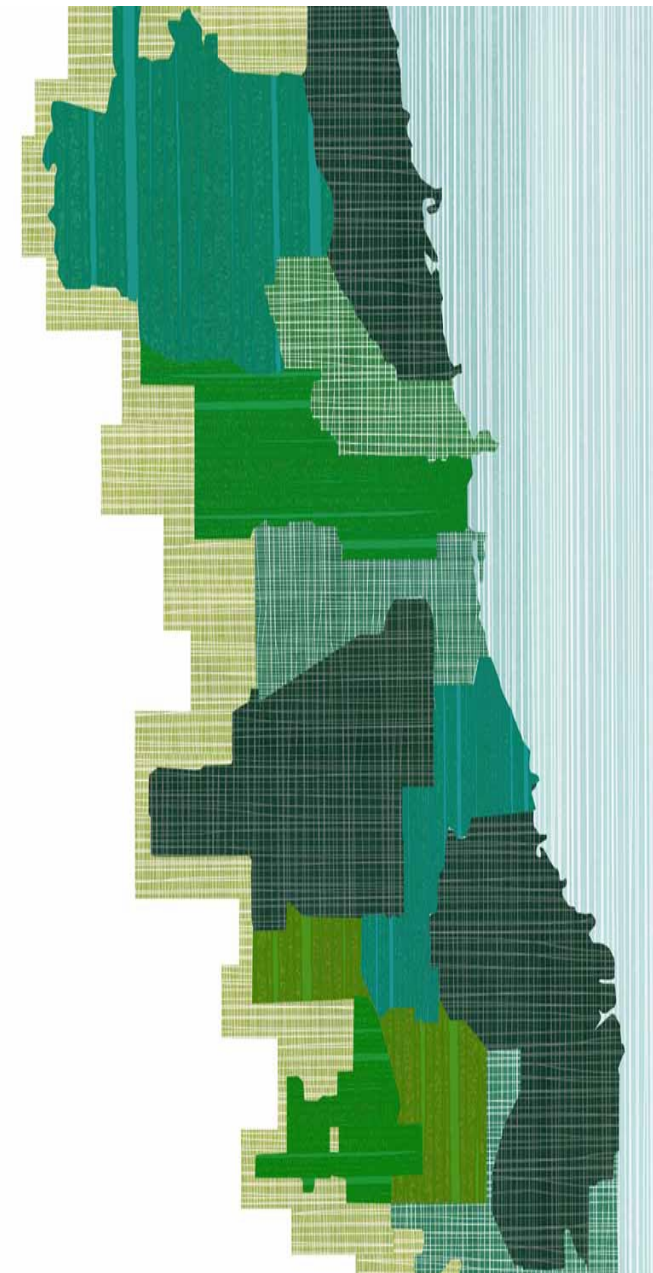




Department of Procurement and Contracts (DPC) Pre-Bid Conference

Invitation For Bid (IFB) CHA HQ Janitorial Services (Event No. 3287)

JUNE 9 , 2025



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 no. 3287 must be issued via the [CHA Supplier Portal](#)

**For assistance with the CHA Supplier Portal, please contact Procurement Specialist,
Mauricio Beltran at MBeltran@thecha.org**

Agenda

1. Christopher Stinson, Director-HQ Facilities Department: Mission & Values, Purpose, Scope of Services, Fee Form
2. David Martin, Senior Procurement Specialist : Key Dates, Proposal Requirements, and Submission Information
3. Fidel Perez, Contract Compliance Specialist: Compliance Requirements
4. Alexis Luna-Walker , Program Specialist, WORC Advisor: Workforce Opportunity Resource Center(WORC)
5. Site Visit & Questions and Answers



1. Please be sure to sign in with your company name, your name and contact information on the sign in sheet that can be found on the table.
2. Copies of this IFB are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
 - Must be registered to download the IFB
3. A copy of this presentation will be posted on the [CHA Supplier Portal](#)

Mission & Values

•

The mission of HQ Facilities at the Chicago Housing Authority is to provide safe, efficient, and well-maintained workspaces that support the agency's operations and service to the public.

We are dedicated to the effective oversight of day-to-day operations, including but not limited to fleet management, copier and mail services, pest control, conference room setup, pantry maintenance, office space planning, and overall building maintenance.

Our team works collaboratively to support the operational needs of the organization by promoting efficiency, responsiveness, and a strong commitment to customer service.

Purpose

The Chicago Housing Authority is requesting bids from qualified janitorial companies that can ensure a clean, safe, and hygienic environment for staff and visitors and maintains high standards of sanitation across all office spaces.

Overview:

Objective: Secure experienced commercial janitorial services (minimum 5 years of similar-scale experience)

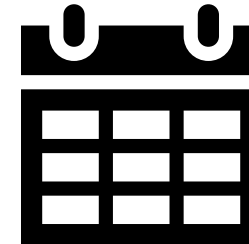
Corporate Offices –60 E. Van Buren, Chicago, IL (Floors 1, 7–12)

Total Area: ~182,408 sq. ft.

Scope of Services

Staffing & Scheduling:

- ✓ 2 full-time onsite staff (1 male, 1 female) daily
- ✓ Daily service starting during work hours
- ✓ Touchpoint surfaces & restrooms cleaned 3x daily
- ✓ Daily cleaning/sanitizing logs required for restrooms and breakrooms



Service Areas:

- ✓ **Restrooms** (22 total): Disinfect stalls, dispensers, faucets, mop floors
- ✓ **Breakrooms** (6 total): Sanitize surfaces, clean appliances, mop/dust
- ✓ **General Office**
 - ✓ Trash removal, vacuuming, mopping
 - ✓ Dusting, glass/door cleaning, seating disinfection
 - ✓ Spill response & emergency cleanup
 - ✓ Frequent disinfection of high-touch surfaces using EPA-approved products

Scope of Services

Sanitation & Cross-Contamination Control:

- ✓ Use EPA-approved commercial-grade disinfectants
- ✓ Separate, color-coded equipment for restrooms/breakrooms
- ✓ No reuse of towels or rags

Janitorial Standards:

- ✓ Proper signage displayed during cleaning
- ✓ Janitorial closet must be:
 - ✓ Clean and clutter-free
 - ✓ Stocked with labeled, secure products and tools



Monitoring & Reporting:

- ✓ Observe for pests (insects/rodents), document and notify HQ Facilities

Fee Form

Contract:

- ✓ This is a two (2) year base contract
- ✓ Anticipated July 2025 start date

Fee Proposal Form

- ✓ A signed and completed Fee Proposal Form is required for all services (separate attachment)
- ✓ The fee form should be submitted both as a Microsoft Excel spreadsheet and as a signed PDF document

Key Dates

- Question Due Date: **Tuesday, June 10, 2025, at 4:00 PM CST**
- Bids Due*: **Monday, June 23, 2025, at 12:00 PM CST**

***Late proposals will be rejected without being read**

Submittal Requirements (IFB Pages 3, 5-13)

- All proposals must be in accordance with Submittal Requirements*
- Forms not included in the IFB may be downloaded on the CHA website

***Non-compliance with submittal requirements may deem a proposal non-responsive**

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

Submittal Requirements, cont. (IFB pages 6, 12)

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

ACKNOWLEDGMENT OF BID DOCUMENTS AND INSTRUCTIONS

The Bidder acknowledges, by signing page BF/12, that it has read, understands, filled out where applicable, and accepts the terms of all documents listed below which are included in this solicitation. The Bidder shall execute and submit with its bid, and notarize documents, as indicated below.

Execute and Submit with Bid	Notarize	Document
✓		Fee Proposal Form (Attachment A)
✓		Proof of Insurance Requirements (both for CHA and 333 S. Wabash) (COI)
✓		Representations, Certifications and Other Statements of Bidders (HUD-5369-A Form) *
✓		General Conditions for Non-Construction Contracts (HUD-5370 Form) *
✓		Certification of Payments to Influence Federal Transactions (HUD-50071 Form) *
✓	✓	Contractor's Affidavit*
✓	✓	Economic Disclosure Statement and Affidavit*
		Contract Requirements
✓		Utilization Plan (Attachment C)
✓	✓	Letter of Intent-MBE/WBE/DBE and HUD Section 3 Subcontractors*
✓	✓	Contract Compliance Certification*
✓		Statement of Bidder's Qualifications*
✓		Bidder's Financial/Income Tax Statement
✓	✓	Bid Execution and Acceptance

* These documents are available on the CHA's website, www.thecha.org

(Bidder's Organization Name)

(Signature)

(Print Name & Date)

(Title)



CHA

CHICAGO HOUSING
AUTHORITY™

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 displays three overlapping forms from the Chicago Housing Authority (CHA). The topmost form is the 'Waiver Request: M/W/DBE PART' (Form 100-1000), which includes fields for contract details, bidder information, and a section for 'M/W/DBE at SECTION 3 BUSINESS CONCERNS'. Below it is the 'Letter of Intent' form (Form 100-1001), which contains fields for business address, contact information, and a section for 'M/W/DBE CONTRACTORS'. The bottom form is the 'Diversity Goals Utilization Plan' (Form 100-1002), which features a table for tracking 'M/W/DBE CONTRACTORS' and a section for 'SECTION 3 UTILIZATION PLAN'.

**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)	
1 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	
M/W/DBE and Section 3 Utilization Plans require the approval of the Compliance Division.	
Make sure that its subcontractor(s) is/are in compliance with the minimum participation requirements.	
I hereby certify that the contents of the forgoing certification are true and correct and that I, as the Prime Contractor, agree to make this certification.	
2 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.

SECTION 3 UTILIZATION PLAN						
SECTION 3 BUSINESS SUBCONTRACTING						
Section 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed
Totals:		\$ -				
INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES						
Outline the Other Economic Opportunities to meet Diversity Goals						
OEO Dollar Value of Commitment:						

Diversity Goals Utilization

[illegible]

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>	<div>CHICAGO HOUSING AUTHORITY (CHA) DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION</div>
M/W/DBE <u>or</u> SECTION 3 BUSINESS CONCERN NAME: _____	SECTION 3 BUSINESS CONCERN SUBCONTRACTORS, SUPPLIERS, CONSULTANTS (AND/OR SELF-PERFORMING PRIME CONTRACTOR)
M/W/DBE Certification Status: MBE WBE DBE Section 3 Business Concern: YES NO	
NOTE: Section 3 Business Concerns must show evidence of certification with the CHA Section 3 Resource Center, prior to contract award. If yes, Section 3 Business Concern:	
At least 51 percent owned and controlled by low- or very low-income persons	
The business is at least 51 percent owned and controlled by current public housing residents or who currently live in Section 8-assisted housing.	
Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers.	
FEIN: _____ ETHNICITY: _____ GENDER: _____	
BUSINESS ADDRESS: _____	
CONTACT NAME/TITLE: _____	
E-MAIL ADDRESS: _____ IFB/RFP/CONTRACT OR PO #: _____	
PROJECT TITLE: _____ DATE FORM COMPLETED: _____	
PRIME CONTRACTOR: _____ (NAME) _____ (TELEPHONE NUMBER)	
NOTE: M/W/DBE contractors must attach a Letter of Certification from one of the certifying agencies listed on the Schedule A - M/W/DBE Utilization Plan. Subcontractors cannot also be an employee of the Prime Contractor.	
1. Will the Subcontractor contract any of the work to be performed on this contract to another firm? Yes No If yes, explain below (Include dollar amount and percentage that will be subcontracted to other firms): _____ _____	
Revised 12.2022	Page 1 of 2
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 <input type="checkbox"/> Partial M/W/DBE Waiver <input type="checkbox"/>	
PLEASE STATE REASON FOR WAIVER REQUEST: <small>(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.)</small>	
WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? _____%	
IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?	
DOLLAR VALUE: \$ _____ CONTRACT TERM: _____	
Page 1 of 2 Waiver Request: M/W/DBE Participation Commitments Revised 12.2022	

CHICAGO HOUSING AUTHORITY (CHA) Department of Procurement & Contracts Contract Compliance Division WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS
penalty of perjury that the contents of the foregoing document are half of the Bidder/Proposer to make this affidavit. DATE: _____
COUNTY OF _____ _____ 20____
_____ to me and execute the foregoing affidavit, and did state that he (Company) _____ for her free act and deed.
(SEAL)
CHICAGO HOUSING AUTHORITY USE ONLY
REVIEW: _____ Compliance Manager DATE: _____
Page 2 of 2 Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

The Workforce Opportunity Resource Center (WORC)

Assistance for Contractors



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

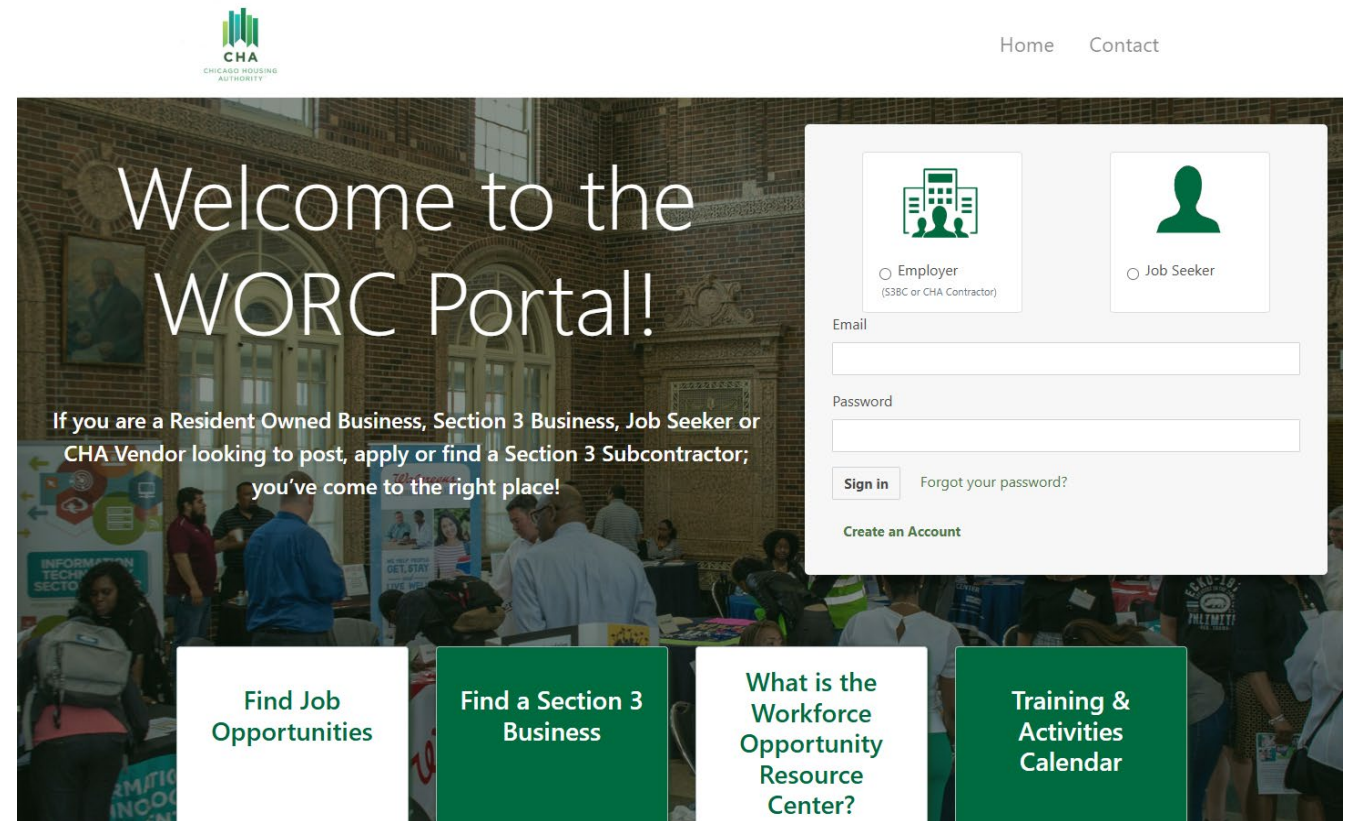
- Assistance with posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting

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



Section 3 Hiring



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

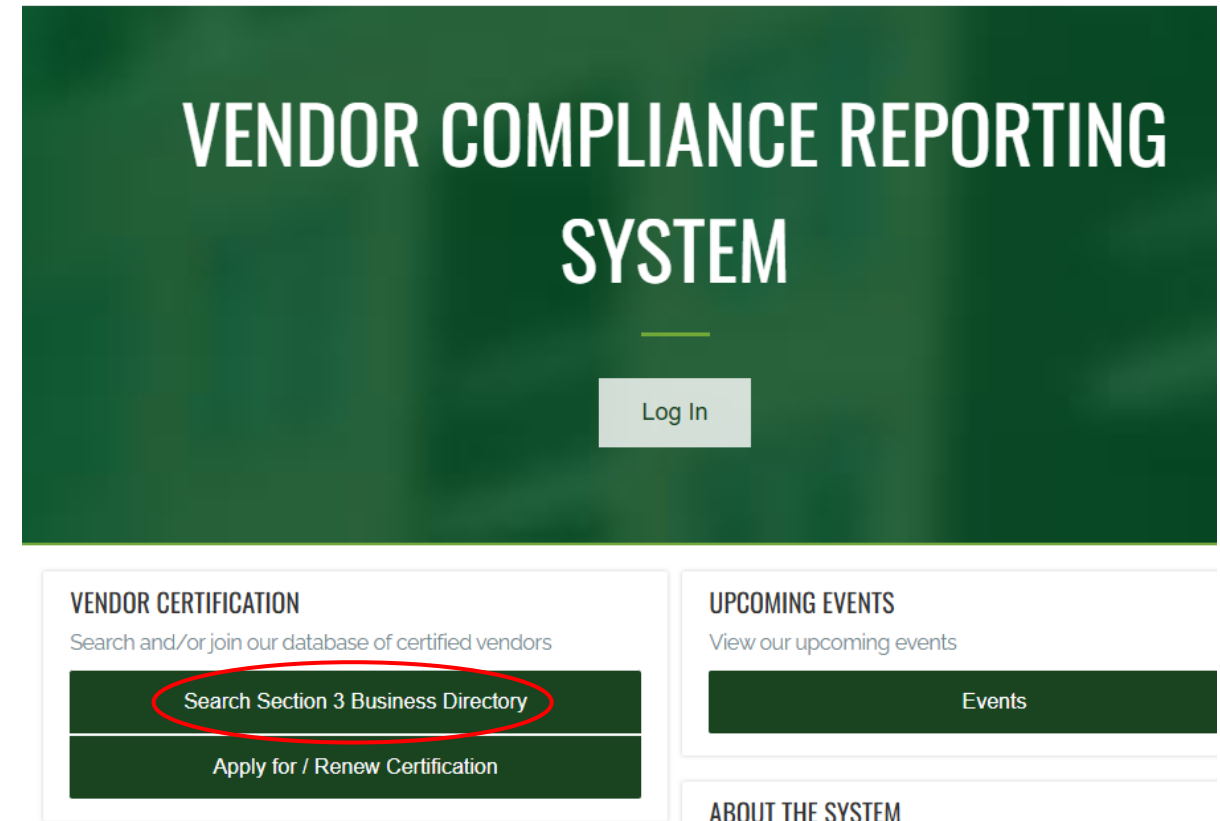
- Engaging workforce contractors to create awareness with Targeted Section 3 Workers
- Providing technical assistance to contractors with specialty hiring needs

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.



Finding Section 3 Subcontractors



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

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.

Search by Certification Type

CERTIFICATIONS

☒ HUD Section 3 (Section 3)

Search by Business Name or DBA

BUSINESS NAME/DBA

Vendor Name

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

Search by Business Description

BUSINESS DESCRIPTION

Landscaping

Tip: Try just a few letters of a keyword.

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

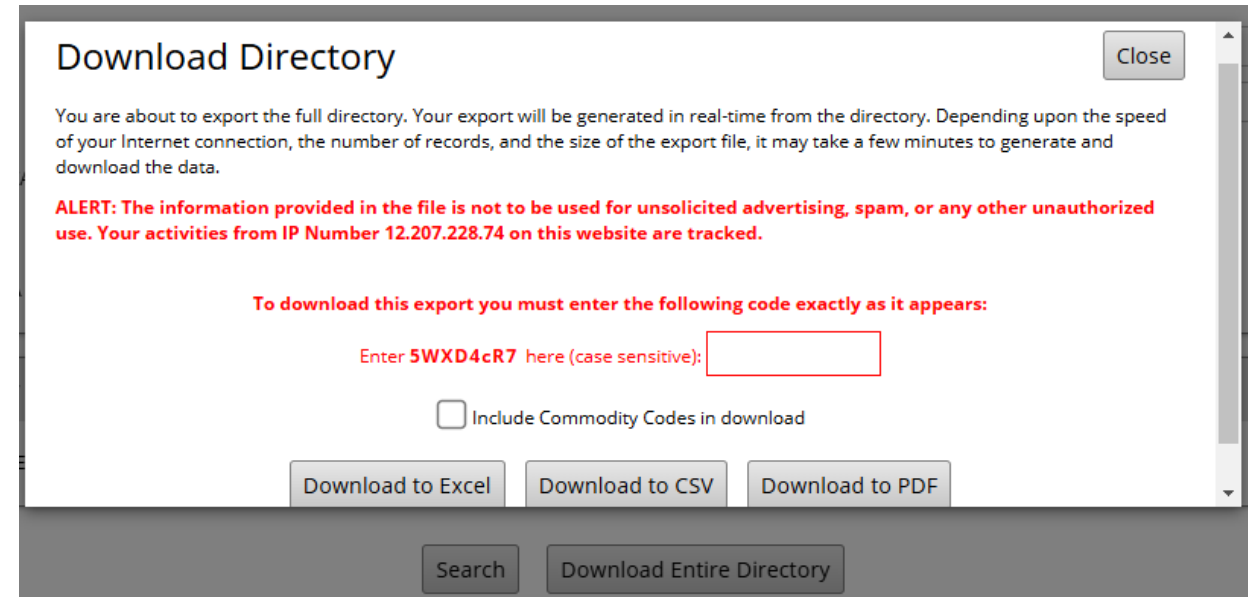
21 firms with 21 certifications found
Click the certification type for contact information and certification details

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

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 'Download Directory' dialog box with a 'Close' button in the top right corner. The main text states: '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.' A red instruction follows: 'To download this export you must enter the following code exactly as it appears:'. Below this is a text input field with the placeholder text 'Enter 5WXD4cR7 here (case sensitive):'. Underneath the input field is a checkbox labeled 'Include Commodity Codes in download'. At the bottom of the dialog are three buttons: 'Download to Excel', 'Download to CSV', and 'Download to PDF'. Below these buttons, outside the main dialog area, 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

Timeline

- Question Due Date: **Tuesday June 10, 2025, at 4:00 PM CST**
- Bids Due: **Monday June 23, 2025, at 12:00 PM CST**

Late Proposals Will Not Be Accepted

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. Please do not wait until deadline to submit to avoid any technical issues etc.
- For issues with the Portal, contact **Mauricio Beltran** at **mbeltran@thecha.org**.

Questions/Answers

OPEN TO ATTENDEES