



## ADDENDUM NUMBER 1

**April 4, 2025**  
**Request for Proposal (RFP), Event Number 3271**  
**Security Services**  
**Proposal Due Date: Wednesday, April 16, 2025, at 1:00 P.M. CST**  
**Chicago Housing Authority**  
**Department of Procurement and Contracts**  
**60 East Van Buren, 8<sup>th</sup> Floor**  
**Chicago, IL 60605**

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**Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating, and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.**

The following revisions, clarifications, additions and/or deletions are included in this Addendum to Solicitation No. 3271 and are to be fully incorporated into Respondent's Response therein.

Respondent acknowledges receipt of Amendment: \_\_\_\_\_  
Respondent's Signature                      Date

**Item Number 1:        CORRECTION TO THE FEE FORM**

An updated fee form has been added to the supplier portal and the CHA website at <https://www.thecha.org/contracting-opportunities/open-solicitations>.

**Item Number 2:        SITE VISITS ADDED**

**WHEN:** Tuesday April 8<sup>th</sup> or Wednesday April 9<sup>th</sup>

**WHERE:** Dearborn Homes, 2960 S. Federal Street, Chicago, IL 60616

**TIME:** 10:00-2:00 PM

Four total sites will be visit, anticipating completion of visits by 2:00 PM each day.

**Item Number 3:        COMPREHENSIVE SITE LIST**

A complete list of all the properties and packages included in this solicitation has been added to the supplier portal and the CHA website at <https://www.thecha.org/contracting-opportunities/open-solicitations>.



**Item Number 4: VENDOR QUESTIONS HAVE BEEN ANSWERED BELOW**

**1. What are the site locations, and how does this tie into scattered site locations?**

Please refer to Attachment A- Fee Proposal Form(s) where the sites are listed for each package. Additionally, a full list of the sites with addresses has been issued with this addendum.

**2. What are the hours of coverage for each of the eight location packages?**

Please refer to Attachment A- Fee Form where hours are detailed for each package.

**3. How many officers per site?**

Please refer to Attachment A- Fee Proposal Form(s) where officers are detailed for each package.

**4. How many patrol vehicles will be required for each location package?**

Please refer to Attachment A- Fee Proposal Form(s) where vehicles are detailed where required.

**5. If a vehicle is required - does it need any specialized equipment? Can fuel be billed separately?**

No special equipment beyond a GPS tracking system is required for vehicles (see *Article III, Vehicles* in the solicitation for details). Scope states must utilize running lights when car is in motion (see *Article III, #2. Vehicle Patrols* in the Solicitation). Fuel should be captured in hourly rates on the Fee Form. No special/supplemental billing.

**6. Is there a protocol CHA wants vendors to follow when they go out to assess the location sites?**

Yes, the CHA will be hosting site visits at locations that represent the different location types. To attend, please meet at Dearborn Homes, 2960 S. Federal Street, Chicago, IL 60616 on Tuesday 4/8 at 10:00 AM or on Wednesday 4/9 at 10:00 AM. Four total sites will be visit, anticipating completion of visits by 2:00 PM each day.

**7. Should CPR/AED training be included in the bill rate or billed as incurred?**

Proposed hourly rates should be fully loaded. There will be no supplemental billing.



- 8. Should costs associated with vacation wages be included in the bill rates or billed separately as incurred?**

Proposed hourly rates should be fully loaded. There will be no supplemental billing.

- 9. Should costs associated with holiday premium wages be included in the bill rates or billed separately as incurred?**

Proposed hourly rates should be fully loaded. There will be no supplemental billing.

- 10. Please confirm what locations are subject to a union CBA.**

There are no properties subject to union CBA.

- 11. Please specify what union CBA each union location is subject to (e.g. Metropolitan, Tier 3; Downtown).**

See question 10.

- 12. Please confirm which Prevailing Wage Schedule bidders should observe for each location (e.g., Illinois vs Downtown).**

Illinois Prevailing wages are required.

- 13. What assumptions should be made for the wages in the year 2 estimated compensation? Please note any sites governed by the Metropolitan Security CBA, there are not any wage increases outlined for 2026 as the agreement expires 9/1/25.**

Proposals should include your set wages and include all escalations expected for both the base term and subsequent contract option years. The CHA will not renegotiate rates once contracts are entered into. The CHA is not governed by any CBA.

- 14. For package Area 2SF, please clarify if the officers at Trumbull are armed or unarmed.**

The officers at Trumbull are armed.

- 15. Please confirm if all mobile positions such as "Mobile Supervisor" should include a vehicle in our rates.**

Yes, Mobile Supervisors do require a vehicle to enable them to visit and supervise the assigned sites.



- 16. Please confirm any equipment that is being provided by your current providers. Should this equipment be included in the bill rate or should it be billed separately as incurred?**

Vendors use their own proprietary systems. The CHA requires digital report writing and payroll systems. Any cost to utilize these systems should be factored into proposed hourly rates as there will be no supplemental billing.

- Please confirm if there are any licensing costs associated with Omnigo system that bidders would need to account for.**

No, there are no licensing costs that need to be accounted for when using Omnigo.

- 17. Please confirm if bidders need to provide any devices such as a phone or laptop in order to utilize Omnigo.**

No, vendors are not required to provide devices for Omnigo use.

- 18. Can you provide an average amount of fines per site that were enforced for not meeting performance metrics for each of the last three years?**

All current vendors cured issues on time, as such no fines were incurred.

- 19. Can you please confirm the approximate hours required to complete the CHA Safety and Security Orientation noted on page 16 of the RFP document?**

For current contracts, this requirement was accomplished via one 2-hour expectations meeting with all vendors. The CHA expects a similar two-to-four-hour commitment to satisfy the requirement for this contract period.

- 20. Who is/are your current provider(s) and when were they awarded their contract(s)?**

The current contracts were awarded in 2022 to Kates Security Services, Benford Protection Group, Page Security, and Securitas.

- 21. Does your current provider provide any dedicated management positions for oversight?**

All current vendors have a Human Resource function and a main point of contact for oversight (e.g., Director of Security, Director/Manager of Operations, Captain, etc.)

- 22. Are there any employees with the current vendor that CHA wishes to retain at each property? If yes, please provide the seniority dates and wages for these individuals.**



This information cannot be provided at this time.

**23. Are there any specific technologies you are interested in seeing?**

The CHA is interested in technologies that can make operations more effective and efficient and look for vendors to provide these ideas.

**24. Are there specific properties that need technology offerings?**

Please see question 23. The CHA is looking for vendors to provide ideas for efficiencies gain through technology, including any site-specific technology.

**25. Are there regularly held meetings with the local police department and/or property managers?**

Yes.

- Each building hosts security meetings and several meetings monthly with resident leadership.
- The CHA hosts daily operations calls each morning that require a vendor POC be present for.
- The CHA also recommends that Supervisors should be attending CAPS, Beat Meetings, and any other CPD sponsored meeting to better their relationships on behalf of the residents they serve.

**26. How many hours have security officers spent in court in the past 12 months?**

Zero hours have been spent in court by security officers in the last 12 months.

**27. Is there specific parking at the various locations for officers to park?**

This varies. Most of these are site by site and managed by each building's property management contractor.

**28. Do we get designated office areas at certain sites for our supervisors and officers?**

Yes, the family sites have Security Offices available.

**29. Do we have access to onsite Wi-Fi for our officers?**

For site that have wi-fi available, security staff will have access to it.



**30. Who incurs the expense of training officers?**

As stated in Article III of the RFP, the CHA requires trained officers.

**31. Open to negotiate the expense to train officers?**

As stated in Article III of the RFP, the CHA requires trained officers. Please include any training expenses in your proposed rates.

**32. Open to negotiate the expense of uniforms?**

As stated in *Article III/Personnel/I* of the RFP, the CHA requires officers be properly attired. Please include expenses in your proposed rates.

**33. Is there a specific uniform required?**

The CHA is open to proposed uniform styles if the attire is uniform and proper. Prior security officers have been uniformed in hard, soft, and tactical looks.

**34. Attachment A Fee Form: Certain entries, like “Street Supervisor North,” specify 1 officer with a total of 336 weekly hours, suggesting the need for 2 officers operating around the clock. Are the listed number of officers and total hours accurate?**

Thank you for pointing that out. We are looking for 1 officer where noted. The hours have been corrected for the A3F Package to 168 hours in the updated Fee Form provided with this addendum.

**35. Kindly verify if we are obligated to bid solely based on the hours outlined in the Fee Form without any modifications.**

All hours listed are for the current needs (see Attachment A- Fee Proposal Form(s)). The CHA is open to proposals for additional services that you think are needed as a result of your familiarization of our communities.

**36. Attachment G Prevailing Wage: The provided attachment primarily covers the “Chicago Downtown” area, excluding most, if not all, residential properties. There is a separate Illinois Prevailing Wage Rate for Cook County (attached), which does not include the geographical areas listed in the attachment. Our question is:**

**a) Should we apply Attachment G for all locations specified in the RFP, or**



- b) Should we use Attachment G for the specified geographical areas and apply the Illinois Prevailing Wage Rates for Cook County to the remaining properties?**

Proposals should utilize the Illinois Prevailing Wage Rate for all service locations.

**37. Attachment A Fee Form: This results in a base period of 2 years, followed by three 1-year option periods. The attached Attachment G expires on August 31, 2025.**

- a) Should bidders forecast pricing for the remainder of 2025 and the subsequent years? If so, will bidders be allowed to adjust their pricing if their forecasted wages fall below the actual published future wages?**
- b) Is it the CHA's intent that once a contract is awarded, the successful bidder(s) will not be allowed to increase their billable rates, even in the event of circumstances like a pandemic causing published hourly wages to rise beyond current levels?**

Proposals should include your set wages and include all escalations expected for both the base term and subsequent contract option years. The CHA will not renegotiate rates once contracts are entered into. The CHA is not governed by any CBA.

### **38. Personnel**

- a) A.2: Is a high school equivalent (GED) acceptable as well?** Yes, a GED is acceptable.
- b) A.5: Is CPR the only certification required, or should First Aid and/or AED training also be included?** CPR is the only *certification* required, but First Aid/AED training is required, and the CHA requires security staff to be credentialed by IL Dept of Finance and Professional Regulation (see *Performance Metrics Chart* on page 10 of the solicitation).
- c) D: Is background and drug testing required every 6 months, or only within 6 months of the first assignment?** Only within 6 months of taking on CHA contract.
- d) D: Are there any annual background and drug testing requirements?** Not for CHA.
- e) J: Is relief required to ensure uninterrupted meal/rest periods away from the duty station, or will officers be permitted to notify CHA prior to taking restroom breaks**



**and light meals at the duty station?** CHA provides a contact number for officers to notify the agency when breaks are taken.

**39. Article VIII: Are there any portions of the RFP where the Davis Bacon and Minimum Wage Requirements applied?**

Davis Bacon is based on the prevailing wages for federally funded construction work. Minimum wage in Illinois is \$15.00. The CHA requires prevailing wages for Illinois security officers.

**40. Incumbent officers currently assigned to non-residential locations are covered by a collective**

**bargaining agreement, of which the CHA is aware through its building signatory. Can the seniority list be included in the response to vendor questions? If not, bidders may receive varying or no responses if they approach the bargaining agent directly.**

CHA is not signatory to any organization.

**41. What is the current contractual bill rate(s)?**

Please submit contract detail requests to [FOIARquest@thecha.org](mailto:FOIARquest@thecha.org) to obtain this information.

**42. Contractors that are non-MBE/WBE/DBE, would subcontracting MBE/WBE/DBE be a requirement for submission of a bid, as well as awarded the RFP? What is the total allocated percentage needed upon for the RFP?**

Yes. There is a 20% M/W/DBE participation requirement for this solicitation. If the prime contractor is not self-performing, they will be required to subcontract 20% to a certified M/W/DBE firm and provide their current certification with the bid submission.

**43. What are the payment terms of the contract?**

Please see Attachment D – Standard Professional Services Agreement, Article 4. *Compensation and Payment* for these details.

**44. Please confirm if the MBE and Section 3 participation is a goal or a requirement.**

The 20% M/W/DBE and 3% Section 3 participation is a requirement.





**45. Will CHA be asking for a best a final or any pricing adjustment opportunities after the initial proposal is submitted?**

It is expected that all vendors are submitting their best and final offer as their initial proposal.

**46. Is the financial statement audit due with the submission of the proposal due April 16, 2025 or is it required after the vendor have been awarded?**

The financial statement audit is required as part of the proposal submission.

**47. When submitting the response in the portal, should the unit price only include the aggregate total for the 2 Year Base Term and if so, is it appropriate to include the 3-1 year options in the response comments?**

Please submit the aggregate of the base term in the Supplier Portal. You may include the option years' pricing in the comments, but that is not required. Please note that the Fee Form (Attachment A) must be completed in its entirety to capture both the base term and the option years for your proposal.

**48. Is there a particular Economic Disclosure Statement that we should be submitting or is it appropriate to create one?**

The required Economic Disclosure Statement can be found on the CHA website here:

<https://www.thecha.org/contracting-opportunities/forms-and-documents>

**\*\*\*\* END OF POST ADDENDUM NO. 1 \*\*\*\***

Chicago Housing Authority

*Sheila Johnson*

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Sheila Johnson

Deputy Chief of Procurement