the City approved form labeled as **Exhibit C – 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](mailto: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.
- 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.
- 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.
- 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.



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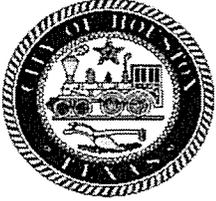
- 1.9. Contractor shall utilize form included as attached **Exhibit C – Vehicle for Hire Inspection Form** when conducting inspections. Contractor shall provide a copy of each completed form to company/individual.
  - 1.10. Contractor shall notify City within 48 hours of any unforeseen consequences which will impair contractor's ability to complete scheduled inspections.
  - 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.
  - 1.12. Each company/individual shall have 10 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.
  - 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.**
  - 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.**
- 2. SAFETY INSPECTION CRITERIA.** The criteria for the safety inspection shall be as follows and should be considered minimum requirements:
- 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.
  - 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.
  - 2.3. **MIRROR:** Inspect for presence and condition of rear and side view mirrors.
  - 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.



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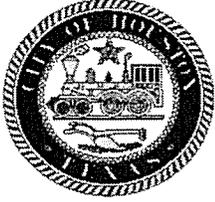
- 2.5. SEAT BELTS: Inspect seat belts for frayed, split or torn webbing; malfunctioning buckles; and loose or damaged anchorage or floor pan.
- 2.6. BRAKES: Inspect components of service brakes and perform test of the system to ensure that the brakes retard, stop and control the vehicle under normal 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.
- 2.7. WHEEL ASSEMBLY: Visually inspect all wheels and rims.
- 2.8. TIRES: Inspect for proper type and safe operating condition. Reject if tread wear indicators contact the road.
- 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.
- 2.10. EXHAUST EMISSION SYSTEM: Reject if check engine lamp is on, or comes on, during test.
- 2.11. HEADLIGHT HI-BEAM INDICATOR: Visually check operation and condition.
- 2.12. TAIL LAMPS: Inspect for presence and condition of required lamp(s) and component(s).
- 2.13. STOP LAMPS: Inspect for presence and condition of required lamp(s) and component(s).
- 2.14. LICENSE PLATE LAMP: Inspect for presence and condition or required lamp(s) and component(s).
- 2.15. REAR RED REFLECTORS: Inspect for presence and condition of required reflectors.
- 2.16. TURN SIGNAL LAMPS: Inspect for presence and condition of lamp(s) and component(s).
- 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.
- 2.18. EMERGENCY FLASHERS: Inspect for presence and condition of required emergency or four way flashers.



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- 2.19. **MOTOR, SERIAL, or VEHICLE IDENTIFICATION NUMBER:** Visually check identification number on the vehicle.
- 2.20. **WINDSHIELD:** Inspect for presence of a valid State inspection certificate, affixed to the windshield. Check the windshield for damage that may impair, obstruct, or reduce the driver's clear view, or create a risk to passenger's and the driver's health and safety.
- 2.21. **FRAME:** Inspect structural body and frame components for damage.
3. **VEHICLE INTERIOR INSPECTION** (Any interior repair or replacement must be neat and inconspicuous. Any damage required to be repaired must be returned to original condition.)
  - 3.1. **CLIMATE CONTROL:** All vehicles must be equipped with air conditioning and heating equipment operating within manufacturer's specifications.
  - 3.2. **AIR BAGS:** The air bag readiness light shall not be on during the inspection. If the vehicle has been in a crash in which air bags were deployed, the air bags shall have been replaced at an authorized repair center and documentation must be provided. The air bags shall not have been permanently deactivated.
  - 3.3. **INSTRUMENTATION:** All instrumentation displays on the vehicle instrument panel shall be in proper working order at all times as originally manufactured.
  - 3.4. **DOORS/TRIM/ARMREST/LATCH ASSEMBLIES:** All vehicles shall have doors that are fully functional from both the inside and outside of the vehicle, as manufactured. All armrest and door trim panels shall be present and reasonably clean. Missing, broken, or significantly damaged parts that affect the operation or safety of the vehicle or the passenger's comfort must be repaired or replaced. All door locks (manual, mechanical or electrical) shall function as originally manufactured. Knobs and handles shall be present and fully functional as Original Equipment Manufacturer (OEM).
  - 3.5. **FOOT PEDAL PADS:** All vehicles shall be equipped with OEM rubber pads on all foot controls.
  - 3.6. **FLOOR COVERING:** All vehicles shall be equipped with full floor carpeting or covering. These coverings must be reasonably clean and without noticeable tears or other damage.
  - 3.7. **HEADLINER AND SUN VISOR:** Headliners, sun visors, associated trim panels and retaining hardware shall be present, reasonably clean and properly secured as designed and manufactured.



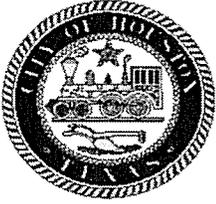
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- 3.8. **INTERIOR LIGHTING:** Each vehicle shall have interior lights that, when activated, shall illuminate the entire passenger compartment as OEM.
- 3.9. **WINDSHIELD/WINDOWS/MIRRORS:** Windshield damage impairing the driver's view or creating a safety hazard must be repaired or replaced immediately. A cracked or damaged side window, rear window or mirror must be repaired or replaced immediately. Each window shall be operable by means of an internal mechanism, which will move a window into an open, closed or partially open or closed position. This mechanism may be activated manually, with a window crank or handle, with attached knobs or may be activated electrically by means of an electrical switch which toggles to the properly designed position, will open, close or partially open or close the intended window. The windows shall operate smoothly and easily.
- 3.10. **SEATS:** All seats shall be securely attached as originally manufactured and match in color or be of similar shades, without noticeable tears or other damage. They shall be reasonably clean and clear of any items not required for the performance of their duties as a vehicle for hire.
- 3.11. **ODORS:** All vehicles shall be free from any obtrusive odors, such as but not limited to, cigarettes or cigars, mildew, body odor, and gasoline or oil fumes.

**4. VEHICLE EXTERIOR INSPECTION**

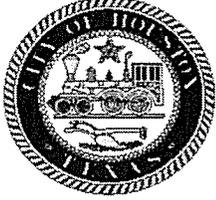
- 4.1. **CLEANLINESS:** All vehicle exteriors must be kept reasonably clean.
- 4.2. **BODY CONDITION:** Missing or damaged body moldings or trim must be repaired or replaced. Ripped or torn vehicle body parts must be repaired. One or more dents or buckles that collectively cover an area of nine (9) square inches or more to the vehicle body must be repaired. Exterior paint may not be noticeably rusted, flaked, scraped or faded. Any noticeable exterior paint damage must be repaired in a neat and inconspicuous manner. Fenders, bumpers, hood, doors, trunk, and body trim shall be in alignment of the vehicle as OEM.
- 4.3. **BUMPERS:** All vehicles shall have their bumpers inspected so as to insure that all energy absorbers or brackets or foam cushioning material has been replaced if the vehicle has been in a collision. To affix a new bumper without replacing or repairing the vehicle to OEM standards is grounds for failure of an inspection.
- 4.4. **TRUNK/LUGGAGE COMPARTMENT:** The trunk/luggage compartment must be reasonably clean and provide adequate space to accommodate passenger luggage. The carpet or mat shall be present and secured to the floor as originally manufactured. The area must be clear of any items not required for the performance of vehicle for hire services. The vehicle must be equipped with a spare tire, a jack, and a lug nut wrench. The spare tire must be appropriately mounted and meet State safety requirements. This requirement does not apply to a vehicle modified to operate using alternative fuels or to allow the transport of disabled passengers, if the modification prevents compliance with this section.



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- 4.5. **WEATHER STRIPPING:** Weather stripping shall not be missing, torn, defective, or loose. It shall be properly installed as OEM.
- 4.6. **WHEEL AND WHEEL COVERS:** If a vehicle is equipped with wheel covers, all covers on the vehicle must match. If the wheel covers or wheels are painted they must be painted the same color and match the paint scheme of the vehicle. Each wheel shall be securely fastened to the wheel hub with the required number of lug bolts or lug nuts as originally manufactured. Wheels or rims cannot be bent, cracked, re-welded or damaged so as to affect the safe, smooth operation of the vehicle.
- 4.7. **BACK UP LIGHTS:** All vehicles shall be equipped with two (2) backup lights as originally designed and manufactured. They shall be activated by means of a mechanism that automatically illuminates the backup lights upon placing the vehicle gearshift lever into reverse gear. Vehicles originally equipped with only one (1) backup light are not required to have two (2) such lights. Vehicles may, at the option of the permit holder, equip a vehicle with an audible back up warning horn, in addition to, but not in lieu of, the required back up lighting.
- 4.8. **SUSPENSION:** Each vehicle shall have a fully functioning suspension system with all components installed and properly operational as originally designed and manufactured.
- 4.9. **SHOCK ABSORBERS:** Shock absorbers and struts shall be in proper working order and shall have no oil leaks, damage, worn brushings or hardware.
- 4.10. **ENGINE:** Vehicles shall be equipped and maintained with all engine accessories and engine support components as originally designed and manufactured by the original vehicles' manufacturer. The engine compartment on all vehicles shall be relatively clean and free from combustible materials. A vehicle shall not emit excessive smoke of any kind from either the engine, crankcase ventilation system or exhaust systems.
- 4.11. **OIL LEAKS:** The engine may not leak to the extent of dripping noticeable quantities of fluid coming from any part of the engine or related systems.
- 4.12. **BATTERY AND BATTERY SYSTEM:** Battery and battery connections shall be free of corrosion and properly secured as originally designed and manufactured.
- 4.13. **ELECTRICAL SYSTEM:** Vehicles shall be equipped with a functional, electrical generating device (or alternator) that is capable of providing sufficient electrical power as to operate any and all electrical consuming devices or accessories installed on the vehicle in addition to recharging the vehicle batter at all times. This generating device shall be securely affixed to the engine of the vehicle as originally equipped, and its driving belt shall be in proper working condition.



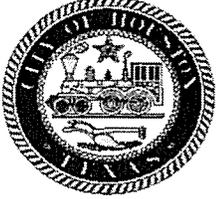
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- 4.14. **ENGINE COOLING SYSTEM:** Vehicles shall be equipped with an operating engine cooling system at all times. The system shall be equipped as originally designed and manufactured, consisting of a water pump, radiator, cooling fans, fan clutches hoses, thermostats, heater core, coolant/antifreeze and the related and associated hardware for these components. A vehicle shall be subject to rejection if water or coolant is visually observed leaking or dripping from the engine or any cooling system components; or if any cooling system hoses are ruptured, swollen, deteriorated, collapsed or indicate any other signs of impending failure. Hoses that have been repaired or patched with tape, repair kit or any other material are not acceptable.
- 4.15. **BELTS:** Vehicles shall have installed the correct number of accessory drive belts as originally designed and manufactured. Belts that are frayed, excessively cracked, dry rotted, glazed, oil saturated, slipping, twisted, missing or display any other sign of impending failure shall be subject to rejection. Belt tension shall be maintained within the tolerance level as specified by the manufacturer.
- 4.16. **FUEL SYSTEM:** Each vehicle shall be equipped with and have maintained a fuel system as originally designed and manufactured. A vehicle shall be immediately rejected if any fuel leaks exist from any portion of the fuel system.
- 4.17. **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.
- 4.18. **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.
- 4.19. **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.
- 4.20. **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.

**5. ADDITIONAL REQUIREMENTS**

- 5.1. **STATE INSPECTION:** All taxicabs must have a current state inspection sticker.



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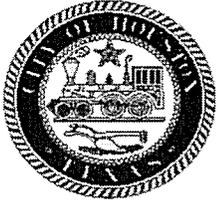
- 5.2. STATE REGISTRATION: All taxicabs must have a current state registration sticker.
- 5.3. VEHICLE MILEAGE: The vehicle mileage must be recorded during the inspection.
- 5.4. VEHICLE LICENSE PLATE: The vehicle license plate must be recorded during the inspection.
- 5.5. VEHICLE YEAR/MAKE/MODEL: The vehicle year, make and model must be recorded during the inspection.
- 5.6. VEHICLE IDENTIFICATION NUMBER: The last five (5) digits of the vehicle identification number must be recorded during the inspection. The tenth (10<sup>th</sup>) 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.

**6. TAXICABS**

- 6.1. 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.
- 6.2. 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.

**7. WHEELCHAIR ACCESSIBLE VEHICLES**

- 7.1. Check overall operating condition (abnormal noises, binding, grinding).
- 7.2. Check control pendant (damaged pendant, insulation damage on cable, tightness of connectors).
- 7.3. Check electrical wiring (frayed wires, chaffed wires, and loose connections).
- 7.4. Check vehicle interlock (operation during non-interlock mode).
- 7.5. Check hand rails (handrail fasteners are properly tightened).
- 7.6. Check lift mounts and support points (free of damage, all sufficiently tightened).
- 7.7. Check main lift pivot (traveling frame pins are properly installed, excessive wear, and locked into place).



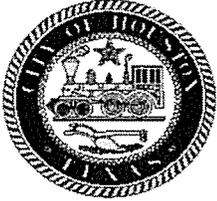
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- 7.8. Check platform and platform attachment points (proper operation during lift function without obstruction, check platform for level ride).
- 7.9. Check inner roll-stop (operation during lift function and at floor level).
- 7.10. Check platform roll-stop (operation upon ground contact).
- 7.11. Check hydraulic power unit and hydraulic system (fluid level, visible leaks, back up pump released valve, hydraulic cylinders for leakage).
- 7.12. Check all moving parts and ensure they are lubricated.
- 7.13. Test battery.
- 7.14. Check all battery cables and connections.
- 7.15. Check all manual backup systems for proper operations.
- 7.16. Inspect and test jump seat or transfer seat operation, and check all wiring for proper routing and condition.
- 7.17. Inspect wheel chair tie-downs manual or power (check belt condition, operation, floor track condition, tie-down bolts, operation, and check for worn edges, safety inter-lock including emergency release).

**8. JITNEY VEHICLES**

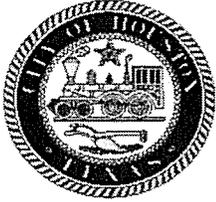
- 8.1. Shall be reviewed for all items in Sections 2, 3, 4 and 5.
- 8.2. Check rear of vehicle for rear reflectors.
- 8.3. Check for lap or lap/shoulder seat belts for driver and for each passenger seating space to the extent the vehicle was so equipped by the manufacturer.
- 8.4. Check to ensure the vehicle has no seats that have been added in excess of the manufacturer's specifications.
- 8.5. Check to ensure all rate and route cards are posted on each side of the vehicle in a manner and location as approved by the director. This shall include:
  - 8.5.1. The name, telephone number and rate structure on both front doors.
  - 8.5.2. The telephone number on the rear of the vehicle.
  - 8.5.3. The permit number on the right side of the trunk or rear, right side of the front hood, and below the rear door handle.
  - 8.5.4. The route information may be posted using an electronic or analog sign.
  - 8.5.5. There shall be posting of rate and route information inside the vehicle, visible for all passengers.



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- 8.6. Check to ensure the vehicle is equipped with a stool light, which shall display the word "JITNEY" in RED letters that are at least 3 inches in length and at least 5/16 inch wide upon a white background.
- 8.7. Check that the vehicle has the word "JITNEY" painted in BLACK on each side of the vehicle. Each letter shall be six (6) inches in length and one (1) inch wide.
- 8.8. Have a dashboard mounted holder for placement of the operator's license and shall include a rate and route card.
- 8.9. Check to ensure a two-way communication that may be used to request assistance in an emergency.
- 8.10. FIRE EXTINGUISHER: As required by State law must be within reach of the driver – may confirm with Federal Motor Carrier Safety Administration Standards.
- 8.11. 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.
- 8.12. EMERGENCY WINDOW EXIT (if equipped): Check each push out window if designed to be an emergency exit must be marked as an emergency exit including appropriate wording in English/Bilingual (international signage is acceptable) and must be capable of being operated as an emergency exit. Make sure to check roof exits if applicable.
- 8.13. EMERGENCY EXIT (if equipped): Check that each door has a decal or lettering in English indicating that it is an emergency exit and check that it can be operated as an emergency exit.
- 8.14. Driver's seat must be equipped with a seat belt to be used during the vehicle operation.
- 8.15. LOW AIR PRESSURE WARNING DEVICE (if applicable): (The ignition or master switch must be in the "on" position for this test). Deplete the air supply by pumping the foot valve until the low air pressure warning device activates. Observe the gauges on the dash. The low air pressure warning must activate at a minimum of 55 psi or ½ the compressor governor cut-out pressure, whichever is less.
- 8.16. HEADLAMPS, TURN SIGNALS, and EMERGENCY FLASHERS: Check for proper color and operation; ensure headlamps are not discolored or cloudy as to lessen the lighting.
- 8.17. WINDSHIELD WIPERS and WINDSHIELD: Check for cracks, damage or discoloration.



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- 8.18. **SUSPENSION and BRAKES:** Have driver turn wheels while you examine suspension components and brake housing.
- 8.19. **BUMPER and SPARE TIRE:** Check bumper for securement. Ensure spare tire is secured to prevent contact with moving parts.
- 8.20. **WHEELS and RIMS:** Check for cracks, unseated locking rings, broken or missing lugs, studs or clamps, bent rims, "bleeding" rust stains, loosened or damaged lug nuts and elongated stud holes.
- 8.21. **TIRES:** Check condition of tires. Shall not have regrooved, recapped or retreaded tires on the steering axle. Check for improper inflation, serious cuts, bulges, tread wear and measure major tread groove depth.
- 8.22. **FUEL CAP:** Check for presence and tightness.
- 8.23. **EXTERIOR CONDITION:** Check for body damage, inspect cargo bays (if applicable) and possession of safety equipment.
- 8.24. **ENGINE COMPARTMENT:** Check for fluid leaks, belt, frame and engine cradle condition. Check wiring and electrical systems in engine and battery compartments.
- 8.25. **STEERING SYSTEM:** Check for loose, worn, bent damaged or missing parts. Check for steering box leaks.
- 8.26. **FRONT/REAR SUSPENSION:** Check for misaligned, shifted or cracked springs or shackles; missing bolts, spring hangers secure to frame, cracked or loose U-bolts, insecure axle positioning parts or signs of axle misalignment.
- 8.27. **FRONT/REAR BRAKES:** Check for potential signs of overheated brakes or leaking wheel seals. Check for missing, non-functioning, loose, contaminated or cracked parts on the brake system.
- 8.28. **FRAME:** Check for cracks or fatigue caused by corrosion.
- 8.29. **ADDITIONAL AIR CONDITIONING UNITS (if applicable):** Ensure proper functioning AC unit; no signs of overheating.

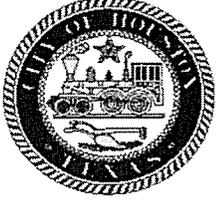


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**EXHIBIT B**  
**PRICE SHEET / FEE SCHEDULE**

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>UNIT MEASURE</b>	<b>UNIT PRICE</b>
1	Vehicle Inspection & Testing Services for Taxicabs	Per Vehicle	\$
2	Vehicle Inspection & Testing Services for Limousines	Per Vehicle	\$
3	Vehicle Inspection & Testing Services for Wheelchair Accessible Vehicles (Taxis)	Per Vehicle	\$
4	Vehicle Inspection & Testing Services for Jitney Vehicles	Per Vehicle	\$



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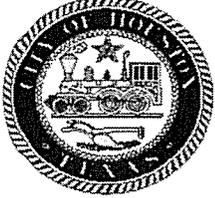
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EXHIBIT C  
 CITY OF HOUSTON VEHICLE FOR HIRE INSPECTION FORM

Company Name: \_\_\_\_\_ Cab Number: \_\_\_\_\_ License Plate : \_\_\_\_\_  
 Individual Driving Vehicle: \_\_\_\_\_  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Engine: \_\_\_\_\_ Mileage: \_\_\_\_\_  
 Year: \_\_\_\_\_ VIN: \_\_\_\_\_

	<input checked="" type="checkbox"/> OK	- Not Applicable	X Needs repair	<input checked="" type="checkbox"/> Repair Complete
	<b>VEHICLE OVERVIEW INSPECTION</b>	<b>VEHICLE EXTERIOR INSPECTION</b>	<b>WHEELCHAIR ACCESSIBLE VEHICLES</b>	
	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	Wheel and Wheel Covers	Lift Mounts and support points	
	Wheel Assembly	Back up Lights	Main Lift Pivot	
	Exhaust System	Suspension	Platform and attachment points	
	Exhaust Emission System	Shock Absorbers	Inner Roll-stop	
	Headlight – Hi-beam Indicator	Engine	Platform Roll-stop	
	Tail Lamps	Oil Leaks	Hydraulic system	
	Stop Lamps	Battery and Battery System	All Moving Parts – Lubricated	
	License Plate Lamp	Electrical System	Test Battery	
	Rear Red Reflectors	Engine Cooling System	Battery Cables and Connections	
	Turn Signal Lamps	Belts	Manual Backup Systems	
	Head Lamps	Fuel System	Test Jump/Transfer Seat	
	Emergency Flashers	Hood Mechanisms	Wheelchair tie downs	
	Windshield	Transmission		
	Frame	Differential		
		Driveshaft/Drive Axle Shafts		



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VEHICLE INTERIOR INSPECTION	ADDITIONAL REQUIREMENTS	
Climate Control (A/C and Heat)	State Inspection – Current	
Air Bags	State Registration – Current	Tires
Instrumentation		Tread _____
Doors/Trim/Armrest/Latch Assemblies		
Foot Pedal Pads	TAXICAB SPECIFIC: (IF EQUIPPED)	Left Front _____ Psi
Floor Coverings		
Headliner and Sun Visor	Communication Equipment	Right Front _____ Psi
Interior Lighting	Surveillance Equipment	
Windshield/Windows/Mirrors		Left Rear _____ Psi
Seats		
Odors		Right Rear _____ Psi

Notes:

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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: \_\_\_\_\_

