



**CHA**

CHICAGO HOUSING  
AUTHORITY™

# Department of Procurement & Contracts

**Pre-Bid Informational Packet**

**Event No. 3275 IFB Agencywide Window and  
Door Security Systems – Re-bid**

**Monday, February 3, 2025**

*Note: This presentation is for informational purposes, respondents shall refer to the formal solicitation package*

# Meeting Housekeeping & Reminders



1. Copies of this IFB are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
2. Must registered to [CHA Supplier Portal](#) to download IFB
3. A copy of this presentation and solicitation updates will be posted on the [CHA Supplier Portal](#) and the CHA website.
4. If you have any questions during the presentation, please write them down. We will address them during the Q&A session at the end.
5. Any questions that cannot be answered today will be addressed in an addendum.
6. All communication pertaining to the bidding process for Event #3275 must be issued via the [CHA Supplier Portal](#)

**For assistance with the CHA Supplier Portal, please contact Procurement Coordinator, Harrette Herron-King at [hherron@thecha.org](mailto:hherron@thecha.org)**

# PROJECT BACKGROUND

The Chicago Housing Authority (CHA) seeks proposals from licensed and experienced vendors to provide on-demand security door and window systems to prevent theft, vandalism, and unauthorized occupation of CHA-owned vacant properties. An on-call solution for administrative, vacant residential, and vacant non-dwelling buildings is vital to maintaining the safety of the agency's property-based assets. The CHA portfolio encompasses approximately 1,500 buildings.

Portfolio Descriptions	Approximate Number of Buildings*
Single Units and Houses	217
Small Buildings (2-6 units)	672
Medium Buildings (7-49 units)	38
Senior Buildings	47
Single Entity Tax Credit Buildings	13
Family Public Housing	538
Non-Dwelling and Vacant Buildings	61
<b>*CHA reserves the right to add or remove sites during the term of the agreement.</b>	

# PROJECT SCOPE OF WORK

The work to be performed shall include furnishing labor, material, and any other associated items to secure the entry doors, windows and perimeter areas located at various properties. The security system(s) must be engineered and manufactured with materials durable enough to withstand high crime exposure, urban environments, and weather conditions typically expected in the Midwest.

CHA intends to enter into an agreement for a five (5) year base term. Pricing for all materials and labor shall be in effect, as agreed upon, throughout the duration of the agreement.

Respondents must provide an all-inclusive monthly fee for the door or window guard and a one-time fixed installation fee. For long-term rentals, the CHA seeks a discounted annual unit cost, which will be paid once per year.

There is no guaranteed quantity or volume of work tied to this solicitation. The successful vendor will only be paid for services rendered.

# Key Dates

- Question Due Date: **Monday, March 10, 2025, at 11:00 AM Central**
- Bid Opening Due Date\*: **Monday March 20, 2025, at 11:00 AM Central**

**\*Late bids after the bid due date and time will be rejected without being read**

# Submittal Requirements

- All bids must be in accordance with Bid Submittal Requirements\*
- Bid Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- Manual or paper submissions will not be accepted
- Failure to submit all submittal requirements may deem a bid non-responsive

**\*Non-compliance with Section II - Submittal Requirements may deem a proposal non-responsive**

# Submittal Requirements Key Reminders

- CHA values Diversity, Equity, and Inclusion. Respondents are **required** to answer DEI questions on page BF/Page 7.
- The Fee Form **must** be submitted in excel format. Handwritten submission will not be accepted.
- Submit ONE (1) original copy of the “Bid Submittal” form comprising all pages (including the Bidder’s completed BF pages for Sections VII and VIII). PLEASE NOTE: Each Page within shall bear an original (not photocopied) signature.
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents
- BID EXECUTION AND ACCEPTANCE FORM BF / 15
  - **Failure to submit the Bid Execution and Acceptance page shall result in the entire Bid Package being deemed non-responsive.**

# Review Bidder Submittal Requirements

Submittal Requirements are also listed on page BF/14.

- Forms not included in the IFB may be downloaded on the CHA website
- Submit all required documents
- Financial Information
  - Accountant's Report
  - Balance Sheet (last 2 years)
  - Income Statement (last 2 years)
  - Cash Flow Statement (last 2 years)
  - Financial Statement Footnotes (if applicable)
- ❖ For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the IRS tax transcript.
- ❖ For proposals or contract awards valued at less than \$1,000,000 the Respondent must provide compiled financial statements.
- ❖ For proposals or contract awards valued at less than \$2,500,000.00, the Respondent must provide reviewed financial statements.
- ❖ For proposals or contract awards valued in excess of \$2,500,000.00, the Respondent must provide audited financial statements.

FIDELITY SOCIAL JUSTICE **DIVERSITY** HUMILITY SUPPORT SYSTEM COURAGE WITH PATIENCE DIFFERENCE  
CULTURE RESPECT **DIVERSITY** MUTUAL INTERSECTIONAL GROWTH INTERSECTIONALITY  
BELONGING COURAGE TRUST ACCOUNTABILITY WELCOMING VALUED GROWTH CENTERING COMMUNITY  
WELCOMING TRANSPARENCY INTERACTING ACTIVE FAIRNESS JUSTICE NEEDS DIGNITY  
POWER **EQUITY** FAMILY TRANSPARENCY RECEPTIVENESS CONNECTION  
OPENNESS **EQUITY** EQUALITY COLLECTIVE RESPONSIBILITIES ACCOUNTABILITY  
TRUST INTERSECTIONALITY COMMUNITY EXPERIENCES HONESTY WELCOMING RESPECT  
HONESTY DIFFERENCE AFFIRMING IDENTITIES **INCLUSION** AFFIRMING  
LEADERSHIP INFORMATIVE VALUED PERSPECTIVES **INCLUSION** POSITIONALITIES BELONGING  
FRIENDLINESS SUPPORT SYSTEM SOLIDARITY **INCLUSION** EMBODY  
RECEPTIVENESS CATALYST THRIVING CONSCIOUS COMMUNITY APPRECIATION CARE

# Diversity & Inclusion Requirements



# CHA is committed to:

Diversity, Equity, and Inclusion using our resources to further advance minority, women, disadvantaged businesses (including Section 3 Businesses) and residents.

- We achieve this by:
  - Contracting with and hiring MWD/BE and S3 Businesses
  - Upholding HUD's Section 3 rule
  - Facilitating business relationships between vendors and contractors

# Diversity Goals

CHA values diversity, equity, and inclusion (DEI) and seeks vendors with similar shared values, as outlined in Article VIII of CHA's Contract Requirements. To assess alignment with these principles, Respondents should answer the following questions and submit with their proposal.

## 01

What is your organization's strategy for Diversity Equity & Inclusion?

## 02

What is the racial/ethnic breakdown of your Board and staff? What percentage resides in Chicago?

## 03

Describe any opportunities for CHA residents including any internships, job shadowing, employment, or mentorships.

\*Limit responses to no more than 2 pages

# Contract Goals – Diversity Requirements

Chicago Housing Authority **Diversity requirements** are as follows:

## M/W/DBE utilization requirement is:

Type of Contract	Contract Amount	MBE/WBE/DBE Participation	Section 3 Business Subcontracting (>\$250,000)	Section 3 Labor Hours (25% of which 5% is through CHA resident hires)***
Construction	\$50,001+	30%	10%	25%
Supply & Delivery	\$50,001+	20%	3%*	N/A
Professional Services	\$50,001+	20%	3%**	25%
*Or indirect    **excludes direct support service providers    *** Required regardless of contract amount				

# Contract Requirements – Section 3

The CHA will require vendors to document all labor hours using the B2GNow or LCP Tracker platform.

HUD requires CHA's compliance under the new Section 3 rule:

- ✓ 25% or more of the total labor hours worked are completed by **Section 3 Workers**
- ✓ 5% or more of the total labor hours worked are completed by **Targeted Section 3 Workers** (this 5% is part of the overall 25% requirement)

*Further regulation details can be found at the provided link:  
[https://www.hud.gov/program\\_offices/field\\_policy\\_mgt/section3](https://www.hud.gov/program_offices/field_policy_mgt/section3)*

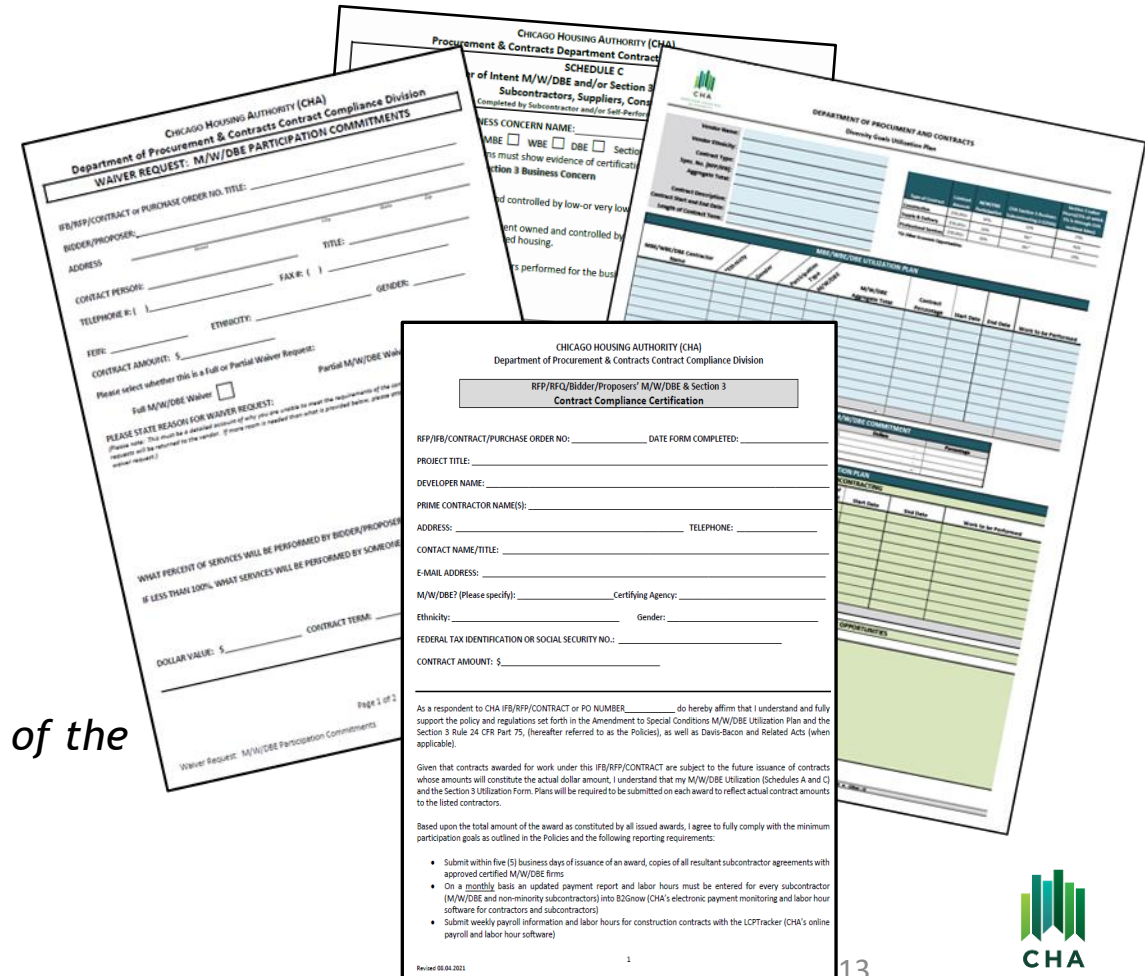


# Required Documents

Documents needed to capture compliance with CHA's contract requirements are:

- **Contract Compliance Certification**
- **Diversity Goals Utilization Plan**
- **Letter of Intent**
- **Waiver Request-M/W/DBE (if applicable)**

*\*Each requires a signature from the Authorized Principal of the firm.*



# Required Documents – Contract Compliance Certification

The *Contract Compliance Certification* is completed by the Prime Contractor. This form certifies that the Prime Contractor adheres to meeting the M/W/DBE and Section 3 Contract requirements under CHA’s policy as well as HUD’s Section 3 Rule 24.CFR.Part 75.

<p>CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement &amp; Contracts Contract Compliance Division</p> <p><b>RFP/RFQ/Bidder/Proposers’ M/W/DBE &amp; Section 3 Contract Compliance Certification</b></p>	<p>CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement &amp; Contracts Contract Compliance Division</p> <p><b>RFP/RFQ/Bidder/Proposers’ M/W/DBE &amp; Section 3 Contract Compliance Certification</b></p>
<p>RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____</p> <p>PROJECT TITLE: _____</p> <p>DEVELOPER NAME: _____</p> <p>PRIME CONTRACTOR NAME(S): _____</p> <p>ADDRESS: _____ TELEPHONE: _____</p> <p>CONTACT NAME/TITLE: _____</p> <p>E-MAIL ADDRESS: _____</p> <p>M/W/DBE? (Please specify): _____ Certifying Agency: _____</p> <p>Ethnicity: _____ Gender: _____</p> <p>FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: _____</p> <p>CONTRACT AMOUNT: \$ _____</p>	<p>M/W/DBE and Section 3 Utilization Plans require the approval of the Compliance Division.</p> <p>Make sure that its subcontractor(s) is/are in compliance with the M/W/DBE and Section 3 Utilization Plans.</p> <p>I hereby certify that the contents of the foregoing certification are true and correct and that the contractor to make this certification.</p> <p>_____</p> <p>Signature</p>
<p>As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER _____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).</p> <p>Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.</p> <p>Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:</p> <ul style="list-style-type: none"> <li>• Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms</li> <li>• On a <u>monthly</u> basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA’s electronic payment monitoring and labor hour software for contractors and subcontractors)</li> <li>• Submit weekly payroll information and labor hours for construction contracts with the LCPtracker (CHA’s online payroll and labor hour software)</li> </ul> <p>Revised 08.04.2021</p> <p style="text-align: center;">1</p>	<p>Revised 08.04.2021</p> <p style="text-align: center;">2</p>

# Required Documents – Utilization Plan

In order to ensure the validity of the work, the Prime Contractor must complete the *Diversity Utilization Plan*, listing the M/W/DBE and Section 3 firms they will contract work with, along with other pertinent contract information.

The Prime Contractors are required to **subcontract 30% of the total contract value for construction contracts** and **20% of the total contract value for professional contracts** that total over \$50,001 to an M/W/DBE certified business.

SECTION 3 UTILIZATION PLAN						
SECTION 3 BUSINESS SUBCONTRACTING						
Section 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed
Totals:		\$ -				

OEO Dollar Value of Commitment:

Diversity Goals Utilization Plan

**DEPARTMENT OF PROCUREMENT AND CONTRACTS**  
Diversity Goals Utilization Plan

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

Vendor Ethnicity: \_\_\_\_\_

Contract Type: \_\_\_\_\_

Spec. No. (RFP/IFB): \_\_\_\_\_

Aggregate Total: \_\_\_\_\_

Contract Description: \_\_\_\_\_

Contract Start and End Date: \_\_\_\_\_

Length of Contract Term: \_\_\_\_\_

Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (\$250k)	Section 3 Labor Hours (25% of which 5% is through CHA resident hires)
Construction	\$50,001+	30%	10%	25%
Supply & Delivery	\$50,001+	20%	3%*	N/A
Professional Services	\$50,001+	20%	3%*	25%

\*Or Other Economic Opportunities

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**MBE/WBE/DBE UTILIZATION PLAN**

MBE/WBE/DBE Contractor Name	Ethnicity	Gender	Participation Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed
Totals:					\$ -				

The Prime Contractors are required to **subcontract 10% of the total contract value for construction contracts** and **3% of the total contract value for professional contracts** that total over \$250,000 to Section 3 Business Concerns.

A Prime Contractor who has demonstrated its attempts, to the maximum extent feasible, to meet its CHA Section 3 contracting goals may satisfy Section 3 obligations by proposing Mentorship Program Participation, and/or Other Results-Oriented Economic Opportunities as alternative means to achieving Section 3 goals.



# Required Documents – Letter of Intent

The *Letter of Intent* is completed by the M/W/DBE and/or the Section 3 Business Concern.

The CHA does not certify M/W/DBE businesses but will accept certifications from the following agencies or reciprocal agencies: City of Chicago, Cook County, Pace, Metra, Chicago Transit Authority, State of Illinois Central Management Services, Small Business Administration, WBENC and the National Minority Supplier Development Council and affiliates.

Workforce Opportunity Resource Center (WORC) within Resident Services at CHA streamlines employment opportunities for residents and low-income individuals and builds capacity for resident-owned businesses to develop and grow.

The purpose is to serve Section 3-eligible residents and participants and Section 3 Businesses by providing the resources and tools needed for economic development and individual economic independence. The team also assists CHA vendors to comply with CHA's Section 3 goals.

**CHICAGO HOUSING AUTHORITY (CHA)**  
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

**LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN**  
SUBCONTRACTORS, SUPPLIERS, CONSULTANTS  
(TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)

M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: \_\_\_\_\_

M/W/DBE Certification Status: MBE   WBE   DBE   Section 3 Business Concern: YES   NO

NOTE: Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:

At least 51 percent owned and controlled by low- or very low-income persons

The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.

Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.

FEIN: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ GENDER: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTACT NAME/TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ IFB/RFP/CONTRACT OR PO #: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_ DATE FORM COMPLETED: \_\_\_\_\_

PRIME CONTRACTOR: \_\_\_\_\_ (NAME) \_\_\_\_\_ (TELEPHONE NUMBER)

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NOTE: M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.

1. Will the Subcontractor contract any of the work to be performed on this contract to another firm?  
Yes   No

If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms):  
\_\_\_\_\_  
\_\_\_\_\_

Page 1 of 2

Revised 12.2022

CHICAGO HOUSING AUTHORITY (CHA)  
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

**LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN**  
SUBCONTRACTORS, SUPPLIERS, CONSULTANTS  
(TO BE COMPLETED BY SUBCONTRACTOR AND/OR SELF-PERFORMING PRIME CONTRACTOR)

NAME OF ABOVE-REFERENCED CONTRACT: \_\_\_\_\_

PRIME CONTRACTOR'S NAME: \_\_\_\_\_

Does the contract have any work related to the Prime?   Yes   NO

Does the contractor need to remove or substitute a subcontractor on its removal or substitution of the subcontractor concerned. Only when removal or substitution of the subcontractor be done by the prime contractor or unilaterally remove or substitute a subcontractor on its CHA/HUD contract?   Yes   NO

**AFFIDAVIT**

I, \_\_\_\_\_, with the Prime Contractor listed above within five (5) days after award of this contract, hereby certify that the contents of the foregoing document are true and correct. I am a duly authorized representative of the contractor to make this affidavit.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
ON THIS \_\_\_\_\_ DAY

\_\_\_\_\_  
SIGNED (NAME) \_\_\_\_\_  
I, \_\_\_\_\_, do hereby swear under oath that the foregoing affidavit, and did state that he or she was authorized by the contractor to execute the affidavit and did so as his/her agent.

\_\_\_\_\_  
(SEAL):

Page 2 of 2

Revised 12.2022



# Required Documents – M/W/DBE Waiver Request

If a Prime Contractor cannot meet the required *M/W/DBE* participation requirements in whole or part, they may submit an *M/W/DBE* waiver request for consideration.

***\*The waiver submission option is only applicable to M/W/DBE utilization goal requirement and NOT for Section 3 contracting goals.***

The image shows two overlapping forms for an M/W/DBE Waiver Request from the Chicago Housing Authority (CHA). The top form is the main request form, and the bottom form is a review form for CHA use only.

**CHICAGO HOUSING AUTHORITY (CHA)**  
**Department of Procurement & Contracts Contract Compliance Division**  
**WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS**

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: \_\_\_\_\_  
BIDDER/PROPOSER: \_\_\_\_\_  
ADDRESS \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE #: ( ) \_\_\_\_\_ FAX #: ( ) \_\_\_\_\_  
FEIN: \_\_\_\_\_ ETHNICITY: \_\_\_\_\_ GENDER: \_\_\_\_\_  
CONTRACT AMOUNT: \$ \_\_\_\_\_

Please select whether this is a Full or Partial Waiver Request:  
Full M/W/DBE Waiver  Partial M/W/DBE Waiver

**PLEASE STATE REASON FOR WAIVER REQUEST:**  
(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)

WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? \_\_\_\_\_%  
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?  
\_\_\_\_\_  
DOLLAR VALUE: \$ \_\_\_\_\_ CONTRACT TERM: \_\_\_\_\_

Page 1 of 2  
Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

**CHICAGO HOUSING AUTHORITY (CHA)**  
**Department of Procurement & Contracts Contract Compliance Division**  
**WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS**

penalty of perjury that the contents of the forgoing document are true and correct to the best of the Bidder/Proposer's knowledge and belief. If the Bidder/Proposer is a company, the Bidder/Proposer certifies that the Bidder/Proposer is the owner of the company and is authorized to execute the foregoing affidavit, and did state that he/she is the owner of the company for her free act and deed.

DATE: \_\_\_\_\_  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ to me  
\_\_\_\_\_ (Company) \_\_\_\_\_  
\_\_\_\_\_ for her free act and deed.

(SEAL)

**CHICAGO HOUSING AUTHORITY USE ONLY**

REVIEW: \_\_\_\_\_  
Compliance Manager  
DATE: \_\_\_\_\_

Page 2 of 2  
Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

# The Workforce Opportunity Resource Center (WORC)

## SECTION 3

# WORC: Assistance for Contractors

The Workforce Opportunity Resource Center (WORC) provides technical assistance to CHA contractors by:

- Assistance in posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting
- In addition, they will connect with the right team if proposing an OEO opportunity.

For more information visit:



**WORC**

WORKFORCE OPPORTUNITY  
RESOURCE CENTER

4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: [worc@thecha.org](mailto:worc@thecha.org)

[www.thecha.org/residents/worc](http://www.thecha.org/residents/worc)

# Key Dates

- Questions Due Date: **Monday, March 10, 2025, by 11AM (CST).**
- Bid Opening Date\*: : **Monday, March 20, 2025, at 11AM (CST)**

**\*Late bids after the bid due date and time  
will be rejected without being read**

# Supplier Portal Reminders

All solicitation communication such as project questions, submitting your bid, uploading documents, etc. must be completed via supplier portal.

- Log in to the Supplier Portal. <https://supplier.thecha.org>
- Submit all questions via the Supplier Portal before the posted deadline
- Edit Bids as often as necessary but Responses must be submitted before the posted deadline
- Limit file names to 50 characters
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file and the file name should include Financials)
- **For issues with the Portal, contact Harrette Herron-King at [hherron@thecha.org](mailto:hherron@thecha.org)**