



**CHICAGO HOUSING AUTHORITY (“CHA”)
REQUEST FOR PROPOSAL (“RFP”) EVENT NO. 3271 (2025)
for
Security Services**

**Required for use by
Department of Safety and Security
ISSUED ON: Tuesday, March 18, 2025
ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS**

**PROPOSALS DEADLINE:
Wednesday, April 16, 2025, at 1:00 P.M., CT**

Proposals may be submitted early but must be received electronically no later than the date and time listed in the solicitation.

PROPOSALS WILL NOT BE ACCEPTED AFTER THE DUE DATE AND TIME

Respondent Name: _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

This selection process is unique to the Scope of Work described herein and notwithstanding any other proposal, qualification or bid requests provided by the Chicago Housing Authority. Proposers must comply with the requirements as defined in this RFP.

Angela Hurlock
Interim Chief Executive Officer

Sheila Johnson
Deputy Chief Procurement

www.thecha.org

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KEY INFORMATION

- 1. RESPONDENT CONTACT WITH CHA:** The Procurement Manager identified below is the *sole point of contact* regarding this RFP from the date of issuance until selection of the successful proposer(s).

Elizabeth Gentile, Procurement Manager
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605
Phone: (312) 913-7036
E-mail: egentile@thecha.org

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Wednesday, April 16, 2025 by 1:00 PM, CST**.

The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will not be accepted.

An **in-person** pre-proposal conference is scheduled for **Thursday, March 27, 2025, at 1:00 p.m. CST** to discuss the scope of services and the CHA contract requirements. The meeting address is 60 E. Van Buren Conference Rooms 736A-C. In order to participate onsite, you will need to **RSVP by Tuesday, March 25, 2025 at 4:00 p.m., CST** with Elizabeth Gentile via email at egentile@thecha.org. Please submit your Company Name, Your Name, and email address confirming reservation.

The Letter of Intent to Submit a Proposal, Attachment B, is due **Wednesday, April 9, 2025, at 1:00 p.m. CST**. The Letter of Intent to Submit a Proposal, Attachment B must be submitted via the Supplier Portal at <https://supplier.thecha.org>.

If you do not intend to submit a proposal in response to this RFP, please submit via the Supplier Portal at <https://supplier.thecha.org>, a brief explanation in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and CHA contract requirements must be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Tuesday, April 1, 2025, by 1:00 PM, CT**.

Electronic Submission: CHA requires Respondents to submit an electronic proposal for the above-described Event. Respondent shall upload all documents via the CHA Supplier Portal at: <https://supplier.thecha.org>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled and separated into a different file as described in "ARTICLE V Submittal Requirements."

Note: There is no maximum file capacity size when uploading attachments in the Supplier Portal. If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters. For questions or assistance with the Supplier Portal, please contact Elizabeth Gentile, Procurement Manager, at 312-913-7036, egentile@thecha.org. **Respondent shall bear all costs of responding to this solicitation.**

ARTICLE I INTRODUCTION

CHA is the third largest public housing authority in the nation and the largest single owner of rental housing in Chicago. Through its public housing and voucher programs, CHA serves 135,000 people in over 65,000 households across all 77 of Chicago's community areas. CHA's mission is to create and sustain strong communities where seniors thrive and everyone can unlock their economic power, ensuring that every neighborhood in Chicago has quality affordable housing and everyone feels welcome.

In its procurement of its good and services, CHA seeks relationships with vendors who share our values for inclusive and equitable contracting opportunities. CHA strives to be fair, transparent, and practical, and works to optimize the use of public funds through purchasing decisions. For more information, visit www.thecha.org.

ARTICLE II INTENT AND PURPOSE

CHA seeks qualified vendors to provide effective and efficient Safety and Security to all sites listed in each package. The successful vendor will demonstrate expertise in providing security services for high, mid, and low-rise properties as well as various sized site complexes. The successful vendor will also demonstrate its efficiency and effectiveness by providing staff licensing/certification/credentials in, but not limited to, IDFPR (Illinois Department of Finance and Professional Regulation) FOID, PERC, TAN, Safety and Security training, providing designated points of contacts (i.e., Managers, Supervisors, Operations Coordinator), providing and allowing CHA access to digital reports such as incidents, logs, payroll systems, GPS tracking system/Patrol Technology, and having access to vehicles for patrolling purposes.

ARTICLE III STATEMENT OF WORK/SCOPE OF SERVICES

The CHA's Safety and Security's focus is to provide oversight of compliance and guidance to the Security Services Providers in its performance of Security Services throughout the portfolio. The Chicago Housing Authority requires all residents and owners receive outstanding professional service, as well as receive timely, courteous responses to problems and questions.

Respondents may respond to as few as one (1) or as many as all eight (8) of the location packages. The CHA anticipates awarding one or more contracts for a base term of 2-years with 3 1-year options for the performance of services.

Security Services Providers shall perform the following Security Services in accordance with the terms set forth in this RFP.

Personnel:

- A. Security Officers and Supervisors shall:
 1. be at least twenty-one (21) years old, and a citizen or legal resident alien of the United States.
 2. be high school graduates and shall demonstrate the ability to read and write adequately, especially as it relates to writing reports which convey complete information and must maintain and be able to always demonstrate such abilities.
 3. Be properly credentialed by the Illinois Department of Finance and Professional Regulation.

4. Not reside in the site they will be working.
 5. Be CPR Certified.
- B. No Security Officer or Supervisor shall:
1. have been convicted of a felony or dishonorably discharged from the armed services of the United States,
 2. be suffering from or being treated for any mental illness, or
 3. be suffering from habitual drunkenness or from narcotic addiction or dependence.
- C. Credentials are to be carried by the officer while on duty and shall present credentials to CHA Safety and Security upon request for verification.
1. All employees of CHA can request to see the Officer's credentials to ensure compliance.
- D. Any Officers assigned to CHA accounts shall be subject to recent background checks and drug/alcohol screening. Recent is 6 months or less.
- E. Vendors shall notify CHA within 72 hours when any security officer has been arrested, convicted, suspended, or disciplined.
- F. Vendors shall report any complaints and accusations levied against the officers by the IDFPR within 72 hours of said notice from the IDFPR.
- G. Vendors will make available to CHA records of security personnel involved in complaints, tardiness and sick-time abuse, commendations, discipline records, grievances, professional development, promotions, etc., in a timely manner.
- H. For contracted officers living at CHA sites, no officers hired or selected will be allowed to work at the site in which they live.
- I. All officers are to be uniformed. Uniforms must be approved by CHA.
1. All uniforms must be the same and easily identifiable with a form of identification that the officer is acting as a Security Officer.
 2. All Officers must keep a professional image. Uniforms are to be clean, pressed, and free of stains and tears. Uniforms should be properly fitted.
 3. Officers working in the Community Response and Engagement teams may wear Polo style shirts and khaki style trousers.
- J. Vendors shall ensure adequate personnel is available to provide relief for scheduled breaks, unscheduled breaks, restroom breaks, and meals. CHA will not be responsible to relieve any security officers for meals or breaks. Under no circumstances shall any security post be left unattended without proper written authorization from CHA Safety and Security.
- K. Should a security officer fail to appear for duty at their designated location, or must leave their post unattended, the Vendor shall notify the Emergency Services Operation Center. The Vendor shall be responsible for providing a backup security officer within one 60 minutes of notification.
- L. CHA Safety and Security reserves the right to have any officer removed from a designated site for any reason.
- M. Vendors must have a "No Fraternalization" policy, including enforcement and discipline elements.

Technology:

- A. CHA utilizes Omnigo for its Security Management Platform. Omnigo will be used by all vendors. Modules to use are as follows:
1. Incident Reporting
 2. Visitor Management
 3. Guard Tour
 4. Daily informational Dashboard
 5. Training and Credential tracking (Coming in 2026)

- B. The Vendor will provide all area reports daily to CHA Safety and Security.
 - 1. All reports must be in a digital format and sharable with CHA Safety and Security via CHA SharePoint Dashboard (or other media as specified by CHA).
- C. Vendors must provide a system to manage payroll for their officers. This includes a solution that requires officers to log start and end times to ensure proper invoicing and contract compliance.
 - 1. Written sign in sheets will not be permitted.

Training:

- A. Vendors must provide ethics and conflict of interest training.
- B. Officers assigned to any CHA sites are required to receive a Training/Orientation period with a qualified Trainer before beginning their first shift at any CHA site. This training will be provided by the vendor assigned to the site. The purpose of this training is to ensure that any officer working at a site understands operational procedures as well as Fire/Life Safety duties and location of Fire/Life Safety equipment.
- C. Every Officer working the CHA account must attend vendor provided customer service training annually. Training to include greetings, attention to detail, urgency, perceived professionalism.

Vehicles:

- A. Vehicles must be clean, in good working order, and clearly marked as a Security Vehicle.
- B. For vehicles being used, each vehicle must be equipped with a GPS tracking system.
 - 1. GPS data and reports are to be shared with CHA Safety and Security upon request.

Patrols:

Conduct Patrols of the entire designated Site to deter and detect unusual or suspicious behavior, persons, and activity. Security Service Providers should also safeguard property, residents, and stakeholders.

- A. All Properties - Patrol of Exterior Property, Building, Landscape, Fencing/Gates, Cameras, and Lighting Environment, etc.
- B. High-Rise/ Multi-Level Properties - Patrol of Interior including Hallways, Stairwells, Storage Areas/ Closets, Public Areas, Elevators, etc.
- C. Scattered Sites (2-3 Flats, Duplexes, Townhomes, Row Homes) - Patrol Exterior features such as fencing, gating, landscape as well as physical security attributes such as conditions of doors, and windows.

1. Foot Patrols

- a. Inspect all buildings and grounds for hazards or irregularities.
- b. Observe and report any criminal activity, suspicious persons or behaviors, violators of CHA policy.
- c. Interrupt any anti-social behaviors or nuisance issues that limit our Residents' rights to peaceful enjoyment as well as activities that limit our residents to have a safe and secure environment to live in.
- d. Observe and report any damaged, malfunctioning, or vandalized property, equipment, Landscape, Technology
 - i. Report observations to Property Management and CHA Safety and Security
- e. Inspect all Fire/Life Safety equipment and report any malfunctions.

- f. Keep Fire Lanes clear of any vehicles or hazards blocking free and clear passage of emergency vehicles.
- g. Identify any abandoned or illegally parked vehicles and work with Property Management/Chicago Police to be towed.
- h. Ensure all IDF closets are always secure.
- i. For any Multi-Level buildings, "Walk downs" are to be completed of all floors, stairwells, laundry areas, etc.... at a minimum of once per shift.
 - i. "Walk Downs" is the term used for vertical patrols beginning from the highest point to the lowest point of any structure.

2. Vehicle Patrols

- a. Any sites utilizing a vehicle for patrol should follow all city/property signage and parking policies.
- b. Vehicles should be clean and maintained.
- c. Vehicles should have registration, licenses, and insurance.
- d. While vehicle is in use, Running Lights must be used.
- e. Fire lanes, Parking Lots, Park District Lots, Management Lots, surrounding alleys, and internal roadways should be patrolled at a minimum of twice per shift.
- f. Parking is prohibited in any marked fire lanes, marked hydrant areas, handicap spaces, or marked side exit areas, or any area determined by CHA or Property Management to be unauthorized.

3. Scattered Site Patrols

- g. Observe condition of the property, fencing, gating, line of sight/landscaping, windows, doors, lighting, property cameras, walkways, and parking lots/structures, etc....
- h. Observe any vacant units for unauthorized occupants or signs of unauthorized entry.
- i. Observe waste removal/garbage areas for unsanitary conditions.
- j. Walk entire property.
- k. Engage with any residents regarding issues with the property and community. Report any issues learned to CHA Safety and Security.
- l. Any conditions found to be unsatisfactory are to be called in immediately to the Emergency Services Operations Center
- m. Any criminal situations or incidents observed should be called into Chicago Police Department as well as Emergency Services within 30 minutes of the incident.
- n. Check parking credentials on vehicles in any CHA lots.
- o. Report any lease violations observed to Property Management.
- p. Check that all access points on vacant units are properly secured.
- q. Vacant units are to be thoroughly inspected for any breaches in boarded up openings, Dawg Doors, or any other means of securing vacant property.
- r. Escort CHA staff and stakeholders into vacant units for inspections, work, or special visits.
 - i. CHA or Property Management knocks and announces entry. CERT team enters to ensure safety of unit.
- s. Conduct saturation and surveillance missions of sites on CHA's "Hot list".
 - i. This entails special attention on units in areas of crime spikes or sites where confirmation of illegal or unauthorized activity is taking place.

4. Other Duties

- a. Prior to starting a post, Officers assigned will conduct a public area fire watch. This is to include checking all public area fire extinguishers are present and properly charged, Fire doors are properly working, Fire panel is free of trouble or supervisory alarms and that the desk Fire Book is up to date including emergency procedures, emergency contacts and frail lists. These inspections will be recorded in the Fire Book.
- b. Enforce the "NO SMOKING" Ordinance in lobby, hallway, community space stairwells, and other common areas of the property. Enforce the "NO ALCOHOL" Ordinance throughout the common areas of the building and the perimeter on/near CHA Properties.
- c. Stop disturbances in common areas and all other areas as required by Property Managers and immediately alert the Chicago Police Department and ESOC for further assistance, if needed.
- d. Monitor security cameras where available.
- e. Be professional and courteous always. Refrain from foul and abusive language and respect all residents, visitors, and employees.
- f. When possible, every guest or resident should be identified with a greeting of "Good Morning/Afternoon/ Evening".
- g. Not engage in theft, vandalism, the purchase or sale of illegal substances, or any other illegal activity at any time while on duty.
- h. Ensure that each visitor signs in, and more importantly, signs out upon leaving the premises.
- i. Maintain a working relationship with Property Managers, Building Officials, Tenant Groups, CPD, CAPS and all visitors on CHA properties.
- j. Maintain a clean desk area, free from food, papers, clutter, etc.
- k. To be always physically mobile at the designated CHA Senior Housing locations, providing high security officer(s) presence and visibility to prevent loitering in front of and around designated buildings and lobbies, and to prevent or detect intrusion, entry, theft, vandalism, abuse, fire, trespass, and any other illegal or unauthorized activities on CHA Property. Officers may leave post to clear front drives, secure entrances and exits, and assist residents needing assistance.

Communications

1. Any vendors receiving the winning contract must understand that they are not to have meetings, sidebars, discussions, or any correspondence, except for normal community engagement in CAC/LAC meetings, community security meetings, working groups, political organization meetings, neighborhood watch, block clubs, etc. without informing CHA Safety and Security and inviting a representative of CHA Safety and Security to attend.
2. Vendors shall participate in monthly accountability meetings between vendor and CHA Safety and Security team to discuss reports, issues, and intelligence in designated contracted areas as well as performance, personnel issues, training, and staffing.
3. Vendors are required to attend scheduled meetings with CHA SAS and CAC/LAC monthly meetings to report on issues within your contracted portfolio.

Performance Standards

1. Under the CHA quality assurance criteria, Vendors will agree to CHA Safety and Security performance metrics which will be used to score performance at each individual site.
2. Each individual site is responsible for its own metrics and will be viewed individually.

3. CHA Safety and Security will complete, thorough, documented inspections of all sites. Any violations found will be discussed with the area supervisor and any documentation and evidence of violation(s) will be shared with the POC for that area package.
 - a. For all Site Inspections, a supervisor from the assigned package will be required to attend, if requested.
4. The Security Services Provider is expected to fulfill the performance requirements set forth herein. The Security Services Provider's performance shall directly affect the total compensation made eligible to the Security Services Provider under this Agreement. Each performance standard will be measured by CHA Safety and Security on a daily, weekly, monthly, quarterly, and/or annual basis. Fees paid to the Security Services Provider shall be subject to potential sanctions in accordance with the performance standards detailed below. The Security Services Provider shall have an opportunity to review and, if necessary, dispute CHA Safety and Security's performance measurement data. The Security Services Provider may also be asked to provide supporting documentation to refute a decision. In assessing performance, CHA Safety and Security may, at its sole discretion, utilize data and reports provided by the Security Services Provider to support its determination. Under no circumstance will a Security Services Provider's independent report supersede Owner's template. Sanctioned amounts shall be deducted from the fees that are owed to the Security Services Provider under this Agreement.
5. Manager is required to correct deficiencies found through quality control or file audit reviews. All corrective actions must be in accordance with the requirements established by HUD, the CHA's Admissions and Continued Occupancy Policy (ACOP), CHA's Administrative Plan, CHA's Safety and Security requirements, and/or any formal CHA Advisory.
6. Performance Standards set forth in CHART 1 below include a brief description of the standard being assessed.
7. Assess SSPs periodically, discreetly and in plain view, for contract compliance.
8. Audits may include interviews with SSP managers, officers, CHA staff, residents, visitors, vendors, and others.
9. Audits and inspections include reviews of post orders, SSP policies, training logs, course outlines, test scores, equipment and alarm activations, staff work and training attendance records, personnel evaluations, and other pertinent SSP business records.
10. Audit and inspections include reviewing SSP complaints and grievances, investigations, and reconciliations.
11. Audit and inspections include reviewing SSP personnel evaluations. Goal: identify and remove and replace from CHA assignments any officers with problematic work histories. Rationale: Are SSP managers monitoring, training, and documenting the work, discipline history, mistakes, accolades, etc. of their security staff?

Performance Metrics Chart

Metric	Definition	Fine Criteria
Visitor Management (Where required)	<ul style="list-style-type: none"> • All visitors are to be registered through the CHA Omnigo Visitor Management system. Officers are required to 	These criteria will be used per site for a period of 60 days.

	<p>register all visitors. For any breaches to this duty, a warning will be issued. The post will be re-tested within 14 days of the occurrence.</p> <ul style="list-style-type: none"> Any breach not in control of the posted Officer will be reviewed and not held against the Officer. (i.e., violent visitors, visitors with unauthorized entry not in the control of the Officer, extended stay visitors, etc....) 	<p>1st Offense- Warning 2nd Offense- \$500 and Final warning 3rd Offense- \$1000 and Letter of Default 4th Offense- Removal of site from package contract</p>
<p>No Show/Post Abandonment/ Removal of Officer for conduct or lack of credentialing/ Officers leaving post for reasons other than lunch or break</p>	<p>Posts that go without an Officer for greater than 120 minutes, Abandonment of the post for any reason not authorized, or removing an Officer from a post for conduct or lack of credentialing without relief of that Officer will be subject to fine and sanction criteria. It is the duty and responsibility of the vendor to ensure posts are properly staffed according to contracted terms.</p>	<p>These criteria will be used per site, per calendar month. The violations listed are for any combination of the metric.</p> <p>16 Hours- Warning 24 Hours- \$500 and Final Warning 32 Hours- \$1000 and Letter of Default >32 Hours- Removal of site from package contract</p>
<p>Required Credentialing</p>	<p>Officers are required to possess on their persons, credentialing required by the IDFP (this includes PERC and TAN cards) as well as proof of CPR Certification. Officers are required to provide credentials to CHA SAS staff upon request.</p>	<p>These criteria will be used per site, per calendar month.</p> <p>1st Offense- Warning with immediate removal of officer- Officer to be replaced within 120 minutes. 2nd Offense- \$500 and immediate removal of officer- Officer to be replaced within 120 minutes. 3rd Offense- \$1000 and immediate removal of officer- Officer to be replaced within 120 minutes. Letter of Default issued. 4th Offense- Removal of site from package contract.</p>
<p>Failure to report incidents in a timely manner.</p> <p>Incidents requiring immediate notification to 9-1-1 and CHA Emergency Services:</p> <ul style="list-style-type: none"> Fire Flooding Power Loss 	<p>All incidents that occur per the metric need to be reported to Emergency services within 30 minutes or the first opportunity to do so after fulfilling duties related</p>	<p>These criteria will be used per site, per calendar month.</p> <p>1st Offense- Warning 2nd Offense- \$500 and Final warning 3rd Offense- \$1000 and Letter of Default</p>

<ul style="list-style-type: none"> Physical Security malfunctions such as broken doors, broken windows, Omnigo/Genetec Outages Death/Suicides Acts of violence on property Physical or verbal confrontations of any kind with residents or visitors 	<p>to the incident. Officers are required to report the incidents to 9-1-1. When 9-1-1 is notified, CHA is to be notified via ESOC at 312-542-8850.</p>	<p>4th Offense- Removal of site from package contract</p>
<p>General Housekeeping</p>	<ul style="list-style-type: none"> Proper Uniforms to be always worn and maintain a professional appearance. Work area to be clean of food and clutter. Food not stored in drawers. Any keys properly secured. Use of guard tour- Each building, where applicable, to be properly patrolled and all NFC (Near-Field Communication) tags recorded once per shift. No propping open of doors Front drive/Fire lanes free of unauthorized vehicles 	<p>These criteria will be used per site, per calendar month. The violations listed are for any combination of the metric.</p> <p>1st Offense- Warning 2nd Offense- \$500 and Final warning 3rd Offense- \$1000 and Letter of Default 4th Offense- Removal of site from package contract</p>

ARTICLE IV GENERAL INSTRUCTIONS

A. Acceptance of Proposals

Proposals in response to this RFP must be received (electronically) through the CHA Supplier Portal. Proposals must be received electronically no later than the **date and time** listed in the solicitation. **Proposals submitted after the designated date and time will not be accepted for any reason.**

CHA reserves the right to accept or reject any or all proposals, issue addenda, or to waive any informalities. A Respondent whose proposal fails to fully comply with the requirements of the RFP may be determined to be nonresponsive and excluded from further consideration.

B. Time for Receiving Proposals

Proposals received prior to the due date and time will be maintained in a secure place, unopened. No proposal received after the deadline set forth on the cover page of this RFP will be considered. Proposals will not be publicly opened. Once submitted, proposals will become the property of CHA.

C. Right To Cancel

CHA reserves the right to cancel this procurement process whenever the best interest of CHA is served. CHA shall not be liable for costs incurred by Respondents associated with this procurement process.

D. Addenda

Any interpretations, corrections, or changes to the RFP will be made by addenda issued by CHA. Any addenda that are issued will be provided to prospective Respondents, posted on the CHA's Supplier Portal at: <https://supplier.thecha.org>, and noticed on the CHA website. It is the responsibility of the Respondent to inquire of the issuance of any addenda. Respondents shall acknowledge receipt of all addenda in the cover letter of the response. If CHA determines this RFP should be modified, it will inform all prospective Respondents by distributing addendum/addenda to this RFP before the date set for receipt of proposals.

E. False Statements

Any false statement(s) made by the Respondent (s) will void the response and eliminate the Respondent(s) from further consideration.

F. Withdrawal of Proposals

Proposals may be withdrawn by written request by the Respondent. A written withdrawal of a Proposal must be received, prior to the time set for opening of Proposals. A Respondent's negligence in preparing a Proposal creates no right of withdrawal or modification after the date and time set for opening of the Proposals.

G. Award of Contracts

CHA may award one or more Contracts according to the Evaluation Criteria contained in this RFP to responsible and responsive respondents, provided their Proposals are in the best interest of CHA. The Selected Respondent(s) will be notified at the earliest practical date. Each award may be subject to HUD approval. No award may be made to a contractor or firm that is on the list of contractors ineligible to receive awards from CHA or the United States, as furnished by HUD.

CHA reserves the right to reject any and all proposals and reserves the right to secure services solicited by this RFP by means of a non-competitive procurement in accordance with §2 CFR 200.320 (c) or to re-solicit competitive proposals.

H. Notice of Contract Award

Unsuccessful Respondents will be notified in writing after an award of contract has been made by the Contracting Officer and/or Board approval, if required.

I. Right to Protest

In accordance with CHA's Procurement Protest Procedures (copies may be obtained by contacting the department of Procurement and Contracts), all protests regarding this solicitation document must be filed no later than five (5) business days before the due date for proposals. All other protests regarding the evaluation of proposals or award of contract by the Authority must be filed no later than ten (10) business days after the notice of contract award. Any protest filed after such date will not be considered.

J. Preparatory Costs

All costs incurred in the preparation and presentation of Proposals shall be wholly borne by each Respondent. All supporting documentation and manuals submitted with each Proposal will become the property of CHA unless otherwise indicated by the Respondent at the time of submission. CHA is not liable for any costs incurred by any Respondent prior to issuance of a Notice to Proceed.

K. Confidential Material

Any material submitted by a Respondent as part of a proposal that is to be considered confidential must be clearly marked as such but may be subject to disclosure under applicable law.

L. Subcontract / Sub consultants

All subcontractors proposed to be used under the Contract must be identified within the proposal. If the proposed services include the use of subcontractors, CHA will hold the prime contractor responsible for the proposed services to be provided by the subcontractors.

M. Minimum Wage Requirements

Any award under this solicitation shall be subject to the current local minimum wage requirement and prevailing wage determination for CHA. The minimum wage requirements shall be specifically incorporated as a contractual requirement in any award and agreement resulting from this solicitation for any of the Selected Respondent's covered employees. The Respondent must take the minimum wage requirement and prevailing wage determination for CHA into consideration in determining its staffing plan for services to be performed or provided by the Respondent under its fee proposal and other submittals. Note that Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any conflicting State prevailing wage rate or the minimum wage requirement when the State prevailing wage rate or the minimum wage requirement is higher than the Federally imposed wage rate (24 CFR 965.101).

N. Disclosure Certification

The Contractor shall be required to make the following certification, which is included in the Contractor's Affidavit, a required submittal to be executed and notarized.

The Contractor certifies to the best of its knowledge and belief that it, its principals and any subcontractors used in the performance of this contract, meet the Agency requirements and have not violated any City or sister agency policy, codes, state, federal, or local laws, rules or regulations and have not been subject to any debarment, suspension or other disciplinary action by any government agency. Additionally, if at any time the contractor becomes aware of such information, it must immediately disclose it to the Agency.

The recommended firm(s) will be required to disclose the following information at the appropriate time during the solicitation process: Vendors' other business relationships including but not limited to: Board affiliations, positions or board memberships with all other non-profit, government and other Chicago businesses.

O. Disqualify for Conflict of Interest

CHA reserves the right to disqualify any Respondent on the basis of any real or apparent conflict of interest that is disclosed by the proposal submitted or any other data available to CHA. This disqualification is at the sole discretion of CHA. Any Respondent submitting a proposal herein waives any right to object to such disqualification now or at any future time, before any body or agency, including but not limited to, the Board of Commissioners, City Council of the City of Chicago, Mayor's Office of Chicago or any company.

P. Participation by other Local Government Agencies

Other local government agencies ("Local Government Agencies") may be eligible to purchase Services pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the Chicago Housing Authority Contracting Officer, and if such purchases have no significant net adverse effect on CHA and result in no observed diminished ability on the Bidder to provide the Services to CHA or user departments pursuant to such purchases. Local Government Agencies shall include without limitation: City of Chicago, Chicago Park District, Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago. All purchases and payment transactions shall be made directly between the Bidder and the requesting Local Government Agency; CHA shall not be responsible for payment of any amounts owed by any Local Government Agency to Bidder. CHA assumes no authority, liability or obligation on behalf of any Local Government Authority

Q. Bribery, Price Fixing, or Fraud

No person or business entity shall be awarded a contract or subcontract for a period of five years from the date of conviction or entry of a plea or admission of guilt, if that person or business entity:

1. has been convicted of an act committed of bribery or attempting to bribe an officer or employee of a unit of state or local government or school district in that officer's or employee's official capacity; or
2. has been convicted of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act (15 U.S.C. §1 et seq.), or under the laws of the State of Illinois; or has been convicted of an act of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act (15 U.S.C. §1 et seq.) or under the laws of the State of Illinois; or
3. has been convicted of defrauding or attempting to defraud any unit of state or local government or school district; or
4. has made an admission of guilt of such conduct as set forth in subparagraph 1 through 3 above, which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offense admitted to; or
5. has entered into a plea of nolo contendere to charges of such conduct, as is set forth in subparagraphs 1 through 3 above.

For purpose of the Paragraph, "business entity" means a corporation, partnership, trust, association, unincorporated business or individually owned business. Where an official, agent or employee of a business entity committed the acts as set forth in subparagraphs 1 through 5 above on behalf of such entity and pursuant to the direction or authorization of a responsible official thereof, the business entity shall be chargeable with the conduct and be disqualified.

A business entity shall also be disqualified if it employs as an officer any individual who was an officer of another business entity at the time the latter committed a disqualifying act as set forth in subparagraphs 1 through 5 above.

A business entity shall also be disqualified if any owner directly or indirectly controls 20% or more of the business entity and was an owner who directly or indirectly controlled 20% of another business entity at the time, such business entity committed a disqualifying act as set forth in subparagraphs 1 through 3 above.

Any contract found to have been awarded in violation of this Paragraph may be voided at the discretion of CHA.

ARTICLE V SUBMITTAL REQUIREMENTS

A. Format

Respondents shall present their proposals as a firm offer which, if accepted by CHA in its entirety, shall be binding between the parties. Electronic responses submitted via the CHA Supplier Portal at <https://supplier.thecha.org> only require one (1) complete proposal. The Respondents must also include an indexed version of each submittal section of the electronic proposal shall be formatted, labeled and separated into a different file.

Note: There is no maximum file capacity size when uploading attachments in the Supplier Portal. *If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters.*

Proposals not containing all the submittal requirements (See Attachment C – Vendor Submission Checklist) may be deemed non-responsive to this RFP.

B. Cover Letter and Executive Summary Form

A cover letter shall be submitted on the Respondent's letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed; a commitment to provide the services described in the Scope of Services of this RFP; and indicate that the offer is good for one hundred-eighty (180) days from submittal of proposal. In the cover letter, the Respondent shall also include an acknowledgement that the Respondent has read and understands the requirements of the RFP including, but not limited to, the terms and conditions of the attached Professional Services Agreement (refer to Article IX), CHA's contract requirements, Insurance and Indemnification requirements, and will comply with these requirements if awarded a contract. Proposers and Bidders shall also include the Executive Summary Form (Article X).

C. Qualifications and Experience

1. Respondents must understand the urban environment and neighborhoods in which CHA sites reside.
2. Provide continual and updated IDFPR credentialing of all officers and personnel who are selected and hired to work at any CHA site per the awarded contract. Copies of credentials will be kept on file at the offices of CHA Safety and Security and will be audited regularly by CHA Safety and Security. Items to be kept on file are a valid driver license for those

operating a security vehicle, FOID card, PERC Card, TAN Card, and any training certification used in the course of their work with CHA.

- a. *All private security contractor firms must be regulated and licensed by the Illinois Department of Finance and Professional Responsibility (IDFPR). Note, IDFPR can sanction, suspend, and levy fines for failure to comply with Illinois laws, rules, and regulations.*
3. Respondents will provide a written policy on handling internal and external complaints/grievance resolutions.
4. Respondents must have a company infrastructure in place to implement, execute, and manage the contract. This must include but is not limited to:
 - a. Executive Point of Contact
 - b. Fully Functional Human Resource Staff
 - c. Recruiting Officer/ Staff member(s)
 - d. Training Officer/ Staff member(s)
 - e. Supervisory Officer(s)/ Staff member(s)
 - i. *Respondents shall provide phone numbers of all points of contact and on-site supervisory personnel. These numbers shall be available on a 24/7 basis. Calls should be returned within 15 minutes of being contacted by CHA Safety and Security.*
5. Respondents must follow or utilize industry best practices for hiring, training, and leadership to maintain a standard of excellence for service being provided to our residents and stake holders.
6. Respondents awarded a contract must provide, within 6 months of being awarded a contract, proof that all Officers are CPR certified.
7. Respondents must provide adequate training prior to contract implementation and periodically for all officers.
 - a. This will include CHA Safety and Security orientation to be held within 1 week of transition.
8. Respondents will propose ideas of non-traditional and non-violent engagement tools such as bike patrols, use of seg- ways, drones, K- 9 patrols, etc....

D. Approach/Work Plan

The Respondent must provide a narrative describing its approach to the Statement of Work including, but not limited to, project management systems to be utilized, plans for effective communications including reporting tools, timeline, and specific approaches to technical problems that may lead to cost savings for CHA. At a minimum, Respondents should address the information outlined below:

1. The Respondent shall clearly articulate in the work plan how it will provide the required Services as outlined in the Statement of Work. Joint ventures shall clearly identify in the work plan the roles and responsibilities of each party to the joint venture.
2. The Respondent shall demonstrate in the approach/work plan that it understands the Statement of Work and all tasks required to perform the Statement of Work.
3. The Respondent shall demonstrate in the work plan its plan to integrate CHA staff into its overall strategy to perform the Scope of Services.

E. Work History with CHA and other Local Public Agencies

Respondent must list and briefly describe any past work history with CHA and other Local Public Agencies, including the specific project worked on or the specific products delivered to CHA. The project descriptions shall include, at a minimum, the scope of work performed, the location, dollar value, and list the Respondent's key personnel on the project. For each project listed, the Respondent shall provide the client's name, the contact person and their title, address and phone number. Indicate **N/A** if Respondent does not have any work history with CHA and other Local Public Agencies.

F. Past Performance

The Respondent must provide a minimum of three (3) and a maximum of five (5) project descriptions that best demonstrate the Respondent's ability to perform the work outlined in the Scope of Services including work performed for CHA as one of the projects identified. The Respondent shall include a maximum one-page narrative for each project description to address, at a minimum, the following:

1. The scope of work performed, the location, dollar value (awarded versus received or reimbursed), the cost per participant, and list the Respondent's key personnel on the project.
2. Demonstrated success in previous and current work and how that work relates to success on this project.
3. Description of the qualitative and quantitative outcomes related to each project, whether or not they met the contract benchmarks, and if applicable, why the benchmarks were or were not achieved.
4. Demonstrated history of completing projects within the awarded budget and timeline of those projects.
5. Highlighted in each of the descriptions should be a summary of challenges encountered and how they were overcome.
6. Performance measures of the program's demonstrated ability to meet the indicators included in the proposal.
7. Disclose any contractual defaults and how they were cured including CHA and non-CHA contracts.

G. References

Proposers are required to provide at least three (3) references, excluding CHA, from within the past three (3) years for projects and areas of responsibility similar to those the Respondent desires to provide herein. Please include company name, contact person, mailing address, telephone number and email address. Please include a brief but detailed explanation of services provided and submit with your proposal. CHA will email any questions to the references included in your submission. Please inform your references that they will be contacted by CHA. (Attachment E)

H. Organization Structure and Key Personnel

1. The Respondent must provide the name and resume of the program executive that will be accountable for the CHA project. Key Personnel shall not be replaced without the prior written approval of CHA.
2. The Respondent must provide an organization/structure chart and include its key technical and consulting personnel who will be assigned to the CHA project team along with their resumes and provide the following information including, but not limited to:
 - i. Detail concerning each primary team member working with the Respondent, as well as those working in a subcontracting capacity. List all current projects that each primary team member may be working on during the term of the Contract, and indicate which team member will have primary responsibility for the CHA account;
 - ii. Correlation of team members to the tasks each will be performing;
 - iii. Describe previous, related experiences and projects (preferably public housing); and
 - iv. If Respondent proposes staff to work on the CHA account who are not located in a Chicago area office (within 25 miles of the city), indicate their office location.
3. If a Respondent is planning to joint venture or subcontract with other companies, incorporate the relationship on the organization chart and provide letters of interest from those firms, the names and credentials of their principals and key personnel, and include their resumes along with evidence of any required licenses. The Respondent should describe the roles and responsibilities of their subcontractors, including the key personnel as they relate to the Scope of Services for the RFP.

I. Fee Proposal Form (refer to Attachment A)

Respondent must complete the Fee Proposal Form in its entirety and return it with this RFP package (refer to Attachment A). The

J. Insurance Requirements

The Respondent must submit a current certificate of insurance in the form required by this RFP. At the time of contract award, the Selected Respondent shall be required to provide an updated certificate of insurance, and all required endorsements adding CHA and any other required party as an additional insured, meeting the CHA's minimum insurance requirements.

K. Joint Venture Agreement

Firms entering into a joint venture must submit a copy of its joint venture agreement and all required submittals must be signed by a principal of each joint venture partner including, but not

limited to, subcontractors' information submittals, and MBE/WBE/DBE and Section 3 Utilization Plans. Indicate **N/A** if Respondent will not be part of a joint venture agreement.

L. Liens, Suits, Disputes, Defaults and Judgments

Respondents shall include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, disputes, defaults and judgments occurring within the last five (5) years, and all current liens, lawsuits, disputes, defaults, and judgments pending including Fair Housing claims, regulatory or tax credit violations. Indicate N/A if Respondent does not have any disputes, lawsuits, judgments, disputes, defaults or liens described above.

M. Audit Findings and Other Compliance Reports/Evaluations

Respondents shall submit to CHA's Department of Procurement and Contracts any third party reports or evaluations of Respondent's compliance with any applicable laws, rules, regulations, policies procedures, contract provisions, or requirements with respect to Respondent's performance of services similar in nature to those being solicited by this RFP in the past five years, including, but not limited to, any and all final findings made by an Office of the Inspector General ("OIG") or Internal Auditor (including those conducted by CHA's Inspector General and/or CHA's Internal Auditor) with respect to Respondent's performance of services, compliance with terms of a contract, findings in an Administrative or Internal Investigation, or any findings of failure to cooperate in an OIG inquiry or with Internal Auditors. Indicate **N/A** if Respondent does not have any findings described above.

N. Debarment Statement

Respondent shall submit a statement that the Respondent, its joint venture partner, if applicable, its subcontractors, vendors and staff are not debarred, suspended, or otherwise prohibited from conducting business with any Federal, State or local agency.

O. Economic Disclosure Statement

Respondents must complete the economic disclosure statement and affidavit. The economic disclosure forms must be completed by the Respondent and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose the board of directors/corporate officers. All firms must disclose the percentage of ownership. Failure to provide complete ownership information may cause your response to be deemed non-responsive.

P. Financial Information

The Respondent/Financially Responsible Party shall demonstrate its financial responsibility by submitting the most recent two years of audited, reviewed or compiled financial statements prepared by a third party licensed Certified Public Accountant (CPA). Listed below are the minimum acceptable required documents based upon the amount of the procurement:

The Respondent must provide Financial Statements, which are compiled, reviewed and/or audited as defined below (which may be subject to different levels depending upon the Respondent's proposal and the projected contract value of the award), and which consist of:

- 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 complied 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.

CHA will also evaluate the respondents based upon analysis of third-party reporting agencies, regulatory agencies, bureaus, etc., as it deems necessary to determine the financial adequacy of the respondent entity and confirm that the entity is in good financial standing with governmental agencies.

Other considerations in the evaluation of the financial condition of Respondents follow:

- Financial statements must be from a legal business entity (i.e., corporation, partnership, LLC, etc.). The entity name and address listed on the Financial Report should match the address on file with Dun & Bradstreet report in order for CHA to perform financial review.
- If respondent is not able to provide the Financials 6 months after their fiscal year end, respondents should provide the reason for delay or non-completion.
- Newly created entities (partnerships, LLC's, etc.) must provide financial statements from the entity's general partner and/or any other financially responsible entity that collectively can demonstrate the capability to complete the contract.
- Internally prepared business entity financial reports generated by the respondent will not be accepted.
- Personal financial statements or tax returns will not be accepted.
- CHA reserves the right to request Dun & Bradstreet reports in order to make an award determination. Vendors must provide the address on file with Dun & Bradstreet if it differs from the address listed on the proposal.
- CHA reserves the right to request additional information to complete the financial evaluation and review of any respondents.

Q. Contract Requirements

CHA values corporate social responsibility and seeks vendors with similar shared values. Refer to Article VIII for CHA's Contract Requirements for additional detail. To enable CHA to assess this alignment, Respondent should answer the following questions and submit with their proposal (Limit responses to no more than 2 pages). Any responses that exceed this page limit will not be considered as responsive.

1. What is your organization's Corporate Social Responsibility Strategy?
2. What is the racial ethnicity of your Board and staff? What percentage resides Chicago?

JOB CLASSIFICATION	WHITE		BLACK		HISPANIC		OTHER	
	Male	Female	Male	Female	Male	Female	Male	Female
OFFICIALS								
CRAFT								
(SKILLED)								
LABORERS								
(UNSKILLED)								
CLERICAL								

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

R. Vendor Submission Checklist

Refer to Attachment C for all required submittal requirements. The following documents are exhibits to this RFP and can be found at www.thecha.org/doing-business:

- A. Contract Compliance Certification
- B. Letter of Intent-MWDBE and Section 3 Subs
- C. Waiver Request-M/W/DBE (If Applicable)
- D. Contractor’s Affidavit
- E. Statement of Bidder’s Qualification
- F. Economic Disclosure Statement
- G. HUD 5369-A
- H. HUD Form 5370 or 5370-C

Proposals not containing all submittal requirements may be deemed Non-Responsive.

ARTICLE VI INSURANCE REQUIREMENTS

Insurance is applicable to All Contracts as approved by CHA Risk Management.

Prior to the commencement of this Agreement, the Contractor agrees to procure and maintain at all times during the term of this Contract the types of insurance specified below in order to protect the Chicago Housing Authority, its respective commissioners, board members, officers, directors, agents, property management firms, construction management firms, employees, vendors, invitees and visitors, against bodily injury or property damage claims which may arise from or in connection with services performed under this Agreement and from the negligent acts, omissions

and errors of the Contractor, its officers, directors, officials, sub-contractors, joint venture partners, agents, or employees. Security Contractor shall have a duty to defend CHA, at Security Contractor's sole expense, in any claim, suit, or proceeding arising out of or related to the services provided under this Agreement, including but not limited to allegations of negligent security, excessive force, assault, battery, wrongful detention, false arrest, or failure to act. Such defense obligation shall apply even if the allegations are groundless, false, or fraudulent, and even if CHA is the sole named defendant in the action. The insurance carriers used must be authorized to conduct business in the State of Illinois and shall have an A.M. Best rating of not less than A- VII.

Minimum Coverage and Limit Requirements – Security Agreements

- a) **Commercial General Liability:** General Liability Insurance on an occurrence basis with limits not less than \$2,000,000 per occurrence with an aggregate of not less than \$4,000,000 covering bodily injury and property damage. This coverage shall also include, but not be limited to, contractual liability, products and completed operations, personal and advertising injury. Policy shall not contain exclusions for assault, battery, excessive force, wrongful detention, false arrest, or negligent security. CHA shall be named as an Additional Insured via ISO CG 20 10 and CG 20 37 endorsements. The policy shall include Primary & Non-Contributory wording and a Waiver of Subrogation in favor of CHA.
- b) **Auto Liability:** Required when any vehicles (owned, hired and/or non-owned) are used in connection with the Services to be performed, coverage limits of not less than \$1,000,000 each accident combined single limit for Bodily Injury and Property Damage.
- c) **Workers' Compensation and Employer's Liability:** Coverage must be in accordance with the laws of the State of Illinois and include a waiver of subrogation in favor of Chicago Housing Authority.
 - a. Coverage A – Statutory Limits
 - b. Coverage B - Employers Liability - \$500,000 bodily injury or disease each accident; each employee
- d) **Professional Liability (Armed/Unarmed Security) Insurance:** Professional Liability (Errors & Omissions) Insurance covering acts, errors, or omissions shall be maintained with limits of not less than Five Million Dollars (\$5,000,000) per occurrence. This insurance shall cover bodily injury, property damage, damage to property in Contractor's care, custody, and control, or personal injury arising out of the Contractor's wrongful act(s). If the coverage is provided through an endorsement to the General Liability Policy a copy of the endorsement must be included. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services under the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years. The policy must waive any right of recovery they may have against the CHA because of payments made for injuries or damages arising out of your ongoing operations of "your work" done under a contract with that person or organization.
- e) **Excess Liability:** Shall follow the form of all primary coverage requirements as outlined above in the amount of not less than Five Million Dollars (\$5,000,000) in excess of all other coverages required. In no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy.

Related Insurance Requirements

The Certificate of Insurance evidencing the minimum coverages required herein shall be in force on the Effective Date of the Contract and continuously throughout the duration. The required documentation must be received prior to the commencement of work under this Agreement.

It is understood and agreed to by the parties hereto that Chicago Housing Authority and others listed below shall be endorsed as Additional Insureds on Contractor's liability policies, with the exception of Professional Liability and Employer's Liability and such insurance is primary to and will not seek contribution from any insurance, deductibles, self-insured retentions and/or self-insured programs available to Chicago Housing Authority.

Certificate Holder: Chicago Housing Authority
60 E Van Buren
Chicago, IL 60605

Additional Insureds: Collectively referred to as the "Additional Insureds" shall include Chicago Housing Authority, Chicago Housing Administration, LLC; and/or other Partnership, Limited Liability Company as established by CHA; its respective commissioners, board members, officers, directors, agents, property management firms, agents, employees, invitees and visitors.

Primary Coverage: For any claims related to this Agreement, the Contractor's insurance coverage shall be the primary policy. The Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and shall not contribute with insurance provided by the Contractor.

Prior to the issuing of the Notice to Proceed by the CHA, the Contractor shall submit a Certificate of Insurance via PINS Advantage Certificate Tracking System, evidencing compliance with the insurance requirements set forth above. You will receive an email with instructions for the submission of your insurance. Copies of the endorsement(s) adding the CHA to Contractor's policy as an additional insured are required upon request. Updated Certificates of Insurance are required for policies which renew during the term of this Agreement or extensions thereof. Under no circumstances shall the Contractor allow any required coverage to lapse, cancel or non-renew throughout the duration of the Agreement or extensions thereof.

At the CHA's option, non-compliance will result in (1) all payments due the Contractor being withheld until the Contractor has complied with the Agreement; or (2) the Contractor will be assessed Five Hundred Dollars (\$500.00) for every day of non-compliance; or (3) the Contractor will be immediately removed from the premises and the Agreement will be terminated for default. The receipt of any certificates does not constitute agreement by the CHA that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate comply with all Agreement requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to the CHA in the event coverage is substantially changed, canceled or non-renewed.

The Authority in no way warrants that the minimum limits contained herein are sufficient to protect the Authority from liabilities that might arise out of the performance of the work under this Agreement by the Contractors or its Subcontractors. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The

Contractor is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain sufficient insurance.

The Contractor shall require all subcontractors to carry the insurance required and adhere to the same requirements and conditions as outlined above.

The Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and will not contribute with insurance provided by the Contractor and/or any of its subcontractors.

ARTICLE VII EVALUATION PROCESS

Proposals will be scored on a (100) point scale by an evaluation committee scoring the technical criteria in accordance with the evaluation criteria set forth below, with CHA contract requirements scored by Compliance and Pricing scored by Procurement. Each Respondent must indicate its fees on the attached fee form. Fees must be reasonable and justifiable and must reflect the proposed approach/work plan, which is being evaluated under Article VII. CHA will make an award to the responsive and responsible Respondent whose proposal conforms to the solicitation and whose combined total score for price, compliance, technical factors and oral presentations provides the best value. Notwithstanding anything contained herein, CHA reserves the right to make an award based on any other relevant considerations and in the best interest of CHA. CHA reserves the right to perform site visits that may be included in the evaluation scoring.

CHA will utilize a ratio method for scoring proposed fees. With this method, the proposal with the lowest price receives the maximum points allowed (20 points). All other proposals will receive a percentage of the points available based on their price relationship to the lowest. This is determined by applying the following formula:

$$(A/B) \times C = D$$

A—the lowest Respondent's price.

B—the Respondent's price being scored.

C—the maximum number of price points available. D—Respondent's pricing score (points).

Lowest proposed price divided by the Respondent's price times the maximum points allowed.

Example: The lowest proposed price is \$100,000. The next lowest proposal price is \$125,000. The maximum point total available for price is 20 points. The proposal with the \$100,000 price would receive 10 points (because it is the lowest of all proposals). Using the lowest proposal price as a base (or numerator), we would then divide the second lowest price by the first lowest price (denominator) and then multiply the result by the max point value (20) to determine the point value relative to the lowest price, as follows:

$$\$100,000/\$125,000 = 0.80$$

$$0.80 \times 20 = 16 \text{ (points)}$$

As such, the proposed price of \$125,000 would be awarded 16 points out of a maximum point value of 20.

Materials, information, or explanations should be included in each Respondent's proposal, as required in Article V Submittal Requirements, and/or as otherwise necessary to allow the following evaluation criteria to be considered:

EXAMPLE EVALUATION CRITERIA

EVALUATION CRITERIA	MAXIMUM POINTS
<p>SPECIALIZED EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):</p> <ul style="list-style-type: none"> • The Respondent demonstrates that it meets all the requirements and qualifications as outlined (e.g., years providing similar services, equipment, and staff capacity) to complete the Statement of Work. (10 Points) • The Respondent has demonstrated experience for work and performance with a scope of service comparable to the services requested in this solicitation with residential and commercial properties including experience with CHA and other similar entities. <u>Performance on CHA contracts will be considered</u> (10 Points) • The respondent can articulate a plan to ensure Officers at the sites perform their duty as required in the Scope of Work. (10 Points) 	30
<p>APPROACH AND WORK PLAN (TECHNICAL):</p> <ul style="list-style-type: none"> • The Respondent provides a clear and detailed Security Services plan confirming understanding of integrated security management as defined and described in the Scope of Services/Statement of Work. The workplan outlines resources and personnel along with their expected contribution to services. (10 Points) • Technical capabilities (i.e., personnel, equipment, and materials) and management plan (staffing of key positions, method of assigning work, and procedures for maintaining level of service). The Respondent has the required technology and resources to provide the required level of service. (10 points) • Provided a recruitment plan for the term of the contract listing issues and roadblocks and a plan to overcome. (5 Points) • The respondent can articulate a plan to ensure Officers at the sites perform their duty as required in the Scope of Work. (5 Points) 	30
<p>ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):</p> <ul style="list-style-type: none"> • Submit chronological resumes or corporate personnel profiles with past experience for each of the key technical personnel and key support personnel committed to the project(s), and statement regarding their local availability. Include Project Manager(s). Resumes must describe previous related experience. Professional qualifications and specialized experience of Key Personnel and Key Support Personnel. (5 Points) • List the structure of Human Resources and Recruitment, Supervisory staffing plan, and point of contact for the package desired. (5 Points) 	10
<p>Contract Requirements:</p> <ul style="list-style-type: none"> • Demonstrated understanding and quality of CHA's Contract Requirements, including MWD/BE and Section 3 goals (10 Points) 	10
PROPOSED FEES	20

<ul style="list-style-type: none"> Respondent's overall proposed fee for Security Services as outlined within the statement of work. (20 Points) 	
TOTAL COMBINED POINTS for TECHNICAL, MBE/WBE/DBE, SECTION 3 PLAN and PROPOSED FEES	100

After the evaluation committee has evaluated and scored the Respondents' proposals, the MBE/WBE/DBE and Section 3 Business Utilization Plans and the proposed fees have been evaluated and scored, CHA's Contracting Officer shall establish the competitive range. If deemed necessary for the purpose of efficiency and economy, CHA has the right to limit the number of Respondents in the competitive range. Respondents within the competitive range will be notified and unless otherwise indicated, will be required to participate in presentations/discussions with CHA. CHA may also require further information or clarification from the Respondents in the competitive range regarding their proposals prior to the presentations/discussions.

CHA, however, reserves the right to make its decision to award a contract based solely on the written submitted Proposals without any requests for presentations, formal interviews, negotiations or further discussions.

The objective of the presentations/discussions is to answer questions, clarify issues, and/or provide additional information regarding a Respondent's proposal and negotiate. Presentations will be evaluated according to the criteria established by the evaluation committee. Respondents in the competitive range will be scored on a maximum 30-point scale. The resulting points will be added to their written proposal scores for a total score.

ORAL PRESENTATION EVALUATION CRITERIA	MAXIMUM POINTS
TOTAL ORAL PRESENTATION POINTS	30

Following the presentations, the evaluation committee members will evaluate and summarize their findings for each firm that participates in the presentations, and the evaluation committee will submit scores to Procurement. CHA will make an award to the responsive and responsible Respondent(s) whose proposal conforms to the solicitation requirements and whose combined total score for price, compliance, technical factors, and oral presentations provides the best value to CHA. Notwithstanding anything contained herein, CHA reserves the right to make an award based on any other relevant considerations and in the best interest of CHA.

CHA reserves the right to reject any and all proposals and reserves the right to secure services solicited by this RFP by means of a non-competitive proposal process in accordance with §2 CFR 200.320 (c) or to re-solicit competitive proposals.

ARTICLE VIII CONTRACT REQUIREMENTS

CHA is committed to contracting with vendors who share our values for inclusive and equitable contracting opportunities. CHA strives to be fair, transparent, and practical, and to optimize the use of public funds through purchasing decisions.

1. Summary of Contract Requirements

Type of Contract	M/W/DBE	HUD Section 3 (Labor Hours)	S3 Business subcontracting (> \$250,000)	Davis Bacon
Construction	Yes	Yes	Yes	Yes
Professional Service (licensure required)	Yes	No	Yes	No
Professional Service (non-licensure required)	Yes	Yes	Yes	No
Professional Services (direct services to residents)	Yes	Yes	No	No
Material & Supply	Yes	No	Yes	No

* if not self-performing

Minimum Contract Requirements:

Minority/Women/Disadvantaged Business Enterprises (M/W/DBEs)

Certified Minority, Women, and Disadvantaged Business Enterprises (M/W/DBEs) shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Vendors and their subcontractors or suppliers must take all necessary and reasonable steps to ensure that M/W/DBEs have the maximum opportunity to compete for and perform contracts financed in whole or in part by federal funds. CHA establishes minimum thresholds for all contracts over \$50,001. Vendors unable to meet the requirement may propose indirect participation subject to CHA’s written approval.

Section 3 Business Subcontracting – For contracts >\$250,000, vendors are required to subcontract to Section 3 Businesses, unless self-performing. To locate a Section 3 Business, visit the [Workforce Opportunity Resource Center](#) (WORC) site. Professional Services that directly provide social support services for CHA residents are not required to sub-contract to Section 3 Businesses but are encouraged to sub-contract when feasible. Vendors unable to meet the requirement may propose indirect participation subject to CHA’s written approval. These may include, but are not limited to mentorship programs, internships, training, and employment opportunities for non-CHA funded projects, or payment into CHA’s Workforce & Education Fund.

Section 3 Labor Hours

CHA supports HUD’s Section 3 requirement which counts labor hours. All applicable contracts **require at least 25% of the labor hours** performed on a project are done so with Section 3 workers and businesses, of which 5% of those hours must be performed by Targeted Section 3 workers (i.e. CHA residents and HCV participants). Vendors will report these hours via B2Gnow and/or LCPtracker or through required affidavits based on the contract type (HUD Section 3 24 CFR part 75).

Davis Bacon and Minimum Wage Requirements:

The Davis-Bacon & Related Acts apply to construction contracts over **\$2,000** and ensures that all construction employees are paid under the US Department of Labor’s wage decision. Union contractors must ensure that Davis-Bacon wages are met, in accordance with the contract.

All CHA contracts must comply with the current local Minimum Wage requirement. The Minimum Wage Requirements shall be specifically incorporated as a contractual requirement in any award and agreement resulting from this solicitation for any of the Selected Respondent’s covered employees. The Respondent must consider the Minimum Wage Requirement in determining its fees for services to be performed or provided by the Respondent under its fee proposal and other submittals. Note that Federal wage determinations (either Davis-Bacon or HUD-Determined Wage Rates) preempt any conflicting State prevailing wage rate or the Minimum Wage Requirement when the State prevailing wage rate or the Minimum Wage Requirement is higher than the Federally imposed wage rate (24 CFR 965).

The following chart indicates the goals set by the CHA for each type of contract.

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

2. Utilization Plan:

This chart is a list of items needed to evaluate a full utilization Plan (UP). All respondents to CHA solicitations must submit a UP which enables CHA to evaluate how they will fulfill contract requirements.

Document Name	To be Completed By	Details
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Utilization Plan (UP) M/W/DBE and Section 3 Businesses	Prime Contractor	This Excel worksheet will include all M/W/DBE and Section 3 Businesses subcontracting as well as proposed indirect, etc.
Letter of Intent	Each M/W/DBE and Section 3 subcontractor listed on the UP, including a self-performing Prime Contractor	If a Prime is a M/W/DBE and they are self-performing, they must submit a Letter of Intent. A Letter of Intent for each subcontractor that is MWD/BE or Section 3 Business must also be submitted. The information outlined in the UP must correspond with the Letters.
Letter of M/W/DBE Certification	Each M/W/DBE listed on UP, including a self-performing Prime Contractor	This form must be submitted with every UP and Letter of Intent and include current certification letters. Applications are not accepted.
Waiver Request-M/W/DBE	Prime Contractor	This form is only to be used if a vendor cannot meet their subcontracting requirements and all good-faith efforts, including indirect participation, have been exhausted. The form must include (1) the scope of work and (2) the reason the Prime cannot meet the commitments outlined.
Other Economic Opportunities (OEO)	Prime Contractor	If vendor is unable to subcontract to a Section 3 Business in full or in part, they will need to propose indirect participation through the OEO section on the UP, or make commensurate payment upfront into the Workforce and Education Fund, subject to approval by CHA.

3. Reporting Requirements:

Contract Requirement	System	Details
Construction Contracts	LCPtracker	Certified Payroll Reports must be entered into LCPtracker weekly. This system also tracks compliance with Davis Bacon and Section 3 hours.
Professional Services	B2GNow	Payments must be entered into B2Gnow for every pay application monthly. This system tracks and verifies Prime and Subcontractor payments made and received.

Additional Information:

(a) **COUNTING M/W/DBE AND SECTION 3 BUSINESS (S3B) CREDIT:** A business that is both self- identified /certified as a Section 3 Business and certified as a M/W/DBE will count towards subcontracting requirements for both the M/W/DBE and Section 3 sub-contracting requirements.

(b) **PROVIDING OPPORTUNITIES TO SECTION 3 WORKERS:** In accordance with 24 CFR part 75.9, Prime and sub-contractors (including Section 3 Businesses) on CHA/HUD-funded contracts must ensure that Section 3 workers are provided economic opportunities with the following preference when applicable: a) residents of the project where the assistance is being provided; b) residents of other public housing or Section 8; c) Youthbuild participants; and d)

resident of the metropolitan area.

(c) **SUBSTITUTION/REMOVAL OF SUBCONTRACTOR:** A prime contractor that needs to remove or substitute a subcontractor on its approved utilization plan must submit a written request for the removal or substitution of the subcontractor concerned. Only when Department of Procurement and Contracts (DPC) approves such a request in writing can the removal or substitution of the subcontractor be done by the prime contractor. Under no circumstance should a prime contractor unilaterally remove or substitute a subcontractor on its CHA/HUD-funded contract without prior approval by DPC.

Definitions

Section 3 Business are defined a business that either is a) 51% owned by public housing or housing choice voucher participant(s); b) 51% owned by a low-income person(s); or c) 75% of the labor hours are performed by low-income workers.

Davis-Bacon and Related Acts directs the US Depart of Labor to determine prevailing wage for construction projects.

Indirect Participation refers to the value of payments made to MWD/BE firms for work that is done outside of the proposed project or commensurate value to S3 Business or CHA residents/participants in other economic opportunities.

Additional information on CHA's contract requirements and forms can be found at <https://www.thecha.org/how-do-business-cha>

ARTICLE IX STANDARD PROFESSIONAL SERVICES AGREEMENT

Upon the award of a contract, the Selected Respondent(s) will execute CHA's Professional Services Agreement in substantially the same form with the same terms and conditions as set forth in the attached Agreement. A Respondent shall include, as part of its cover letter for its proposal to CHA, an acknowledgement that it has read, understands, and accepts the terms and conditions of the Agreement. **If there are any terms and conditions to which the Respondent has objections, such objections and the specific section numbers must be noted in the cover letter. Any proposed alternative language should also be redlined on Attachment D. These revision request will be taken into consideration when determining a Respondent's responsiveness to the RFP.** A Respondent who fails to provide objections and propose alternative language shall waive its right to subsequently object to any terms of the agreement if awarded a contract by CHA (refer to Attachment D).

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ARTICLE X EXECUTIVE SUMMARY FORM

- A. The undersigned, hereby acknowledges having received a full set of the Request for Proposal (RFP) Event # 3271 Security Services.
- B. The undersigned proposes, in accordance with all terms of the contract documents of which this proposal is a part, to perform all services in accordance with the terms and conditions specified herein. The proposer also agrees that this proposal to offer services to CHA will remain in effect for one hundred eighty (180) days from the date on which proposals are due unless a written letter of withdrawal is submitted to CHA Contracting Officer prior to the award of the contract.
- C. All prices quoted herein shall remain firm for the period of this contract and shall not increase during the initial term of the contract.
- D. Company's Name: _____

Address: _____

City, State, Zip Code: _____

I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.

Name of Preparer (print)	Title
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Signature	Date
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Attesting Signer's name (required for corporations)	Title
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Attesting Signature (required for corporations)	Title
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Contact Person's Name and Title

Telephone Number	Fax Number
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Email Address

Note: Executive Summary Sheet must be completed, or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal.

ATTACHMENT B

**LETTER OF INTENT TO SUBMIT A PROPOSAL
REQUEST FOR PROPOSALS (RFP) EVENT # 3271
SECURITY SERVICES
DEPARTMENT OF SAFETY AND SECURITY**

I, _____, the undersigned being a duly authorized official of _____ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT [HTTPS://SUPPLIER.THECHA.ORG](https://supplier.thecha.org). NO LATER THAN Monday, March 24, 2025, BY 11:00 AM CST.

FIRM'S NAME:

ADDRESS:

CITY: _____ **STATE:** _____ **ZIPCODE:** _____

TELEPHONE: _____ **WEBSITE:** _____

PRINCIPAL CONTACT: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

DIRECT PHONE: _____ **EMAIL:** _____