

CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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)

M/W/DBE or SECTION 3 BUSINESS CONCERN NAME: _____

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):

CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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)

2. List commodities/services to be provided for the above-referenced contract:

3. Indicate the total dollar value: \$ _____

4. Does the subcontractor have any business interests related to the Prime? Yes NO

PLEASE NOTE:

SUBSTITUTION/REMOVAL OF SUBCONTRACTOR: A prime contractor that needs to remove or substitute a subcontractor on its approved utilization plan must submit a written request for the removal or substitution of the subcontractor concerned. Only when DPC Compliance approves such a request in writing can the removal or substitution of the subcontractor be done by the prime contractor. Under no circumstance should a prime contractor unilaterally remove or substitute a subcontractor on its CHA/HUD funded contract without prior approval by DPC Compliance.

AFFIDAVIT

The undersigned will enter into a signed agreement with the Prime Contractor listed above within five (5) days after receipt of a signed contract executed by the Chicago Housing Authority.

I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing document are true and correct, and that I am authorized on behalf of the Subcontractor to make this affidavit.

(NAME OF SUBCONTRACTOR/SUPPLIER - PRINT OR TYPE)

(SIGNATURE OF AUTHORIZED PRINCIPAL OR AGENT)

(DATE)

(NAME OF NOTARY - PRINT OR TYPE)

STATE OF _____ COUNTY OF _____ ON THIS _____ DAY

OF _____ 20____ BEFORE ME APPEARED (NAME) _____

to me personally known who, being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by _____ to execute the affidavit and did so as his or her free act and deed.

NOTARY PUBLIC: _____

(SEAL):

COMMISSION EXPIRES: _____