



## SMALL PURCHASE QUOTE REQUEST FORM

### PART 1 – REQUESTOR AND SCOPE OF SERVICES INFORMATION

<b>PROJECT TITLE</b>	ITS Audiovisual & Live-stream Production Services
<b>REQUESTING DEPARTMENT / DIVISION</b>	Procurement & Contracts / Information Technology
<b>RFQ RELEASED DATE</b>	4/29/2025
<b>QUOTE DUE DATE AND TIME</b>	5/13/2025
<b>PERFORMANCE PERIOD</b>	7/15/2025
<b>NEED BY DATE</b>	7/15/2025
<b>CONTACT PERSON NAME/EMAIL</b>	Robert Thompson/rthompson@thecha.org

### PART 2 – SCOPE OF WORK

The Chicago Housing Authority (CHA) is seeking bids from a qualified firm to provide audiovisual and live-stream production services for the Chicago Housing Authority's (CHA) Board Meeting on July 15, 2025, ensuring seamless in-person and virtual engagement. The event will be held at Albany Terrace Apartments, located at 3030 W 21st Pl, Chicago, IL 60623, and streamed live on YouTube in two spaces 1 –community room space and 1-conference room space (audio recording only needed)

#### Minimum Audiovisual Requirements

- Camera coverage for commissioners, podium, ASL interpreter, and public participation.
- Three (3) HD camera packages with studio configuration, headset communications, and operators.
- Two (2) additional cameras for additional coverage.
- Presentation Needs:
  - Two (2) fast-fold projector screens Standard size 90"-120" in diameter.
  - HDMI Connectivity to two (2) existing monitors
  - One wireless multi-casting HDMI transmitter and 4 receivers.
  - CHA requires the ability to connect a laptop and present ad-hoc as needed.
  - Presentation will be provided by CHA and may include videos that require sound.
- Supplemental PA system for adequate sound reinforcement.
- Sixteen (16) gooseneck microphones with mute toggles.
- Two (2) wireless handheld Q&A microphones.
- Public participation podium (provided by vendor) with a kill switch microphone. CHA will provide removable CHA logo sticker.
- Recording setup for conference room closed session with two (2) omnidirectional condenser microphones and a mixer recorder.
- A drape panel or similar will be placed behind the board members to block sun from large windows.
- Video switcher package with streaming capability.
- Minimum 2 speakers on stands and all necessary cabling and consumables, including cable covers for trip protection.
- Two (2) White noise machines for the closed session meeting

## Crew Requirements

Ensure the provision of an adequate crew to perform the following tasks:

- PM to coordinate all meeting requirements.
- Oversee the overall audio quality and mixing.
- Assist with microphone placement and sound adjustments.
- Manage switching between video feeds and graphics.
- Supervise live camera switching and video transitions.
- Ensure proper framing and coverage of all speakers and participants.
- Control video playback and integrate graphics.
- Ensure live feed to YouTube

**Vendor must specify the number of crew members required and outline their respective responsibilities.**

All crew members must possess a minimum of 5 years of professional experience, unless otherwise agreed upon.

## Pre-Event Responsibilities

### 1. Streaming Setup:

- The vendor will assist CHA in setting up their YouTube streaming portal. CHA will provide administrative access for configuration support.

### 2. Run of Show Development:

- CHA will provide agenda
- Vendor will collaborate with CHA to develop a structured run of the meeting.

### 3. Site Survey:

- Conduct a location survey to assess Internet connectivity, lighting, acoustics, and existing audiovisual infrastructure.
- Test camera placement, lighting, and sound requirements for public address and recording.

### 4. Load-In & Equipment Storage:

- Load-in and equipment setup will take place the day before the event, July 14,2025 during normal business hours (8-5). CHA will provide a secure overnight storage area for critical equipment.
- All technical setups must be completed and tested at least **2 hours** before the event start time, July 15, 2025 8:30 AM.

## Day-of-Event Execution

- The event will run from **8:30 AM to approximately 2:00 PM**, though it may extend as late as **4:00 PM**.
- The vendor will oversee all audiovisual operations, live streaming, and in-person presentation support.
- A video camera will be dedicated to covering the **ASL interpreter**.

## Post-Event Deliverables

### 1. Virtual Event Streaming:

- The event will be streamed live on **YouTube** on **July 15, 2025**.

### 2. Recorded Content Delivery:

- Digital copies of all event recordings will be provided to CHA within **one (1) Day** of the event, July 16, 2025.(No editing required)

## Confidentiality & Security

- The offsite closed session will be recorded using **two (2) omnidirectional condenser microphones** into a recorder.
- **Access to this room is strictly restricted**, and no unauthorized personnel will be allowed during recording. The vendor must ensure that audio is being recorded, even though they will not be present in the room.

All discussions during the closed session are confidential.

## Cleanup

- The vendor is responsible for the **cleanup and removal of all equipment**, ensuring no mess is left behind. Cleanup will begin immediately after the event concludes and continue until it is complete. Vendor must provide a **Certificate of Insurance (COI)** prior to the event.

## Event Location & Schedule

- **Event Location:** Albany Terrace Apartments, 3030 W 21st Place, Chicago, IL.
- **Event Date:** July 15, 2025.
- **Event Duration:** Approximately **8:30 AM - 2:00 PM**, though it may extend as late as **4:00 PM**.

This Scope of Work outlines the responsibilities and deliverables for the CHA Board Meeting to ensure a successful in-person and virtual experience. The vendor is expected to adhere to the scope, provide high-quality production services, and meet all deliverable deadlines as specified.

*\*CHA reserves the right to increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary, to waive informalities and technicalities, and to make other changes and modifications consistent with CHA's policies, and the laws and regulations governing HUD programs.*

**All Quote Responses Must Be Typed & Signed by an Authorized Representative from the Respondent's company.**

**The successful Respondent(s) will be required to submit mandatory CHA forms and affidavits within seven days of notice of award.** The mandatory forms will be forwarded to the successful Respondents prior to contract award. Forms should be completed, signed, and notarized where required or marked "not applicable" where appropriate. The mandatory forms are:

- Fee Form
- Contract Utilization Plan
- Compliance Certification Form\*
- Contractors Affidavit\*
- Economic Disclosure Statement Form\*
- HUD-2530
- Required Insurance Certificate (see below **Insurance Requirements**)

**\*These documents are exhibits to this Small Purchase and can be found at**

<https://www.thecha.org/contracting-opportunities/open-solicitations>

**Failure by the Respondent to provide such information within the allotted time will render the Respondent ineligible for award.**

*CHA may reject any or all quotes. Action to reject all quotes shall be taken only for unreasonably high prices, error in the solicitation, cessation of need, unavailability of funds, failure to secure adequate competition, or any other reason deemed appropriate by CHA.*

### **Insurance Requirements**

Prior to the commencement of this Agreement, Vendor/Consultant shall procure and maintain at all times during the term of this Agreement insurance against claims for security breaches, system failures, injuries to persons, damages to software, or damages to property (including computer equipment) which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, or employees. Vendor shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data, infringement of intellectual property, invasion of privacy and breach of data. The insurance carriers used must be authorized to conduct business in the State of Illinois and shall have an A.M. Best rating of not less than A: VII.

### **Minimum Coverage and Limit Requirements**

1. **Commercial General Liability:** General Liability Insurance on an occurrence basis with limits not less than \$1,000,000 per occurrence with an aggregate of not less than \$2,000,000 covering bodily injury and property damage. This coverage shall also include, but not be limited to, contractual liability, products and completed operations, personal and advertising injury.
2. **Workers' Compensation and Employer's Liability:** Coverage must be in accordance with the laws of the State of Illinois and include a waiver of subrogation in favor of Chicago Housing Authority.
  - Coverage A – Statutory Limits
  - Coverage B - Employers Liability - \$500,000 bodily injury or disease each accident; each employee

3. **Auto Liability:** Required when any vehicles (owned, hired and/or non-owned) are used in connection with the Services to be performed, coverage limits of not less than \$1,000,000 each accident combined single limit for Bodily Injury and Property Damage.
4. **Technology Errors & Omissions (including Cyber Liability)** required when Vendor/Consultant provides technology services or technology products under this Agreement, insurance appropriate to the professional services being performed shall provide coverage for the acts, errors, or omissions of Vendor/Consultant with a limit of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses.

**Related Insurance Requirements**

1. Prior to the issuing of the Notice to Proceed by the CHA, the Vendor shall submit a Certificate of Insurance via an email to the CHA Procurement Specialist, evidencing compliance with the insurance requirements set forth above. The Certificate of Insurance evidencing the minimum coverages required herein shall be in force on the Effective Date of the Contract and continuously throughout the duration. The required documentation must be received prior to the commencement of any work under this Agreement.
2. It is understood and agreed to by the parties hereto that Chicago Housing Authority and others listed below shall be included as Additional Insureds on Vendor's liability policies, with the exception of Professional Liability and Employer's Liability and such insurance is primary to and will not seek contribution from any insurance, deductibles, self-insured retentions and/or self-insured programs available to Chicago Housing Authority.

**Certificate Holder:**

Chicago Housing Authority  
60 E Van Buren St.  
Chicago, IL 60605

**Additional Insureds:** Collectively referred to as the "Additional Insureds" shall include Chicago Housing Authority, Chicago Housing Administration, LLC; and/or other Partnership, Limited Liability Company as established by CHA; its respective commissioners, board members, officers, directors, agents, property management firms, agents, employees, invitees and visitors.

**Primary Coverage:** For any claims related to this Agreement, the Vendor's insurance coverage shall be the primary policy. The Vendor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and shall not contribute with insurance provided by the Vendor.

3. The required coverages evidenced on the Certificate of Insurance shall be in force on the Effective Date of the Contract and must be received prior to the commencement of work under this Agreement. Copies of the endorsement(s) adding the CHA to Vendor's policy as an additional insured are required upon request. Updated Certificates of Insurance are required for policies which renew during the term of this Agreement or extensions thereof. Renewal or replacement certificates shall be delivered to [certificates@thecha.org](mailto:certificates@thecha.org). Under no circumstances shall the Vendor allow any required coverage to lapse, cancel or non-renew throughout the duration of the Agreement or extensions thereof.
4. At the CHA's option, non-compliance will result in (1) all payments due the Vendor being withheld until the Vendor has complied with the Agreement; or (2) the Vendor will be assessed Five Hundred Dollars (\$500.00) for every day of non-compliance; or (3) the Vendor will be immediately removed from the premises and the Agreement will be terminated for default. The receipt of any certificates does not constitute agreement by the CHA that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate comply with all Agreement requirements. The insurance policies shall provide for thirty (30) days prior written notice to be given to the CHA in the event coverage is substantially changed, canceled or non-renewed. It is the responsibility of the Vendor to ensure such notice is provided to CHA prior to the condition occurring.
5. The Authority in no way warrants that the minimum limits contained herein are sufficient to protect the Authority from liabilities that might arise out of the performance of the work under this Agreement by the Vendors or its Subcontractors. Vendor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Vendor is not relieved of any liability or other obligations assumed or pursuant to the contract by reason of its failure to obtain or maintain sufficient insurance. If the Vendor maintains broader coverage and/or higher limits than the minimum requirements, CHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CHA.
6. The Vendor shall require all subcontractors to carry the insurance required and adhere to the same requirements and conditions as outlined above for the duration of the Agreement. In the event that Vendor utilizes subcontractors to perform any Services under the Agreement on its behalf, Vendor shall require and verify that such subcontractors maintain the minimum insurance required herein or as appropriate for the work being performed. Vendor shall ensure that CHA is included as an additional insured on subcontractor's liability insurance.
7. The Vendor expressly understands and agrees that any insurance or self-insurance programs maintained by the CHA shall apply in excess of and will not contribute with insurance provided by the Vendor and/or any of its subcontractors.

**PART 3 – VENDOR INFORMATION**

\_\_\_\_\_ (CORPORATE NAME ATTACHED TO  
FEDERAL TAX ID NUMBER) has thoroughly read **RFQ Audiovisual & Live-Stream  
Production Services** and all associated *Addenda* (if applicable) and can provide the  
services as described at the offer submitted on this Quote Form.

**CONTACT INFORMATION FOR CORPORATE OFFICIAL AUTHORIZED TO BIND  
RESPONDENT**

<b>DATE</b>	
<b>CORPORATE AUTHORIZED REPRESENTATIVE</b>	
<b>CORPORATE OFFICIAL E- MAIL ADDRESS</b>	
<b>COMPANY PHONE NUMBER</b>	
<b>COMPANY ADDRESS</b>	
<b>CORPORATE AUTHORIZED REPRESENTATIVE SIGNATURE</b>	

**PART 4 – ADMINISTRATIVE TERMS AND CONDITIONS**

- Required CHA Vendor Registration**

*In order to do business with CHA, Respondent must be a registered vendor prior to submitting a response. If Respondent has already registered with CHA, the Respondent's (Vendor) profile must be up to date.*

*Respondent is responsible for contacting their local authorities to ensure that Respondent has complied with all laws and is authorized and/or licensed to do business in the Territory. All applicable fees associated therewith are the responsibility of Respondent now or hereafter in effect during the contract. Respondent and its employees, agents and subcontractors shall also comply with all Federal, State and local laws regarding business permits and licenses that may be required to carry out the services performed under the contract.*

- Acceptance Period**

*All Respondents submitting a quote must agree to honor the terms and conditions contained herein for a period of one hundred twenty (120) days.*

- Quote Signature**

*The person signing the Quote Form must be a person authorized to bind the Respondent contractually. Unsigned offers will be rejected. Unsigned offers cannot be signed after the quote has been received.*



- **Ownership of Documents**

*All work products generated, prepared, assembled and provided to CHA pursuant to this RFQ become the property of CHA upon receipt. Work products include but are not limited to reports, memoranda, data, survey responses, presentations, and other materials of any nature, or information related to any of the foregoing, which are or were generated in connection with the scope of services described in the contract. Respondents shall not copyright, or cause to be copyrighted, any portion of any document submitted to CHA as a result of this RFQ.*

- **Contractor Status**

*The Contractor shall be an independent Contractor and will not be an employee of CHA.*

- **Funding Limitations**

*This procurement may be funded, in whole or in part, by grant funds provided by the U.S. Department of Housing and Urban Development ("HUD"). CHA will not be bound to any contract if funding has been disallowed by HUD.*

- **Taxes**

*CHA is exempt from sales tax. The Contractor agrees to pay all taxes incurred in the performance of an awarded contract. Freight, handling costs, and taxes shall not be charged to the CHA.*

- **Advertising**

*Respondent agrees not to use the fact of or the results from submission of a quote as a part of any commercial advertising. CHA does not permit the use of CHA's relationship with an entity of purposes of marketing efforts, unless CHA specifically agrees otherwise.*

- **Government Restrictions**

*In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful Respondent to immediately notify Chain writing specifying the regulation which requires an alteration. CHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to CHA.*

- **Compliance & Law**

*The Respondent shall comply with all applicable Federal, State and local laws, regulations, ordinances and requirements applicable to the work described herein including, but not limited to, those applicable laws, regulations and requirements governing equal employment opportunity programs, subcontracting with small and minority firms, women's business enterprise, and labor surplus area firms, equal opportunity for businesses and unemployed and underemployed persons (as referenced in Section 3 of The Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Davis-Bacon Act, and those laws and regulations concerning the abatement and remediation of asbestos and lead-based paint, and shall provide for such compliance in the contract documents.*

*To the extent the work required under this contract is related to development, Respondent shall further comply with the applicable Annual Contributions Contract (ACC) related to such development. To the extent such work is related to a mixed finance development, Respondent shall comply with the provisions of 24 CFR ' 941.208. The Respondent shall obtain, at Respondent's expense, such permits, certificates and licenses as may be required in the performance of the work specified.*



Vendor Name	M/W/DBE and/or Section 3 Status	Certification Attached (Y/N)