



***HARRIS COUNTY  
APPRAISAL DISTRICT  
Harris County  
Houston, Texas***

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***REQUEST FOR QUOTE  
NUMBER 2019-10***

***COMMERCIAL VEHICLE VALUATION AND  
REGISTRATION DATA***

***FOR THE***

***HARRIS COUNTY APPRAISAL DISTRICT  
13013 NORTHWEST FREEWAY  
HOUSTON, TEXAS 77040***

***Issued: November 14, 2019***

## SCOPE & INTENT

### I. INVITATION

The district is requesting written quotes for assistance in reviewing and extracting summaries of certain commercial vehicle registration data from the Texas Motor Vehicle Registration (MVR) master file as maintained by the Vehicle Titles and Registration Division of the Texas Department of Transportation. The purpose of this project is to identify and value business vehicles subject to ad valorem taxation by one or more of the taxing jurisdictions served by HCAD.

### II. TERM OF CONTRACT

- a. The term of agreement shall commence on January 1, 2020 and shall cease on December 31, 2020, with two successive one-year renewal options if service is satisfactory and escalation does not exceed two percent (2%) per year.
- b. This agreement is subject to annual renewed fiscal funding. If the district fails to appropriate funds to provide for annual renewal, the district may cancel without termination charge provided that the successful bidder receives written notice at least 30 days prior to the effective date stating the lack of funds as the reason for termination.

### III. SUBMISSION OF QUOTE AND FORMAT

- a. Quote documents must be submitted in duplicate and physically received no later than **9:30 a.m. on Wednesday, December 13, 2019** in the Purchasing Office of the District. Quote documents may be mailed, but must be physically received in the Purchasing Office by the required date and time.

#### **PHYSICAL ADDRESS**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
13013 Northwest Freeway  
Houston, TX 77040-6305

#### **MAILING ADDRESS**

Attn: Tammy Argento  
Purchasing Manager  
Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975

Or

- b. The statement ***RFQ #2019-10 ENCLOSED*** must be indicated on all quote envelopes.
- c. Any questions pertaining to this quote should be directed to Tammy Argento, Purchasing Manager (713) 957-7401, [targento@hcad.org](mailto:targento@hcad.org).
- d. All quotes are subject to the General Conditions and Requirements as stated in this document. The District reserves the right to reject any or all quotes or accept the quote(s)

deemed most advantageous to the District. The District reserves the right to terminate the contract should your company be acquired by or merged with another company during the contract term.

- e. The District was created pursuant to the provisions of Chapter 6 of the Texas Property Tax Code and the District's functions, authorities, and responsibilities are those prescribed therein for appraisal Districts.

**FAILURE TO COMPLY WITH THESE  
CONDITIONS AND REQUIREMENTS  
MAY RESULT IN QUOTES  
BEING DISQUALIFIED**

# GENERAL CONDITIONS OF QUOTE

## I. QUOTES

- a. All quotes must contain a properly completed *Propose to Provide Certification form* (page 15 of 15 in this document) furnished by the Purchasing Office, with supporting material attached. Each bidder is requested to submit any further concessions or services that it may want to offer the District, and is invited to make any comments relating to further consideration in selecting a provider of commercial vehicle valuation and registration data for the District.
- b. All quotes must be written in ink or by typewriter, inkjet printer, or laser printer. Pencil quotations will not be considered. Quotes must be filed in duplicate and all copies must be manually signed.
- c. Quotes should show net prices, extensions and net total. In case of conflict between unit prices and extension, the unit price will govern.
- d. All quotes are to be based on an as-delivered basis and must include all costs that will be billed (i.e. freight, inside delivery, messenger, handling, trip charges, etc.).
- e. Bidders shall furnish technical specifications and all data pertinent to warranties or guarantees that apply to items and/or services in the quote.
- f. This quote must not be altered. Any erasure or alteration of inquiries may invalidate the quote on the item on which the erasure or alteration is made.
- g. Quotations will not be considered in cases where bidder quotes more than one price on an item or services, except where alternate quotes are expressly called for.
- h. All variances from the District's conditions and/or requirements, no matter how slight, must be indicated in the quote. Otherwise, it will be assumed that your quote fully complies with the District's conditions and requirements as defined in this document.
- i. Withdrawing a quote is permissible if such request is received, from the bidder, by the Purchasing Office prior to the quote due date and time.
- j. All quotes must show the full name of firm proposing, with the name printed in ink.
- k. All quotes must be signed, in ink, by a responsible officer or employee of the firm and title of the officer or employee must be shown. Obligations assumed by the signature must be fulfilled.
- l. Any deviation from the conditions and requirements of this quote must be disclosed and approved by the District.

- m. This request for quotes does not commit the District to enter into any formal or informal contract, or to incur any costs related to the preparation of a response. All costs for preparation and submission of quotes are the responsibility of the bidder.

## **II. PRICING**

- a. No change in price will be considered in the award of quote, and all quotations must be on a net basis.
- b. Cash discounts will not be considered in the award of quote, and all quotations must be on a net basis.
- c. All prices quoted must be firm for the term of agreement.
- d. All quotes must include all costs that will be billed.

## **III. TAXES**

- a. The District is exempt from the Federal Excise and Transportation Tax, and the limited Sales and Use Tax.
- b. Unless the quote form or requirements specifically indicate otherwise, the price proposed must be net exclusive of above mentioned taxes, and will be so construed.

## **IV. BIDDER QUALIFICATIONS & EVALUATION**

- a. Bidders are required to submit a properly completed Bidder Application Form to the District's Purchasing Office. It is the responsibility of the bidder to inform the District's Purchasing Office of any changes/deletions/additions to this form as is deemed appropriate. This application is used to maintain a bidder database for the purpose of a bid mailing list, and other references as required. Bidders are only required to submit this form one time. Please contact the District's Purchasing Office at (713) 957-5214 if you are unsure as to whether this form has been previously submitted. The form may be found on the website at [www.hcad.org](http://www.hcad.org) in the ABOUT menu under PROCUREMENT.
- b. Bidders are required to submit a biographical or historical sketch of their firm that must show past performance indicating the ability to perform the services being quoted. As necessary criteria for any bidder, the District requires a showing of responsible performance in previous undertakings of similar nature and/or related projects for a period of five (5) years. Due to critical legal and practical issues, a record of satisfactory past performance will be required to be met, for a bidder to be a recipient of a contract award.

- c. The District may require bidder to demonstrate the service listed in their quote, and at their expense, before award of contract. It is mandatory that all bidders certify without reservation that their equipment will be compatible with District equipment, without additional cost to the District or without modification to existing District equipment.
- d. The District reserves the right to reject any quote at any time after the closing date and to conduct negotiations to the extent the District deems necessary and appropriate. However, quotes should be submitted on the most favorable basis as to price, delivery, or time of completion and other factors since the District may elect to make an award without any further discussions or negotiations.
- e. Government Code 2252.152 states: Contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization is prohibited. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.501, or 2252.153.
- f. Government Code 2270.02 states: A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. Signing this quote form services as evidence that the above has been read and agreed to.

## **V. AWARD**

- a. All quotes will be evaluated using the same requirements and criteria.
- b. No firm having, or having had a contract with the District will be given more consideration than any other bidder.
- c. During any part of the quote process, from preparation of request for quote through the issuance of an agreement, the District purchasing office reserves the right to seek any additional information, clarification, and/or verification deemed necessary to render a reasonable responsive evaluation, and potential recommendation to the District's Board of Directors.
- d. Evaluation will determine the ability of the bidder to provide the most efficient service in the most economical method for the District. Other criteria will include pricing in all respects, quality of service, availability of service, and meeting of all requirements.
- e. The District will evaluate and make award on the basis of the lowest and best quote that meets or exceeds the requirements.
- f. The District reserves the right to consider and make award of quotes on services of similar nature that will in all respects serve the purpose for which the purchase is being

made. The District reserves the right to be the sole judge as to whether such services will serve the purpose.

- g. The District reserves the right to consider and make awards for the best interests of the District.
- h. The District reserves the right to accept in whole or in part any quote or quote submitted that offer the most favorable terms and conditions for providing the commercial vehicle valuation and registration data services to the District, to reject any or all quote or quote in whole or in part, or to waive any informalities for the best interests of the District.
- i. Contents of the selected quote(s) and all conditions and requirements of the request for quote are contractual obligations.
- j. The District may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the bidder's best terms.
- k. Bidders with delinquent property taxes will not be considered for award.
- l. A purchase order will be issued to the successful bidder(s) upon award of the agreement.

## **VI. DEPOSIT & PERFORMANCE BOND**

No deposit or bond is required.

## **VII. SUPPLEMENTAL AGREEMENTS**

Should the bidders take exception to District's terms and conditions and/or require that supplemental vendor agreements be signed by the District in order to enter into this contract, such agreements must be included with the quote response and are subject to review and amendment by the District's counsel and under the laws of the State of Texas prior to being executed by the District. All supplemental agreements must include fiscal funding out clauses.

## **VIII. DELIVERIES**

- a. All quotes are for delivery not later than the time stated in the requirements, F.O.B. the point of delivery stated in the requirements.
- b. It is the responsibility of all bidders to keep the District's Purchasing Office notified of any unexpected problems that would prevent the bidder from meeting delivery deadlines, as they become aware of them.

- c. The District reserves the right to reject, without prior authorization, any deliveries not meeting these requirements.

## **IX. REJECTIONS**

Items and/or services not in accordance with samples and requirements shall be modified to reach conformity, by the bidder and at his expense. All disputes concerning quality of deliverables under this quote will be determined by the purchasing agent or his designated representative.

## **X. PAYMENT**

- a. Payment will be made on completed purchases that are cleared by the last working day of the month.
- b. Partial payments will be made on purchase orders. However, contact must be made with the assistant chief finance officer before the end of the month that the bidder wishes to receive payment on items and/or services delivered. Otherwise, payment will be made on completion of the purchase order.
- c. Payments (complete or partial) will be mailed no later than the fourth Friday of the following month.
- d. The District's obligations will be payable solely from funds appropriated in the District's budget for the year in which such obligations may be due and payable. In the event that no funds or insufficient funds are appropriated for payment of obligations the contract shall be terminated without liability to the District, its officers, agents, or employees.
- e. All invoices must reference **RFP #2019-10**, and the applicable purchase order number.
- f. All invoices should be submitted to the following address:

Attn: Accounts Payable  
Harris County Appraisal District  
P. O. Box 920975  
Houston, TX 77292-0975  
Or  
Email to [AccountsPayable@HCAD.org](mailto:AccountsPayable@HCAD.org)

## **XI. PATENTS & COPYRIGHTS**

- a. The contractor agrees to indemnify and save harmless the District, its officers and employees, from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented or copyrighted appliances,



products, processes, and/or services, and he shall pay royalties and charges which are legal and equitable.

- b. Evidence of such payment or satisfaction shall be submitted, upon request of the Purchasing Office, as necessary requirement in connection with the final estimate for payment in which such patented or copyrighted appliances, products, processes, and/or services are used.

## **XII. CANCELLATION**

- a. Cancellation of the agreement by the bidder must be submitted in writing to the District's Purchasing Office 120 calendar days prior to the effective date.
- b. Cancellation of the agreement by the District must be submitted in writing to the bidder 60 calendar days prior to the effective date.

## **XIII. SEVERABILITY**

If any section, subsection, paragraph, sentence, phrase, or work in this request for quote shall be held invalid, such holding shall not affect the remaining portions of this request for quote and it is hereby declared that such remaining portions would have been included in this request for quote as though the invalid portion had been omitted.

## **XIV. CONDITIONS PART OF QUOTE**

The General Conditions of Quote defined herein shall be a part of the attached quote.

# **REQUIREMENTS OF QUOTE**

## **1. TASK IDENTIFICATION**

Identify and estimate the market value of licensed vehicles (automobiles, trucks, trailers, buses, motor homes and travel trailers) which are used or held for the production of income in Harris County as of January 1. A vehicle is considered to be used in the production of income if one or more of the following conditions exists:

- a. The vehicle is available for lease or rent.
- b. The vehicle is being capitalized for income tax purposes.
- c. The vehicle is registered in the name of a business organization.

The information supplied should be based on the Texas Motor Vehicle Registration (MVR) master file, as maintained by the Vehicle Titles and Registration Division of the Texas

Department of Transportation, and should support assessment of business vehicles taxable in the HCAD areas of responsibility Ha as of January 1st. Any methodology used in this project must be consistent with the statutes and rules as set forth in the Texas Property Tax Code, and be consistent with generally accepted appraisal practices.

## **2. DESCRIPTION, LOCATION AND OWNERSHIP INFORMATION REQUIREMENTS**

- a. Vehicle Owner's Name, Address and Zip Code
- b. Vehicle Identification Number (VIN)
- c. Make, Model and Year of Manufacture of Vehicle
- d. Gross Vehicle Weight in Tons for Trucks
- e. Title Number and Date of Issue
- f. Current and Previous License Numbers
- g. County Identification Code
- h. State Registration Class Code

## **3. VALUATION INFORMATION**

An average value as of January 1st of the subject tax year must be provided for each vehicle identified as a business-use asset. These values must be based on a recognized valuation source or sources. These specific sources are stipulated as the value sources for the following vehicles:

- a. For passenger vehicles and light trucks, the Price Digest trade-in value if this value is available for the subject vehicle.
- b. For large trucks, the Price Digest trade-in value if this value is available for the subject truck.

For other classes, or for cases in which the above values are not available, other defensible sources of value must be provided for each vehicle identified as a business use asset. Valuation of newest model year vehicles not yet listed in the various guides should be based on an percentage of M.S.R.P. that reasonably represents the trade-in/wholesale level of valuation. The source of each vehicle value must be coded and the source codes must be provided to HCAD.

## **4. GEOGRAPHIC AREA OF CONCERN**

The Appraisal District is responsible for the discovery and valuation of property in all of Harris County.

As severable parts of the quote, the district is requesting a separate report be prepared listing all vehicles registered in counties adjacent to Harris County and a separate report listing vehicles registered in other counties throughout the state with an owner's registration address within Harris County.

## **5. DISTRICT COMPUTER MEDIA FORMAT REQUIREMENTS**

All data elements and information must be provided to HCAD in electronic format conforming to the following specific requirements:

- a. Unlabeled
- b. Fixed Length Records
- c. ASCII

All records provided must conform to the required record description specified in Exhibit C (Page 14). No deviation from this format will be acceptable.

## **6. TEST DATA**

The quote should include the submission of sample deliverable product (test data) based on January 1, 2019 information. This system test data should be provided in electronic format. Summary reports concerning the test data must accompany the Quote. Test data submission must include the requested information for the following:

- a. One leasing company from list on Exhibit A (Page 12)
- b. One auto rental company from Exhibit B (Page 13)
- c. One zip code from Harris County

## **7. DISTRICT QUALITY REVIEW**

The district reserves the right to review in a reasonable manner the accuracy and completeness of the product returned pursuant to the terms of the quote as accepted by the district board of directors.

## **8. DELIVERY DATES**

The vendor must provide the commercial report to the district's data processing department by February 1st.

## EXHIBIT A

### LEASING COMPANIES

D. L. Peterson Trust

Ford Motor Credit Corporation

Enterprise Leasing

General Electric Capital Auto Lease (GECAL)

General Electric Capital Corporation (GELCO)

General Motors Acceptance Corporation(GMAC)

Mercedes Benz Credit Corporation

Toyota Motor Credit Corporation

Wheels, Inc.

## EXHIBIT B

### CAR RENTAL COMPANIES

Advantage Auto Rental Systems Inc.

Agency Rent-A-Car

Alamo Rent-A-Car Inc.

Avis Rent-A-Car Systems Inc.

Budget Rent-A-Car

Dollar Systems Inc.

The Hertz Corporation

National Car Rental System Inc.

Thrifty Rent-A-Car System Inc.

## EXHIBIT C

### REQUIRED VEHICLE DATA RECORD DESCRIPTION

NO	DESCRIPTION	POS	LEN	TYPE	DOT POS	DESCRIPTION
1	CURRENT LICENSE NO	1	10	AN	18	INF-VEH-LECENSE-CUR
2	PREVIOUS LICENSE NO	11	10	AN	503	INF-VEH-LICENSE-PREV
3	VEHICLE MAKE	21	4	AN	128	INV-VEH-MAKE
4	VEHICLE MODEL YEAR	25	4	N	132	INF-VEH-MODEL-YEAR
5	VEHICLE ID (VIN)	29	22	AN	44	INF-VEH-VIN
6	VEHICLE MODEL	51	5	AN	136	INF-VEH-MODEL-YEAR
7	VEHICLE MODEL STYLE	56	2	AN	118	INF-VEH-BODY-TYPE
8	VEHICLE DESCRIPTION	58	50	AN		INF-VEH-DESCRIPTION
9	VEHICLE TONS	108	9	N	139	INF-VEH-TONS
10	VEHICLE WEIGHT EMPTY	117	6	N	199	INF-VEH-EVW
11	VEHICLE WEIGHT GROSS	123	6	N	205	INF-VEH-GVW
12	VEHICLE FUEL INDICATOR	129	5	AN	213	INF-VEH-FUEL-INDICATOR
13	VEHICLE CLASS	134	8	A	120	INF-VEH-CLASS
14	REGISTERED CLASS	142	2	N	499	INF-VEH-REGIS-CLASS
15	REGISTRATION DATE	144	10	N	364	INF-VEH-EFF-REG-DATE
16	REGISTRATION YEAR	154	4	N		INF-VEH-EFF-REG-YEAR
17	REGISTRATION EXP YR	158	4	N	25	INF-VEH-TTL-REG-EXPYR
18	REGISTRATION EXP MO	162	2	N	29	INF-VEH-TTL-REG-EXPMO
19	VEHICLE LEASE FLAG	164	1	AN		INF-VEH-LEASE-FLAG
20	VEHICLE PRICE	165	6	N	183	INF-VEH-PRICE
21	VEHICLE SELECTED VALUE	171	12	N		INF-VEH-SELECTED-VALUE
22	VEHICLE SOURCE	183	2	A		INF-VEH-SEL-VALUE-CODE
23	VEHICLE CAR OR TRUCK	185	1			INF-VEH-TXFCTS-CLASS
24	VEHICLE FOREIGN OR DOMESTIC	186	1			INF-VEH-TXFCTS-FGN-DOM
25	REGISTRANT NAME	187	50	AN	372	INF-RECP-NAME-A
26	REGISTRANT MAIL ADDRESS	237	50	AN	402	INF-RECP-ADDR1
27	REGISTRANT CITY	287	50	AN	462	INF-RECP-CITY
28	REGISTRANT STATE	337	2	AN	481	INF-RECP-STATE
29	REGISTRANT ZIP	339	5	AN	483	INF-RECP-ZIP
30	OWNER OF VEHICLE	344	50	AN	516	INF-OWNER1
31	OWNER OF VEHICLE 2	394	50	AN		INF-OWNER2
32	OWNER STATE	444	2	AN	655	INF-OWN-STATE
33	BUS FLAG 1	446	1	N		INF-OWN-KEY-BUS1
34	BUS FLAG 2	447	1	N		INF-OWN-KEY-BUS2
35	PREVIOUS OWNER NAME	448	50	AN	81	INF-SELLER-NAME
36	PREVIOUS OWNER CITY	498	50	AN	105	INF-SELLER-CITY
37	PREVIOUS OWNER STATE	548	2	AN	116	INF-SELLER-STATE
38	LIENHOLDER NAME	550	50	AN	689	INF-LIEN-NAME1
39	LIENHOLDER ADDRESS	600	50	AN	749	INF-LIEN-ADDR1
40	LIENHOLDER CITY	650	50	AN	809	INF-LIEN-CITY
41	LIENHOLDER STATE	700	2	AN	828	INF-LIEN-STATE
42	LIENHOLDER ZIP	702	5	AN	830	INF-LIEN-ZIP
43	LIEN DATE	707	10	N	681	INF-LIEN-DATE
44	TTL-TITLE-DATETITLE ISSUE DATE	717	8	N	71	INF-TTL-TITLE-DATE
45	TITLE PROCESS CODE	725	2	AN	79	INF-TTL-PROCESS-CODE
46	COUNTY OF REGISTRATION	727	3	N	361	INF-VEH-TXDOT-COUNTY
47	NEW OR USED INDICATOR	730	12	A		INF-VEH-NEW-USED-FLAG
48	VEHICLE-LENGTH	731	2	N	174	INF-TRVL-TRLR-LENGTH
49	VEHICLE-LOCATION-ADDRESS1	733	30	AN	246	INF-VEH-LOC-ADDR1
50	VEHICLE-LOCATION-ADDRESS2	763	30	AN	276	INF-VEH-LOC-ADDR2
51	VEHICLE-LOCATION-CITY	793	19	AN	306	INF-VEH-LOC-CITY
52	VEHICLE-LOCATION-STATE	812	2	AN	325	INF-VEH-LOC-STATE
53	VEHICLE-LOCATION-ZIP	814	5	AN	327	INF-VEH-LOC-ZIP
	<b>TOTAL RECORD LENGTH</b>	<b>818</b>				

# EXHIBIT D

## PROPOSE TO PROVIDE CERTIFICATION FORM

I/WE HEREBY PROPOSE to provide the data entry and verification services proposed within this document and if awarded a portion or all of this quote, do agree to abide by the conditions and requirements herein, except as noted below under "EXCEPTIONS AND CONDITIONS OF THE BIDDER". Any deviation from the item requirements must be noted below.

### EXCEPTIONS AND CONDITIONS OF THE BIDDER

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Total quote for this project \$ \_\_\_\_\_

\_\_\_\_\_  
NAME OF FIRM SUBMITTING QUOTE *(Print or Type)*

\_\_\_\_\_  
STREET ADDRESS *(Print or Type)*

\_\_\_\_\_  
TELEPHONE NO.

\_\_\_\_\_  
CITY, STATE & ZIP CODE *(Print or Type)*

\_\_\_\_\_  
NAME & TITLE OF PERSON SUBMITTING QUOTE *(Print or Type)*  
*(Officer of the Company or Authorized Sales Representative)*

\_\_\_\_\_  
SIGNATURE OF PERSON SUBMITTING QUOTE

SUBSCRIBED AND SWORN to before me this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public,  
State of \_\_\_\_\_