



## ADDENDUM NUMBER 1

**June 13, 2025**  
**Invitation For Bid (IFB)**  
**CHA HQ Janitorial Services**  
**Event Number 3287**  
**Proposal Due Date: Monday, June 23, 2025, by 12:00 P.M. CST**  
**Chicago Housing Authority**  
**Department of Procurement and Contracts**  
**60 East Van Buren, 8<sup>th</sup> Floor**  
**Chicago, IL 60605**

**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. 3287 and are to be fully incorporated into Respondent's Response therein.

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

**Item Number 1:                      POINT OF CLARIFICATION**

**Current IFB Language:**

**PRE-BID MEETING AND SITE VISIT: Monday, June 9, 2025, at 10:00 AM - 12:00 PM CST**, CHA strongly encourages all interested firms to attend the Pre-Bid Meeting with Site Visit to follow immediately after at 60. E. Van Buren St., Chicago, IL 60605, Conference Rooms 736 B & C. To participate onsite, you must RSVP by Thursday, June 5, 2025, at 2:00 PM (CST) with David Martin via email at [DMartin@thecha.org](mailto:DMartin@thecha.org). Please submit your Company Name, Your Name, and email address confirming.

**Revised IFB Language:**

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**Item Number 2: POINT OF CLARIFICATION**

**Current IFB Language:**

**AWARD: CONTRACT AWARD-SEALED BIDDING:**

1. The CHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible Bidder whose bid: (1) is responsive and conforms to the solicitation; (2) will be most advantageous to the CHA; (3) is the lowest unit price per category; and (4) the price-related factors specified in the solicitation for the base period of three (3) years.

**Revised IFB Language:**

**AWARD: CONTRACT AWARD-SEALED BIDDING:**

1. The CHA will evaluate bids in response to this solicitation without discussions and will award a contract to the responsible Bidder whose bid: (1) is responsive and conforms to the solicitation; (2) will be most advantageous to the CHA; (3) is the lowest unit price per category; and (4) the price-related factors specified in the solicitation for the base period of two (2) years.

**Item Number 3:**

**Current IFB Language:**

- "Trash removal"

**Revised IFB Language:**

- "Removal of trash from floors, surfaces, etc. found outside of trash and recycling receptacles. Building janitorial staff manages emptying of trash and recycling containers."

**Item Number 4: QUESTIONS AND ANSWERS**

1. **Clarifying that the bid process is firm?**

**Answer:** Correct, this is a firm bid process, meaning your organization's bid is a fixed price.

2. **Financial statements-concerned audited and compiled bid. Clarified that the dollar amount is only based on two-year base term. How do they provide above without being a large firm that has been required to provide this?**

**Answer:** Yes, the dollar amount that dictates the level of financials required is the bid amount



for the two-year base term. We expect that firms bidding on packages of this size to have the required level of financial oversight as part of their business best practices.

**3. Is a bond required?**

**Answer:** No, a bond is not required.

**4. In the section that says, AWARD In number 1, (4) it says, ".....in the solicitation for the base period of three (3) years." However, in the TERM, it says,".....the performance of services shall be for a two (2) year base period. Please clarify.**

**Answer:** The base term will be two (2) years. Please see point of clarification number two (2) above.

**5. Is the awarded bid amount for the previous cleaning vendor publicly available?**

**Answer:** This information can be requested via the CHA FOIA office at [foiarequest@thecha.org](mailto:foiarequest@thecha.org).

**6. Are Section 3 cleaners preferred as part of the proposal?**

**Answer:** There is no preference for Section 3 cleaners specifically. However, all contractors must meet the Section 3 labor hour requirement—at least 25% of total labor hours must be worked by Section 3 individuals, including 5% by Targeted Section 3 workers such as CHA residents or HCV participants.

This supports CHA's goal of creating meaningful job opportunities within the communities we serve.

**7. If vendor is already an MWDBE certified vendor, do they need to submit anything additional to prove that?**

**Answer:** Yes. All vendors must submit a Utilization Plan showing how the Contract Requirements will be met. For participation to count toward the goal, the prime and their subcontractor (if applicable) must submit a notarized Letter of Intent and a current certification that matches the scope of work under the appropriate NAICS code. The M/W/DBE must also perform a Commercially Useful Function—meaning they manage and carry out the work with their own staff.

**8. If B2G has not been used before, is assistance available for vendors to learn the system?**

**Answer:** Yes. CHA offers support to help vendors get started with B2G. Multiple training options are available directly on the B2G site, including a video library, a user manual under the "Help & Support" tab, and access to live representatives who can assist with any questions or requests.

**9. Clarification on Section 3 staffing?**



**Answer:** Section 3 staffing refers to the requirement that contractors hire and utilize workers who meet HUD's definition of a Section 3 worker. For this contract, at least 25% of total labor hours must be performed by Section 3 workers, and a minimum of 5% must be performed by Targeted Section 3 workers. Targeted workers include CHA public housing residents, Housing Choice Voucher (HCV) participants, and other individuals meeting HUD's criteria.

These workers must be hired directly by the vendor or its subcontractors and must perform work directly related to the contract. This requirement is part of CHA's commitment to generating economic opportunities within the communities it serves.

**10. If there are only 2 staff, how does meeting Section 3 requirements work?**

**Answer:** Section 3 compliance is based on total labor hours, not the number of employees. Currently, if one of the two employees qualifies as a Section 3 worker and their labor hours make up at least 25% of the total, the requirement is satisfied. For example, having a single Section 3 employee on the contract may meet the goal, depending on how labor hours are distributed.

However, if the organization's staffing on this contract increases, the requirement adjusts accordingly. Contractors must ensure that at least 25% of the total labor hours are performed by Section 3 workers, and at least 5% by Targeted Section 3 workers—such as CHA residents or HCV participants. Compliance will be measured against the actual hours worked on the contract over time.

**11. To get credit for Section 3 employees do they have to be hired through the WORC Office Portal or is there a way to get credit for Section 3 employees already on staff?**

**Answer:** No, it is not required that Section 3 workers be hired through the WORC Office Portal. Labor hours performed by current employees can be counted toward the Section 3 requirements, if those individuals meet HUD's definition of a Section 3 or Targeted Section 3 worker, and their hours are tied to work performed under the contract.

However, vendors are encouraged to use the WORC Portal to post job opportunities and connect with qualified Section 3 candidates. The portal is a valuable tool to help contractors meet labor hour goals and support CHA's commitment to expanding economic opportunity in the communities we serve.

**12. Clarifying that the fee form specifies how the bid should be responded to.**

**Answer:** Yes, the fee form is how firms will create their bid response.

**13. Is the vendor providing the cleaning supplies?**

**Answer:** Yes, refer to solicitation.BF/4



**14. What about consumables?**

**Answer:** Yes, paper towels, toilet paper, and hand soap are provided by the building. Any other consumables the vendor would like to use to cover the scope of work are to be provided by the vendor.

**15. Is there a list of required supplies available?**

**Answer:** No, please include necessary supplies in your budget to complete the Scope of Work daily.

**16. Are only 2 staff members required during business hours?**

**Answer:** Yes, only two (2) staff members are required during business hours (8:00 am-4:30pm).

**17. Are garbage bags provided by the building?**

**Answer:** Vendor will have to supply their own garbage bags for miscellaneous trash only.

**18. Are current day-porters union employees?**

**Answer:** No, our current day-porters are not unionized.

**19. Is any special event pricing needed?**

**Answer:** No, no special event pricing is required.

**20. Can the square footage of the space be found in the solicitation?**

**Answer:** Yes, see page BF/4 in IFB solicitation document.

**21. Is selected vendor emptying trash into different recycling bins?**

**Answer:** No

**22. Does selected vendor supply trash bags?**

**Answer:** Yes, for miscellaneous trash

**23. Does selected vendor vacuum?**

**Answer:** Yes, vacuuming is part of this solicitation.



**24. How many floors will the two full-time cleaners be responsible for maintaining?**

**Answer:** There are seven (7) floors as part of this solicitation's scope of work.

**25. Will there be a requirement for full carpet cleaning, or will the focus be on spot cleaning only?**

**Answer:** No full carpet cleaning is required as part of this solicitation, the CHA requires spot cleaning only.

**26. Will glass surfaces throughout the facility be included in the cleaning scope?**

**Answer:** No, glass surfaces are not included in the scope of work.

**27. Will the scope of work include thorough restroom cleaning, including mopping of floors?**

**Answer:** Yes, the scope of work includes thorough restroom cleaning, including the mopping of floors.

**28. Is this Building managed by BOMA?**

**Answer:** No, 60 E. Van Buren is not managed by BOMA.

**29. BOMA wages or prevailing wages?**

**Answer:** Bidders should use prevailing wages.

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

*Chicago Housing Authority*

*Elizabeth Gentile*

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*Elizabeth Gentile*  
*Procurement*  
*Manager*