



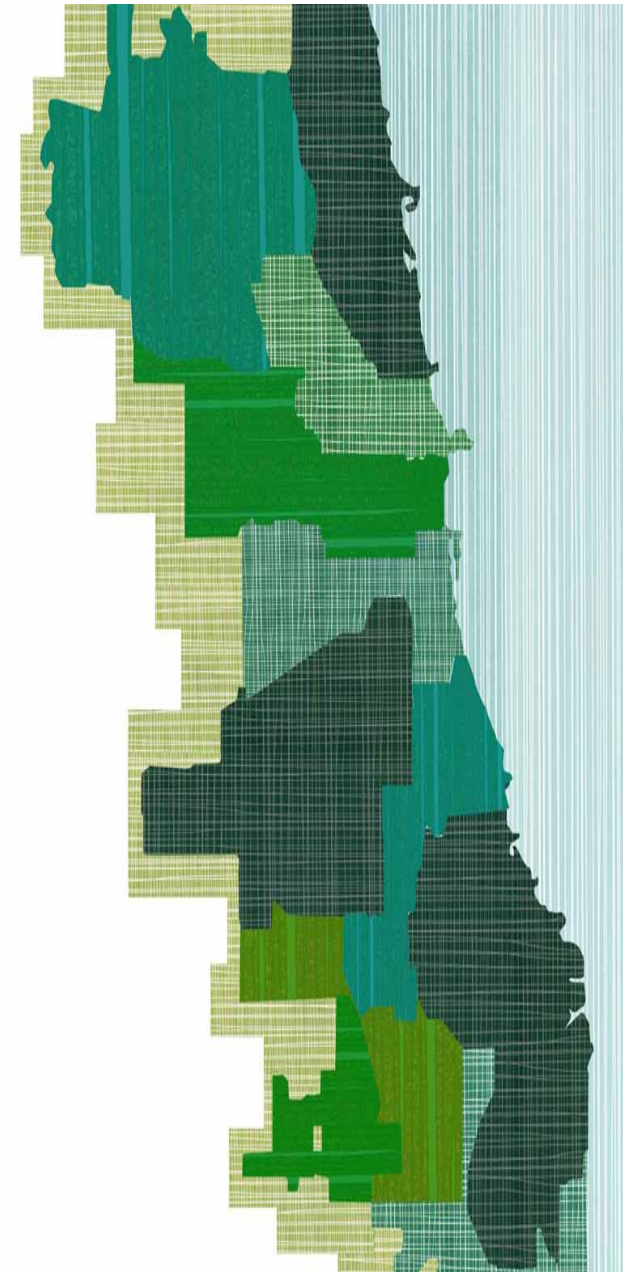
Department of Procurement and Contracts (DPC) Pre-Bid Conference

Invitation for Bid (IFB) Disaster Recovery Services (Event No. 3285)

Information Technology Services

WEDNESDAY, MAY 28, 2025

Event 3285 – Disaster Recovery Services
Pre-Bid Conference



Meeting Housekeeping & Reminders



1. Copies of this IFB are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
2. Must registered to [CHA Supplier Portal](#) to download IFB
3. A copy of this presentation and solicitation updates will be posted on the [CHA Supplier Portal](#) and the CHA website.
4. If you have any questions during the presentation, please write them down. We will address them during the Q&A session at the end.
5. Any questions that cannot be answered today will be addressed in an addendum.
6. All communication pertaining to the bidding process for Event #3285 must be issued via the [CHA Supplier Portal](#)

For assistance with the CHA Supplier Portal, please contact Procurement Specialist, Raymond Adams at radams@thecha.org

PANEL OF PRESENTERS AND AGENDA

1. **Raymond Adams, Senior Procurement Specialist:** Key Dates, Proposal Requirements, and Submission Information.
2. **Patricia Domask, Director Infrastructure and Security, ITS Operations:** Project Overview, Scope of Services, Fee Form.
3. **Ariel Reed, Compliance Specialist:** Compliance Requirements.
4. **Kaeva Powell, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center (WORC).
5. **Questions and Answers.**
 1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
 - Must be registered to download the RFP
 2. A copy of this presentation will be posted on the [CHA Supplier Portal](#)
 3. All communication pertaining to the bidding process for Event #3285 must be issued via the [CHA Supplier Portal](#)

Finding Procurement @ www.thecha.org

To access the [CHA Supplier Portal](http://www.thecha.org) and learn more about contracting opportunities, download forms and documents not included with the RFP, please visit the CHA Homepage at www.thecha.org and click on

Business Partners ➡ How To Do Business With CHA ➡ Helpful Resources For Business Partners ➡ Forms and Documents



For forms not included with the RFP, please download them from the CHA Website www.thecha.org:



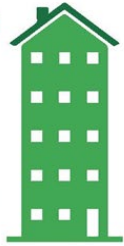


About CHA

CHA is the primary municipal agency responsible for providing housing assistance to low-income families and individuals in Chicago.

As a HUD-designated Moving to Work agency, CHA has regulatory and funding flexibility to design locally-driven programs that help residents thrive, expand housing options and increase our operational efficiency.

LARGEST
OWNER OF RENTAL
HOUSING IN CHICAGO

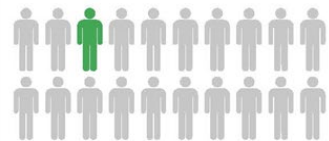


3RD
LARGEST
HOUSING
AUTHORITY
IN THE NATION



\$1.2 BILLION
OPERATING
BUDGET

572 **FULL TIME**
EMPLOYEES



1 IN EVERY 20
CHICAGOANS
RECEIVES
CHA SUPPORT

Information Technology Services Overview

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference

Scope of Services

The Chicago Housing Authority (CHA) seeks a secure, resilient, and scalable offsite disaster recovery (DR) solution to ensure business continuity in the event of an interruption to its primary data center operations. This Scope of Work (SOW) outlines the minimum technical, operational, and service requirements for a qualified vendor to provide colocation and disaster recovery hosting services.

1. Objectives

The primary objectives of this engagement are to:

- Establish a robust disaster recovery site capable of supporting CHA's mission-critical IT systems.
- Ensure the availability, security, and integrity of CHA's data and applications during a disaster scenario.
- Provide a secure, compliant infrastructure environment to support business continuity.
- Execute a fixed-rate agreement for a base term of five (5) years.

2. Scope of Services

The selected vendor shall deliver a fully operational, enterprise-grade disaster recovery data center that meets or exceeds the following specifications:

2.1 Location and Colocation Hosting:

- Provide a data center/disaster recovery site located between 25 and 75 miles from CHA Headquarters (60 East Van Buren Chicago, Illinois 60605).
- Offer colocation hosting services for CHA's disaster recovery, with physical and network segregation from other clients.

2.2 Network Connectivity:

- Provide multiple ISP vendor symmetrical Internet connection bandwidth of at least 1GB, with the option for higher bandwidth.
- Offer ready solutions for a private connection to CHA's network using both layer three (3) and layer two (2) technologies, with a bandwidth of at least 1GB, with the option for higher bandwidth.

Scope of Services

2.3 Infrastructure and Facilities:

- Provide at least 104 square feet of dedicated, caged colocation space.
- Provide a minimum of five (5) EIA-310 standard 42U, 19-inch, four-post network/server racks for CHA's infrastructure, with the ability to expand for future growth.
- Provide two (2) 120v 20amp power circuits and six (6) 208v 20amp power circuits.
- Provide adequate, stable, and consistent power for servers, storage, and network equipment.
- Provide redundant HVAC environment controls.
- Provide a fire suppression system.
- Provide an Uninterrupted Power Supply (UPS) and Prime Source type of generator backed electrical power and redundant Air Conditioning (A/C) systems.
- Provide environmental monitoring.
- Ensure 24/7 on-site technical support for these systems.

Scope of Services (cont.)

2.4 Server Relocation and Setup (if applicable):

- Provide a comprehensive plan for the secure and efficient relocation of CHA's servers to the new disaster recovery facility.
- Execute the physical relocation from 111 Plaza Dr, Westmont, IL 60559 of servers and network equipment, including packing, transportation, unpacking, and racking. A Dell certified technician is required and responsible for the relocation of the following Dell equipment; Dell Data Domain 6300, Dell Data Domain 6400, Dell Power Store 1200, and Dell Compellent 7020SC. This includes an orderly shutdown, disconnecting, transporting, staging at the new location, and verify all systems are operational.
- Provide professional setup and configuration of relocated servers within the new facility, ensuring proper connectivity and functionality.
- Provide verification and testing of server functionality after setup.

Scope of Services (cont.)

2.5 Security and Access:

- Provide 24/7/365 on-site technical support and security staff.
- Provide secure physical access with logging.
- Provide video surveillance.
- Implement physical security measures at entrances, including secure access methods (swipe/RFID cards, guards, shatterproof glass on street-level windows, bollards).
- Provide Closed-Circuit Television (CCTV) surveillance cameras systems with features for monitoring of exterior cameras and the length of video recording for CCTVs.
- Provide multiple, clearly marked, building exits with access to the exits from stairwells, CCTV cameras at each exit, exit routes identified on each floor and hallway and multiple evacuation procedures in case of emergency.
- Provide stairways equipped with CCTV cameras, emergency lighting, clear, visible signage, public address (PA) speakers and fire protection equipment.

2.6 Service Level Agreements (SLAs) and Reporting:

- Be responsible for the physical security and internal policies and procedures.
- Provide real-time reporting on service health, availability, and incident notifications.
- Provide data on service availability, planned maintenance activities, and proactive communications regarding maintenance activities, transactions, and defined Service Level Agreements.

3. Vendor Requirements

- The vendor must possess a co-location hosting option for a new disaster recovery site/solution for Chicago Housing Authority.
- The vendor's facility must provide evidence the physical security, scalability, and availability of a fully redundant enterprise-class data center.
- The vendor must have on-site technical support 24 hours a day, 7 days a week, 365 days a year.
- The vendor must have experience and capabilities in server relocation and setup, with a proven track record of minimizing downtime and interruption.

Fee Proposal Form

CONTRACT

- Five-year base term
- Anticipated October 2025 start date

FEE PROPOSAL FORM

- A signed and completed Fee Proposal Form is required for all services (separate attachment).
- Signed Fee proposal should individually list services (may group ancillary services with details of services covered in the group) and fee proposed.
- Use more than one page to list all services and sign every page.
- The fee form should be submitted **both** as a Microsoft Excel spreadsheet and as a signed PDF document

*Quantities provided are for bid canvassing purposes only.

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Axis P3268-LV	EA	\$ -	5,351	\$ -
2	Axis P3238-PIE	EA	\$ -	2,411	\$ -
3	Streamvault Genetec SV-100E-2T-I3-ARC	EA	\$ -	159	\$ -
4	Streamvault Genetec SV-4040EX-R28-120T-12-416	EA	\$ -	83	\$ -
5	Streamvault Genetec SV-2030E-R65-D480-336	EA	\$ -	83	\$ -
Aggregate Total					\$ -

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Monthly Maintenance and Network Support Fee 3 Yr. Base	MO	\$ -	36	\$ -
2	Monthly Maintenance and Network Support Fee Option Yr. 1	MO	\$ -	12	\$ -
3	Monthly Maintenance and Network Support Fee Option Yr. 2	MO	\$ -	12	\$ -
Aggregate Total					\$ -
Aggregate Total for Column F (3-Year Base + Option Year One + Option Year Two)					\$ -

Additional Service Fees			
A	B	C	D
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price
2	Time and Material - 3 Year Base Term	Hourly	
3	Trip Charge - 3 Year Base Term (If applicable)	EA	
4	Time and Material - Option Year 1	Hourly	
6	Trip Charge- Option Year 1 (If applicable)	EA	
7	Time and Material - Option Year 2	Hourly	
8	Trip Charge- Option Year 2 (If applicable)	EA	

Date		Telephone Number
Signature of Authorized Company Representative		Title
Print Name of Authorized Representative		E-mail Address
Name of Company		

Fee Proposal Form

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price (Monthly)	Estimated Quantities (Monthly)	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Caged Rackspace including 5 racks- Total 104 Sq. FT. (Pricing Per Square Foot), Power 120v 20amp (2 power circuits) & Power 208v 20amp circuit (6 power circuits)	Monthly		60	\$ -
2	Network Conectivity Services : 3 Fiber Cross-Connects	Monthly		60	\$ -
				Aggregate Total	\$ -
A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
3	Secure and efficient server transfer & transport (Chicago, IL): ~Orderly Shutdown, Packing & Staging @ Pick up with Offload/Unpack @ Destination (FOB) ~Racking of all servers and network equipment ~Verification of Dell equipment (completed by a Dell-Certified technician) ~Professional setup and configuration of relocated servers for full functionality and connectivity, and functionality testing (verification and testing of all server systems post-setup).	Per Occurrence		1	\$ -
				Aggregate Total	\$ -
	Signature of Authorized Company Representative	Date	Telephone Number		
	Print Name of Authorized Representative		Title		
	Name of Company		E-mail Address		

Key Dates

- Questions Due Date: **Friday, May 30th, 2025 at 12:00 PM CST**
- Bids Due*: **Monday, June 9th, 2025 at 11:00 AM CST**

****Late bids will be rejected without being read. To avoid any possible issues we encourage you to submit your bids 2-3 days prior to the bid due date.**

Submittal Requirements (RFP Pages 25-32)

- All proposals must be in accordance with Section 1. Instructions And Submittal Requirements For Bidders (BF/5 – BF/7)*
- Forms not included in the IFB may be downloaded on the CHA website

***Non-compliance with Section 1 requirements may deem a proposal non-responsive.**

- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
- **Manual submissions will not be accepted**

Event 3285 Disaster Recovery Services
Pre-Bid Conference

Submittal Requirements, cont'd



- Financial Information (**Compiled**)
 - Accountant's Report
 - Balance Sheet (last 2 years)
 - Income Statement (last 2 years)
 - Cash Flow Statement (last 2 years)
 - Financial Statement Footnotes (if applicable)
- ❖ For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the IRS tax transcript.
- ❖ For proposals or contract awards valued at less than \$1,000,000 the Respondent must provide compiled financial statements.
- ❖ For proposals or contract awards valued at less than \$2,500,000.00, the Respondent must provide reviewed financial statements.
- ❖ For proposals or contract awards valued in excess of \$2,500,000.00, the Respondent must provide audited financial statements.
- **Manual submissions will not be accepted**

VENDOR SUBMISSION CHECKLIST (IFB)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: BAS UPGRADE FOR 9 BUILDINGS	
IFB EVENT NO.: 3154	
INITIAL	IFB SUBMISSION REQUIREMENTS
	Electronic Format
	CHA Ethics Policy
	Summary of Contractor's Qualifications (Bidder Profile)
	Bidder Acknowledges Receipt of Addenda
	Technical Specifications and Drawings
	Licenses where applicable
	Invitation for Bid
	Performance and Payment Bond/ Bid Bond
	Previous Participation Certificate" (Form HUD-2530)
	Fee Proposal Form
	Certificate of Liability Insurance
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	M/W/DBE Compliance Plan
	Section 3 Compliance Efforts
INITIAL	REQUIRED DOCUMENTS
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable
	Subcontractor Information Submittal Form
	Bid Execution and Acceptance – Signed
	Contractor's Affidavit
	Schedule A – M/W/DBE Utilization Plan
	Schedule B – Section 3 Utilization Plan
	Schedule C – M/W/DBE & Section 3 Subcontractors, Suppliers, Consultants
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD Form 5369-C Certifications & Representations of Offerors – Non-Construction Contracts
	Equal Employment Opportunity Compliance Certificate
	Contract compliance affidavit
	Economic Disclosure Statement
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE
	Waiver request

Key Information

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Raymond Adams
 - Radams@thecha.org
- This page contains the solicitation key dates:
 - **Questions are due:** Friday, May 30, 2025 at 12:00 PM CST
 - **Proposals are due:** Monday, June 9, 2025 at 11:00 AM CST

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

REQUIRED FORMS – VENDOR SUBMISSION CHECKLIST

- Notice the Vendor Submission Checklist to the right of this slide: Please be sure you include all items in your proposal – if applicable.
- For forms not included with the RFP, please download them from the CHA Website. www.thecha.org :
<https://www.thecha.org/contracting-opportunities/forms-and-documents>
- Proposals not containing all the submittal requirements may be deemed non-responsive. **Each form must be individually uploaded & identified.**

The **Financial Information** required for this RFP are:

- Accountant's Report
 - Balance Sheet (last 2 years)
 - Income Statement (last 2 years)
 - Cash Flow Statement (last 2 years)
 - Financial Statement Footnotes (if applicable)
- i. For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the **IRS Tax transcript**.
 - ii. For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide **compiled** financial statements.
 - iii. For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
 - iv. For proposals or contracts awards valued in excess of \$2,500,000, the Respondent must provide **audited** financial statements.



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING:

SOLICITATION NAME: Computer Provision and Modernization	
RFPEVENT NO.: 3268	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal
	Qualifications & Experience
	Approach /Work Plan
	Work History with CHA and other Local Public Agencies
	Past Performance (min of 3, max of 5)
	References (3 current) (Attachment E)
	Organization Structure & Key Personnel
	Fee Proposal Form (Attachment A)
	Insurance Requirements
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Economic Disclosure Statement & Affidavit
	Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	Diversity Goals
	Vendor Submission Checklist
	Contractor's Affidavit
	Contract Compliance Certification
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent -M/W/DBE and Section 3 Subs
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

VENDOR SIGNATURE: _____ DATE: _____

SIGNATURE OF RECEIPT: _____ DATE: _____
[For CHA Only]

Contract Requirements

CHA is committed to:

Fostering constructive partnerships among CHA, prime contractors, and subcontractors. CHA strives to be fair, transparent, and practical to optimize the use of public funds through purchasing decisions.

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

Contract Requirements

In accordance with the Chicago Housing Authority **contract requirements**, the following are required:

M/W/DBE utilization requirement is:

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

Section 3 Supplemental Business subcontractor participation requirement is:

- 10% of Construction and 3% of professional services >\$250k and 3% of supply and delivery >\$2M are required to contract with a section 3 business.
- Contractor's providing services directly to CHA residents (i.e., services for the benefit of CHA youth, employment opportunities, and self-sufficiency programs) are exempt from CHA's Supplemental Section 3 Business Participation Requirements.

Contract Requirements– Section 3

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

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

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

Further regulation details can be found at the provided link:
https://www.hud.gov/program_offices/field_policy_mgt/section3



Required Documents

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

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

The image shows three overlapping forms from the Chicago Housing Authority (CHA) Department of Procurement and Contracts. The forms are:

- Waiver Request - M/W/DBE Party**: This form includes fields for contract details, business address, and a section for 'Section 3 Business Concerns'.
- Letter of Intent**: This form includes fields for vendor information, contract details, and a section for 'Section 3 Business Concerns'.
- Diversity Goals Utilization Plan**: This form includes a table for 'M/W/DBE Utilization Plan' and a section for 'Section 3 Business Concerns'.

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

Required Document – Contract Compliance Certification

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

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


CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division	
RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3 Contract Compliance Certification	
I further understand that any changes to my approved M/W/DBE and Section 3 Utilization Plans require the approval of the Department of Procurement & Contracts' Contract Compliance Division.	
NOTE: It is the responsibility of the prime contractor to make sure that its subcontractor(s) is/are in compliance with CHA's M/W/DBE, Section 3 (24 CFR Part 75) and Davis Bacon compliance requirements.	
I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing certification are true and correct, and that I am authorized on behalf of the Prime Contractor to make this certification.	
ACKNOWLEDGEMENT:	
_____ (Authorized Principal or Agent Signature)	_____ Date
Revised 08.04.2021	

Required Document – Utilization Plan

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

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

[illegible]

 CHICAGO HOUSING AUTHORITY		DEPARTMENT OF PROCUREMENT AND CONTRACTS																								
UTILIZATION PLAN																										
Prime Contractor Name: Vendor Ethnicity: Contract Type: Document Date: Proposal Type: Spec. No. (RFP/IFB): Aggregate Total: Contract Description: Contract Start and End Date: Length of Contract Term:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Type of Contract</th> <th style="width: 15%;">Contract Amount</th> <th style="width: 15%;">M/W/DBE Participation</th> <th style="width: 25%;">CHA Section 3 Business Subcontracting (>\$250k)</th> <th style="width: 30%;">Section 3 Labor Hours (25% of which 5% is targeted)***</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>\$50,001+</td> <td>30%</td> <td>10%</td> <td>25%</td> </tr> <tr> <td>Supply & Delivery</td> <td>\$50,001+</td> <td>20%</td> <td>3%**</td> <td>N/A</td> </tr> <tr> <td>Professional Service</td> <td>\$50,001+</td> <td>20%</td> <td>3%**</td> <td>25%</td> </tr> </tbody> </table> <p><small>*Or indirect **excludes direct support service providers *** Required regardless of contract amount</small></p>						Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (>\$250k)	Section 3 Labor Hours (25% of which 5% is targeted)***	Construction	\$50,001+	30%	10%	25%	Supply & Delivery	\$50,001+	20%	3%**	N/A	Professional Service	\$50,001+	20%	3%**	25%
Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (>\$250k)	Section 3 Labor Hours (25% of which 5% is targeted)***																						
Construction	\$50,001+	30%	10%	25%																						
Supply & Delivery	\$50,001+	20%	3%**	N/A																						
Professional Service	\$50,001+	20%	3%**	25%																						
		Compliance Contact Name: _____ Contact Phone Number: _____ Contact E-mail: _____																								

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

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

Required Document – Letter of Intent

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

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

CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION	
<div>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor AND/OR SELF-PERFORMING PRIME CONTRACTOR)</div>	
M/W/DBE <u>or</u> SECTION 3 BUSINESS CONCERN NAME: _____	
M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO	
<small>NOTE: Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:</small>	
At least 51 percent owned and controlled by low- or very low-income persons	
The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.	
Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.	
FEIN: _____ ETHNICITY: _____ GENDER: _____	
BUSINESS ADDRESS: _____	
CONTACT NAME/TITLE: _____	
E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____	
PROJECT TITLE: _____ DATE FORM COMPLETED: _____	
PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)	
<small>NOTE: M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.</small>	
1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____	
Revised 12.2022	Page 1 of 2

CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION	
<div>LETTER OF INTENT M/W/DBE AND/OR SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (To Be Completed by Subcontractor AND/OR SELF-PERFORMING PRIME CONTRACTOR)</div>	
The above-referenced contract: _____	
Requests related to the Prime? Yes NO	
Contractor that needs to remove or substitute a subcontractor on its removal or substitution of the subcontractor concerned. Only when the removal or substitution of the subcontractor be done by the prime or unilaterally remove or substitute a subcontractor on its CHA/HUD	
AFFIDAVIT With the Prime Contractor listed above within five (5) days after using Authority. Perjury that the contents of the foregoing document are true and contractor to make this affidavit. _____ (DATE) _____ ON THIS _____ DAY SIGNED (NAME) _____ the foregoing affidavit, and did state that he or she was _____ to execute the affidavit and did so as his (SEAL): _____ _____	
Revised 12.2022	Page 2 of 2

Required Document – M/W/DBE Waiver Request

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

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

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

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: _____

BIDDER/PROPOSER: _____

ADDRESS _____
Street City State Zip

CONTACT PERSON: _____ TITLE: _____

TELEPHONE #: () _____ FAX #: () _____

FEIN: _____ ETHNICITY: _____ GENDER: _____

CONTRACT AMOUNT: \$ _____

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

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

WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? ____%

IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?

DOLLAR VALUE: \$ _____ CONTRACT TERM: _____

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

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

I solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct, and I am authorized on behalf of the Bidder/Proposer to make this affidavit.

Signature of Authorized Principal or Agent _____ DATE: _____

Name of Affiant (Print or Type): _____

STATE OF _____ COUNTY OF _____

THIS _____ DAY OF _____ 20____

WHEREFORE I HAVE APPEARED (NAME) _____ to me personally known who, being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (Name of Company) _____ to execute the affidavit and did so as his or her free act and deed.

ATTEST: _____ (SEAL)

EXPIRATION DATE: _____

BELOW FOR CHICAGO HOUSING AUTHORITY USE ONLY

REVIEWED BY: _____ REVIEW: _____
Contract Compliance Specialist Compliance Manager

DATE: _____ DATE: _____

APPROVAL: _____
Chief Procurement Officer

DATE: _____

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

The Workforce Opportunity Resource Center (WORC)

SECTION 3

WORC: Assistance for Contractors

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

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

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

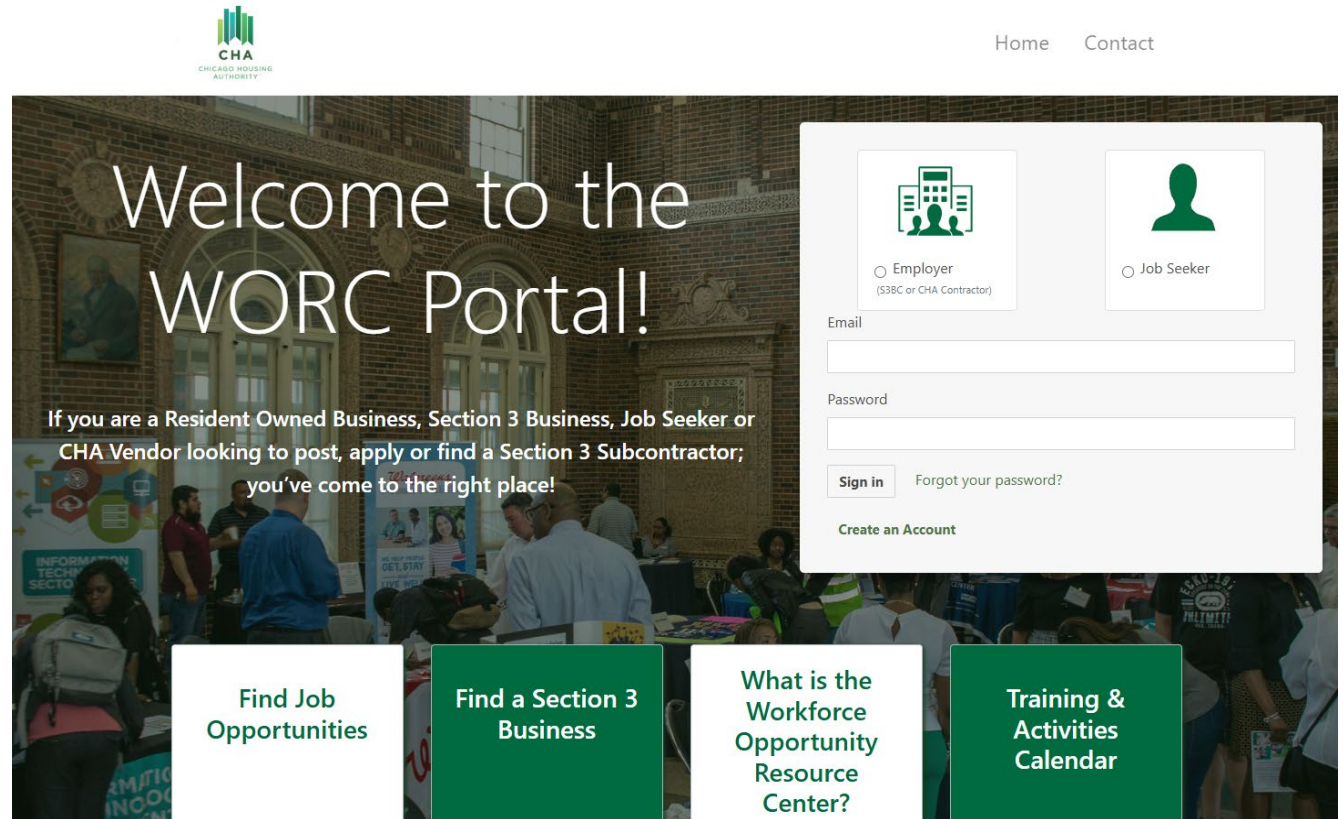
Email: worc@thecha.org

www.thecha.org/residents/worc

Section 3 Hiring

The Workforce Opportunity Resource Center (WORC) supports contractors in their hiring efforts by:

- Assisting with posting open positions in the WORC Hiring Portal



Event 3285 – Disaster Recovery Services
Pre-Bid Conference

Section 3 Hiring

The Workforce Opportunity Resource Center (WORC) also supports contractors by:

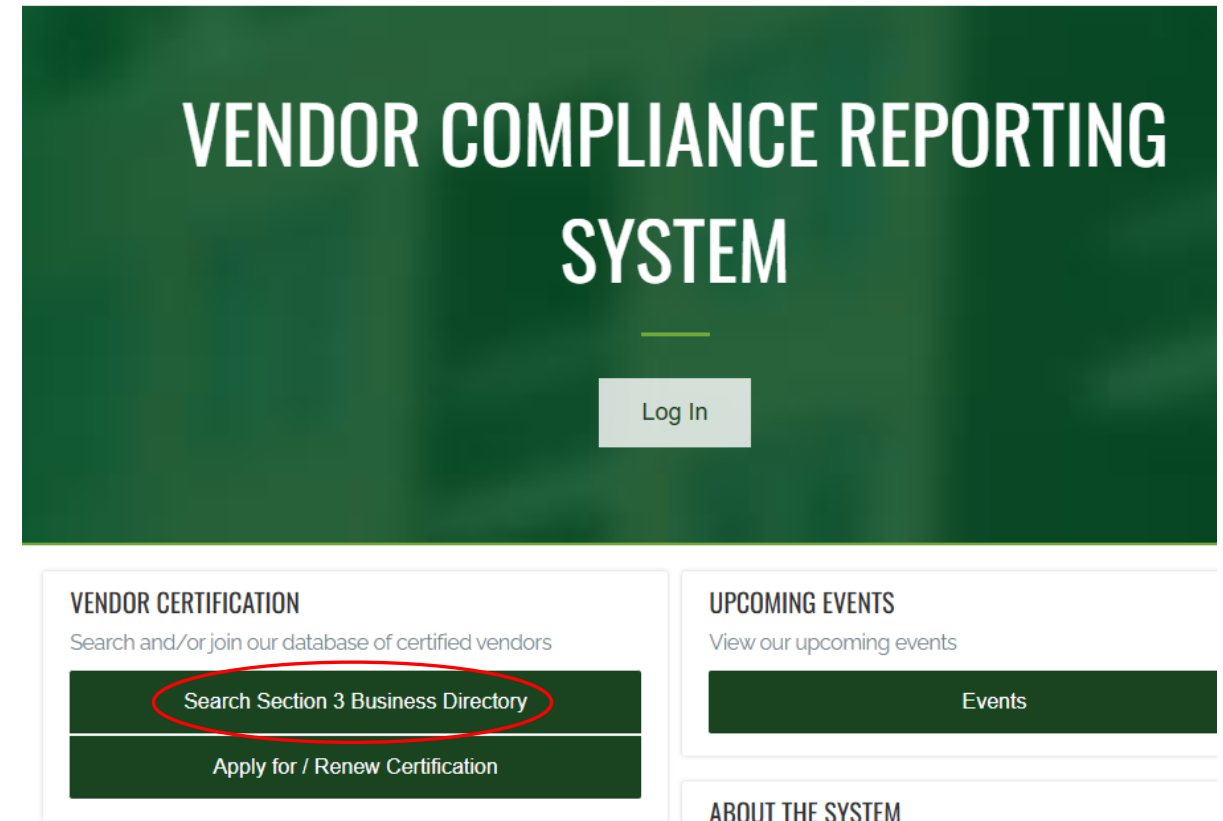
- Engaging workforce contractors to create awareness with Targeted Section 3 Workers
- Providing technical assistance to contractors with specialty hiring needs

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

Finding Section 3 Subcontractors

The Section 3 Business Directory can be found at: cha.diversitycompliance.com

Clicking "Search Section 3 Business Directory" allows contractors to search by business name, business description and download the entire directory.



Event 3285 – Disaster Recovery Services
Pre-Bid Conference

Finding Section 3 Subcontractors

Chicago Housing Authority Section 3 Business Directory

Search our directory of self-certified Section 3 Businesses by entering search criteria and clicking Search. You must select at least one certification type. You can also search by a variety of other fields which are listed below.

Search results may be downloaded to Excel, by clicking the "Download Results to Excel" button after your search results are displayed. To download the full Certification Directory do not enter search criteria, scroll to the bottom of the page and click the "Download Entire Directory to Excel" button.

Enter either a Business Name or a Business Description, then scroll to the bottom of the screen to complete the search.

Search by Certification Type

CERTIFICATIONS ☒ HUD Section 3 (Section 3)

Search by Business Name or DBA

BUSINESS NAME/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

BUSINESS DESCRIPTION

Tip: Try just a few letters of a keyword.

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

Finding Section 3 Subcontractors

The Search Results will display all vendors with active Section 3 certifications, that fit the search parameters.

Search Parameters

Edit Parameters

Clear Parameters

CERTIFICATIONS

HUD Section 3 (Section 3)

BUSINESS DESCRIPTION

landscaping

Download Search Results

Search Results

21 firms with 21 certifications found
Click the certification type for contact information and certification details

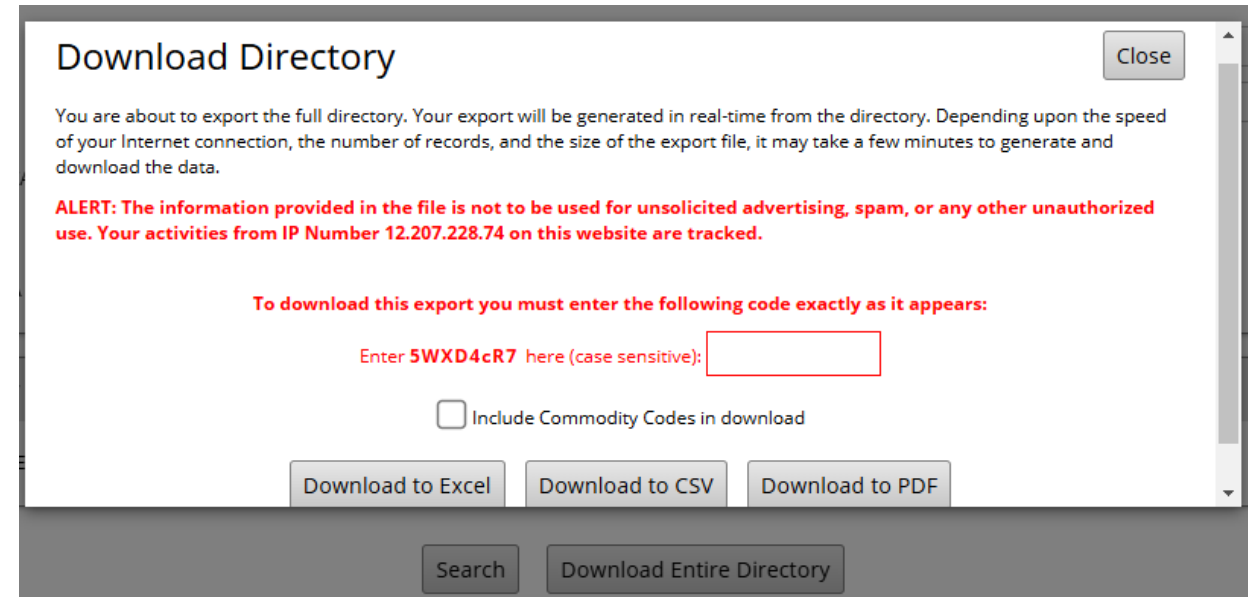
Vendor	Location	Certification
3 brothers landscaping & snow services llc	Chicago, IL	Section 3
A & L ENVIRONMENTAL LLC	Chicago, IL	Section 3
A & M General Contractors, Inc.	Chicago, IL	Section 3
A Plus Contractors	Chicago, IL	Section 3
A&E CONSTRUCTION-CLEANING INC.	Chicago, IL	Section 3
Arthington Ventures, LLC.	Chicago, IL	Section 3
ASPIRE CONCEPTS LLC - LAWN CARE AND SNOW REMOVAL	Chicago, IL	Section 3
AVD DEVELOPMENT GROUP LLC	Chicago, IL	Section 3

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

Finding Section 3 Subcontractors

To download the entire Section 3 Business Directory:

- Click "Search Section 3 Business Directory"
- Scroll the bottom of the window
- Follow the prompts to get to the "Download Entire Directory" button
- Click the button, enter the code and choose a download option



The screenshot shows a web window titled "Download Directory" with a "Close" button in the top right corner. The main text reads: "You are about to export the full directory. Your export will be generated in real-time from the directory. Depending upon the speed of your Internet connection, the number of records, and the size of the export file, it may take a few minutes to generate and download the data." Below this is a red alert message: "ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 12.207.228.74 on this website are tracked." Further down, it says: "To download this export you must enter the following code exactly as it appears:" followed by a prompt "Enter 5WXD4cR7 here (case sensitive):" and an empty text input field. Below the input field is a checkbox labeled "Include Commodity Codes in download". At the bottom of the window are three buttons: "Download to Excel", "Download to CSV", and "Download to PDF". Below these buttons, outside the main window frame, are two more buttons: "Search" and "Download Entire Directory".

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

Email: worc@thecha.org

www.thecha.org/hire-cha-residents

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

KEY DATES

- Question Due: **Friday, May 30, 2025 at 11:00 AM CST**
- Proposals Due: **Monday, June 9th, 2025 at 11:00 AM CST**

****Late bids will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the bid due date.**

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

SUPPLIER PORTAL

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



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

Event 3285 – Disaster Recovery Services
Pre-Bid Conference

ANY QUESTIONS?



**THE CHICAGO HOUSING AUTHORITY
LOOKS FORWARD TO YOUR
HIGH QUALITY PROPOSALS
IN RESPONSE TO
RFP Event 3285 – Disaster Recovery Services**

Event 3285 – Disaster Recovery Services
Pre-Bid Conference