

**CHICAGO HOUSING AUTHORITY  
DEPARTMENT OF PROCUREMENT AND CONTRACTS**

**VENDORS' AND BIDDERS' REGISTRATION FORM**

NEW VENDOR

CHANGE OF INFORMATION

Businesses interested in adding, changing or deleting their information from the CHA/PPM's Vendors' and Bidders' list should complete and submit this form. **Please note that completing this registration form does not guarantee automatic notification of solicitations in your particular commodity.**

**Business Name:** \_\_\_\_\_

**Business Owner/President:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/State/Zip Code:** \_\_\_\_\_

**Order and Remittance Address:** *(If different from above)* \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Federal Employer Identification Number (FEIN) or Social Security Number (SSN):** \_\_\_\_\_

*Please check the products and/or services you wish to sell to CHA*

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Construction            | <input type="checkbox"/> Technology Consulting | <input type="checkbox"/> Office Supplies              |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Technology Supplies   | <input type="checkbox"/> Janitorial Supplies          |
| <input type="checkbox"/> Demolition              | <input type="checkbox"/> Human Resource        | <input type="checkbox"/> Bus Services                 |
| <input type="checkbox"/> Electrical Work         | <input type="checkbox"/> Consulting            | <input type="checkbox"/> Catering                     |
| <input type="checkbox"/> Electrical Supplies     | <input type="checkbox"/> Legal Services        | <input type="checkbox"/> Furniture                    |
| <input type="checkbox"/> Plumbing Work           | <input type="checkbox"/> Brokerage Services    | <input type="checkbox"/> Other, Please Describe Below |
| <input type="checkbox"/> Plumbing Supplies       | <input type="checkbox"/> Property Appraisal    | _____   |
| <input type="checkbox"/> Property Management     | <input type="checkbox"/> Messenger Services    | _____   |

It is the policy of the Chicago Housing Authority that Minority and Women Business Enterprises have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. In order to monitor and report our success in this area, we ask you to **voluntarily answer these questions**. This information is for statistical purposes of **ownership** only and has no effect on whether or not you will be awarded a CHA contract.

- African American   
  Hispanic   
  Asian   
  Native American   
  Woman  
 Other: \_\_\_\_\_   
  Non-minority   
  Section 3   
  Disadvantaged (DBE)   
  CHA Resident Owned Business

The Chicago Housing Authority (CHA) **DOES NOT CERTIFY** businesses as MBE/WBE or DBE. However, we accept current certifications from the following organizations and reciprocal agencies in other states: 1) The City of Chicago, 2) METRA, 3) PACE, 4) Cook County, 5) State of Illinois Central Management Services, 6) Metropolitan Water Reclamation District of Greater Chicago, 7) Chicago Transit Authority (CTA), 8) the Chicago Minority Business Development Council, 9) Small Business Administration (SBA) (8a) and; 10) Women's Business Development Center

Please indicate your certifying agency: \_\_\_\_\_  
**(If certified MBE / WBE / DBE, please attach your letter of certification)**

**Submit to: The Chicago Housing Authority, Department of Procurement and Contracts. Attn: Marta Rocha, 60 E. Van Buren, 13<sup>th</sup> Floor, Chicago, Illinois 60605. You may also fax this information to 312-913-7936. For questions regarding this form, please call (312) 913-5870.**