



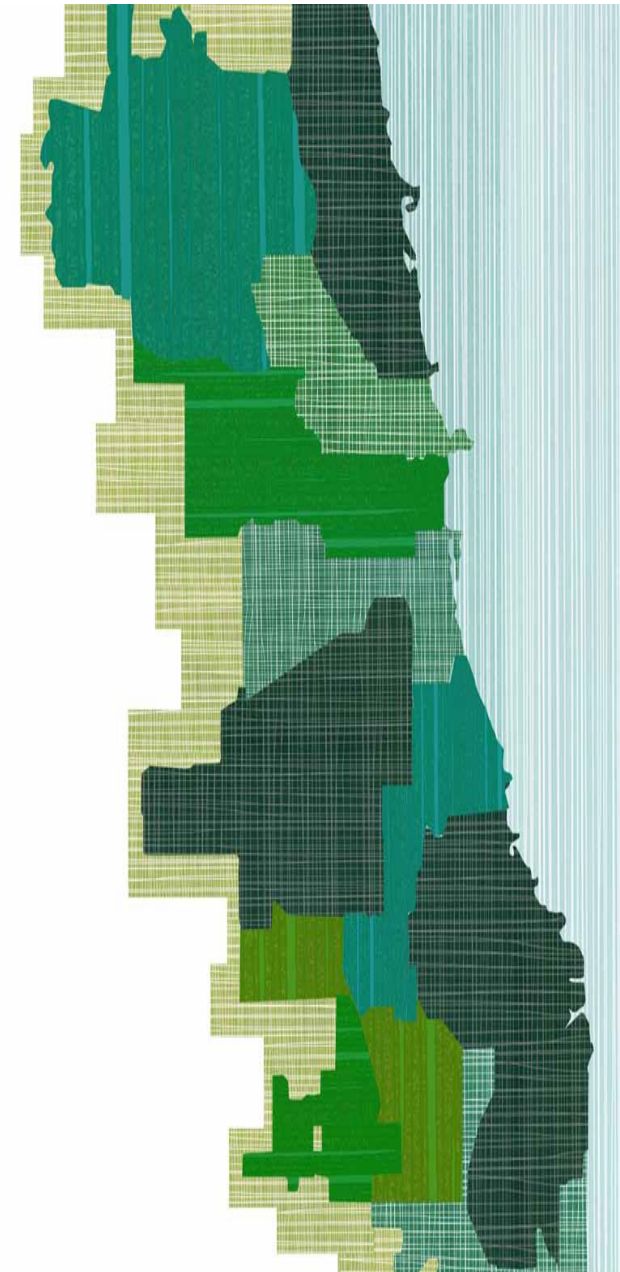
Department of Procurement and Contracts (DPC) Pre-Proposal Conference

Request for Proposal (RFP) Camera System Network Upgrade (Event No. 3276)

Information Technology Services

THURSDAY, APRIL 10, 2025

Event 3276 – Camera System Network Upgrade
Pre-Proposal Conference





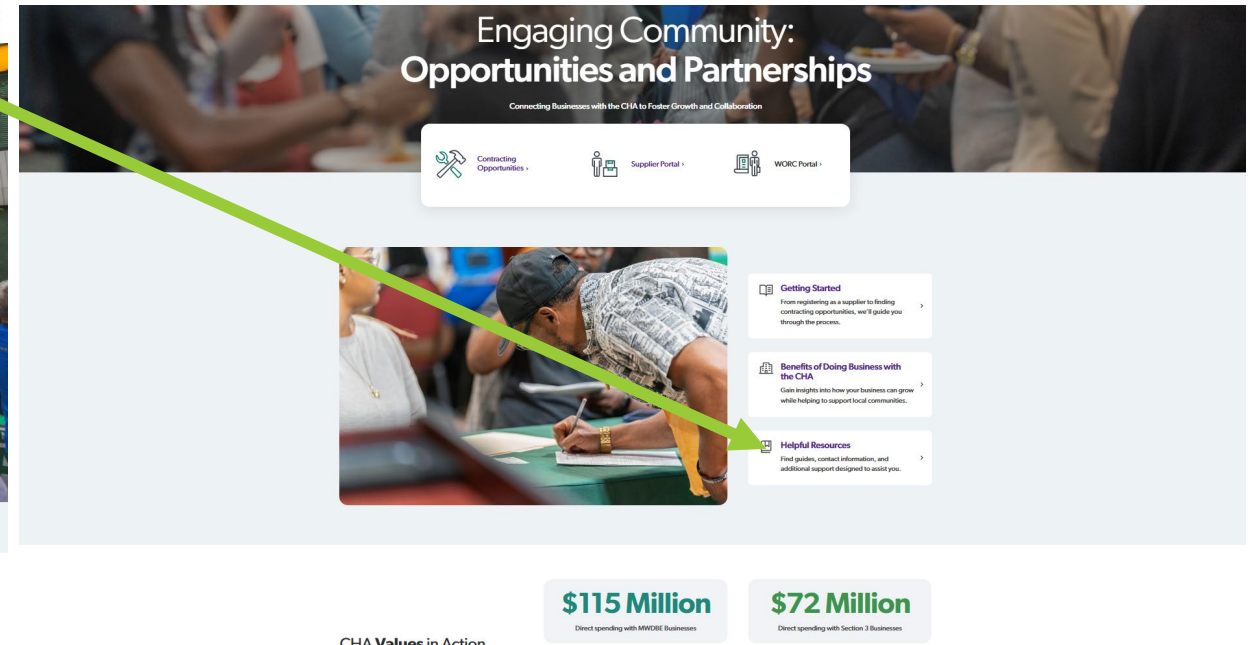
PANEL OF PRESENTERS AND AGENDA

1. **Raymond Adams, Senior Procurement Specialist:** Key Dates, Proposal Requirements, and Submission Information.
2. **Patricia Domask, Director Infrastructure and Security, ITS Operations:** Project Overview, Scope of Services, Fee Form.
3. **Fidel Perez, Compliance Specialist:** Compliance Requirements.
4. **Kaeva Powell, Program Specialist, WORC Advisor:** Workforce Opportunity Resource Center (WORC).
5. **Questions and Answers.**
 1. Copies of this RFP are available on the [CHA Website](#) and the [CHA Supplier Portal](#)
 - Must be registered to download the RFP
 2. A copy of this presentation will be posted on the [CHA Supplier Portal](#)
 3. All communication pertaining to the bidding process for Event #3276 must be issued via the [CHA Supplier Portal](#)

Finding Procurement @ www.thecha.org

To access the [CHA Supplier Portal](http://www.thecha.org) and learn more about contracting opportunities, download forms and documents not included with the RFP, please visit the CHA Homepage at www.thecha.org and click on

Business Partners ➡ How To Do Business With CHA ➡ Helpful Resources For Business Partners ➡ Forms and Documents



For forms not included with the RFP, please download them from the CHA Website www.thecha.org:



About CHA

CHA is the primary municipal agency responsible for providing housing assistance to low-income families and individuals in Chicago.

As a HUD-designated Moving to Work agency, CHA has regulatory and funding flexibility to design locally-driven programs that help residents thrive, expand housing options and increase our operational efficiency.

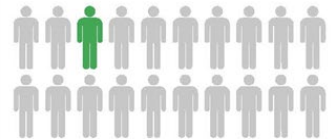
LARGEST 
OWNER OF RENTAL HOUSING IN CHICAGO

3RD LARGEST
HOUSING AUTHORITY IN THE NATION



\$1.2 BILLION
OPERATING BUDGET

572 **FULL TIME EMPLOYEES**



1 IN EVERY 20
CHICAGOANS
RECEIVES
CHA SUPPORT

Information Technology Services Overview

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference

Scope of Services

VENDOR EXPECTATIONS AND EQUIPMENT SPECIFICATION

- The selected vendor will perform camera upgrades across approximately 216 sites, which include senior housing, family residences, scattered sites, the main headquarters, and additional remote facilities. This project encompasses the replacement of 146 servers, 146 SV-16 units, and 5,288 existing cameras that have reached End of Life (EOL), End of Service (EOS), or are no longer functional. Additionally, the vendor is expected to supply and install 1,679 new cameras, along with the necessary supporting infrastructure and connectivity to ensure full operational capability at all Genetec-enabled locations. The vendor is additionally required to deploy complete Genetec systems at five locations that currently lack them. This includes installation of approximately 800 cameras, cabling, AIO security appliances, servers, switches, software, and all other components needed to make the systems fully functional. The selected vendor must provide new, unused equipment, strictly excluding remanufactured or refurbished items. The vendor must also be Genetec certified and able to demonstrate current certification status upon request. A comprehensive maintenance and support plan must be provided for all newly installed components. The vendor is responsible for the lawful recycling of all removed equipment, site cleanup, and restoration of installation areas to their original condition. All infrastructure must be integrated seamlessly into the existing network and be fully compatible with current recording and monitoring platforms. The work will be conducted in occupied senior buildings, and the vendor must implement all safety precautions and phased scheduling to minimize disruption.

Scope of Services

Service Deliverables and Project Management Requirements

- **Equipment Preparation and Disposal:** Vendor will remove outdated equipment and ensure environmentally compliant recycling or disposal.
- **Installation and Deployment:** Vendor will coordinate on-site device setup, and configuration at all locations with CHA.
- **Testing and Quality Assurance:** Vendor will conduct testing and prepare a final acceptance document for CHA.
- **Asset and Inventory Management:** Vendor will track deployment, update inventory, and ensure proper tagging.
- **Post-Installation Support:** Vendor will provide immediate on-site assistance following each deployment to address issues promptly.
- **Maintenance:** Vendor will provide product (Hardware) and technical support plan (software) for all new equipment installed for a three-year base term with 2 additional one-year option terms.

Scope of Services (cont.)

Project Planning, Execution, and Risk Management

The vendor will work closely with CHA's project team to ensure the successful implementation of the Security Camera Upgrade and Replacement initiative. Key responsibilities include:

- Planning & Oversight:** Manage tasks, timelines, risks, and deliverables while coordinating with CHA PMO and providing regular updates.
- Phased Implementation:** Conduct a staged rollout across CHA locations to minimize disruptions.
- Risk Mitigation:** Use strategies like off-peak scheduling, clear communication, and contingency planning to address potential challenges.



Fee Proposal Form

CONTRACT

- Three-year base term
- Two (1) one-year option term
- Anticipated October 2025 start date

FEE PROPOSAL FORM

- A signed and completed Fee Proposal Form is required for all services (separate attachment).
- Signed Fee proposal should individually list services (may group ancillary services with details of services covered in the group) and fee proposed.
- Use more than one page to list all services and sign every page.
- The fee form should be submitted **both** as a Microsoft Excel spreadsheet and as a signed PDF document

*Quantities provided are for bid canvassing purposes only.

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Axis P3258-LV	EA	\$ -	5,351	\$ -
2	Axis P3238-PIE	EA	\$ -	2,411	\$ -
3	Streamvault Genetec SV-100E-2T-I3-ARC	EA	\$ -	159	\$ -
4	Streamvault Genetec SV-4040EX-R28-120T-12-416	EA	\$ -	83	\$ -
5	Streamvault Genetec SV-2030E-R6S-D480-336	EA	\$ -	83	\$ -
Aggregate Total					\$ -

A	B	C	D	E	F
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price	Estimated Quantities*	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
1	Monthly Maintenance and Network Support Fee 3 Yr. Base	MO	\$ -	36	\$ -
2	Monthly Maintenance and Network Support Fee Option Yr. 1	MO	\$ -	12	\$ -
3	Monthly Maintenance and Network Support Fee Option Yr. 2	MO	\$ -	12	\$ -
Aggregate Total					\$ -
Aggregate Total for Column F (3-Year Base + Option Year One + Option Year Two)					\$ -

Additional Service Fees			
A	B	C	D
Unit No.	Specification/ Service Description	Unit of Measure	Bidder's Unit Price
2	Time and Material - 3 Year Base Term	Hourly	
3	Trip Charge - 3 Year Base Term (If applicable)	EA	
4	Time and Material - Option Year 1	Hourly	
6	Trip Charge- Option Year 1 (If applicable)	EA	
7	Time and Material - Option Year 2	Hourly	
8	Trip Charge- Option Year 2 (If applicable)	EA	

Date _____

Signature of Authorized Company Representative _____ Telephone Number _____

Print Name of Authorized Representative _____ Title _____

Name of Company _____ E-mail Address _____

Key Dates

- Questions Due Date: **Tuesday, April 15th, 2025 at 10:00 AM CST**
 - Letter of Intent to Submit a Proposal (See-Attachment B): **Wednesday, April 23rd, 2025, at 10:00 AM**
 - Proposals Due*: **Monday, May 5th, 2025 at 1:00 PM CST**
- **Late proposals will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the Proposal due date.**
- Oral Presentation: **TBD/2025-TBD**

Submittal Requirements (RFP Pages 25-32)

- All proposals must be in accordance with Article V – Submittal Requirements*
- *Non-compliance with Article V requirements may deem a proposal non-responsive.**
- Respondents must submit/upload their response online at: [CHA Supplier Portal](#)
 - **Manual submissions will not be accepted**

Event 3276 Camera System Network Upgrade
Pre-Proposal Conference

PROPOSAL SUBMISSION PAGE



CHICAGO HOUSING AUTHORITY ("CHA")
REQUEST FOR PROPOSAL "RFP" EVENT NO. 3276 (2025)
for
Camera System Network Upgrade

Required for use by
INFORMATION TECHNOLOGY SERVICES
ISSUED ON: Wednesday, April 2, 2025

ISSUED BY: DEPARTMENT OF PROCUREMENT AND CONTRACTS

PROPOSALS DEADLINE:
Monday, May 5, 2025, at 1:00 P.M., CST

Proposals may be submitted early but must be received electronically no later than the date and time listed in the solicitation.

PROPOSALS WILL NOT BE ACCEPTED AFTER THE DUE DATE AND TIME

Respondent Name: _____

Contact Name: _____

Contact Telephone: _____

Contact Email: _____

This selection process is unique to the Scope of Work described herein and notwithstanding any other proposal, qualification or bid requests provided by the Chicago Housing Authority. Proposers must comply with the requirements as defined in this RFP.

Proposal Submission Page

Respondents must include this sheet with the Proposal Package.

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference

Key Information

RESPONDENT CONTACT WITH CHA: The Procurement Specialist identified below is the *sole point of contact* regarding this RFP from the date of issuance until selection of the successful proposer(s).

Tamika Carson, Procurement Director
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren Street, 8th Floor
Chicago, Illinois 60605
Phone: (312) 863-3401
E-mail: Tcarson@thecha.org

Responses shall be submitted via the Supplier Portal at <https://supplier.thecha.org> no later than **Wednesday, March, 26, 2025 by 10:00 AM, CST.**

The Proposer shall be responsible for electronic submission by the due date and time. Late proposals will not be accepted.

An **in-person** pre-proposal conference is scheduled for **Monday, February, 24, 2025**, at 12:00 PM, CST to discuss the scope of services and the CHA diversity and inclusion requirements. The meeting address is Charles A Hayes Family Investment Center, 4859 S Wabash Ave, Chicago, IL 60615 in the Multi-Purpose Room. In order to participate onsite, you will need to **RSVP by Friday, February, 21, 2025 at 12:00 PM, CST** with Tamika Carson via email at Tcarson@thecha.org. Please submit your Company Name, Your Name and email address confirming reservation.

The Letter of Intent to Submit a Proposal, Attachment B, is due **Wednesday, March, 5, 2025**, at 10:00 AM, CST. The Letter of Intent to Submit a Proposal, Attachment B must be submitted via the Supplier Portal at <https://supplier.thecha.org>.

If you do not intend to submit a proposal in response to this RFP, please submit via the Supplier Portal at <https://supplier.thecha.org>, a brief explanation in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and CHA diversity and inclusion requirements must be submitted via the Supplier Portal at <https://supplier.thecha.org>, no later than **Thursday, February, 27, 2025 by 10:00 AM, CST.**

Electronic Submission: CHA requires Respondents to submit an electronic proposal for the above-described Event. Respondent shall upload all documents via the CHA Supplier Portal at: <https://supplier.thecha.org>. Electronic proposal submission requires only one (1) copy. Each submittal section of the electronic proposal shall be labeled and separated into a different file as described in "ARTICLE V Submittal Requirements."

Note: There is no maximum file capacity size when uploading attachments in the Supplier Portal. If you receive an error message that states the "Maximum size is: 50" while uploading an attachment in the Supplier Portal, that error message is referring to the file naming size. The name of your file cannot be more than 50 characters. For questions or assistance with the Supplier Portal, please contact Harriet Herron-King, Procurement Coordinator, at 312-913-7356, HHerron@thecha.org. **Respondent shall bear all costs of responding to this solicitation.**

Please see Key Information on Page 3 of the RFP

- Buyer Contact: Raymond Adams
 - Radams@thecha.org
- This page contains the solicitation key dates:
 - **Questions are due:** Tuesday, April 15, 2025 at 10:00 AM CST
 - **Letter of Intent to Submit a Proposal is due:** Wednesday, April 23, 2025 at 11:00 AM CST
 - **Proposals are due:** Monday, May 5, 2025 at 1:00 PM CST

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference



LETTER OF INTENT

Letter of Intent: Please complete and upload Letter of Intent in the CHA Supplier Portal by **Wednesday, April 23, 2025 at 11:00 AM CST** if your firm intends to submit a proposal.

Important:

Once uploaded you **do not** have to hit submit. You may keep your submission in “draft” until you are ready to submit your complete and final proposal.

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference

RFP Event 3270 (2025) Professional Property Management Services	Property and Asset Management
ATTACHMENT B LETTER OF INTENT TO SUBMIT A PROPOSAL REQUEST FOR PROPOSALS (RFP) EVENT # 3270 Professional Property Management Services Property and Asset Management	
<p>I, _____, the undersigned being a duly authorized official of _____ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.</p> <p>*****</p> <p>PLEASE EXECUTE AND SUBMIT THIS FORM THE SUPPLIER PORTAL AT HTTPS://SUPPLIER.THECHA.ORG. NO LATER THAN Wednesday, March, 5, 2025, at 10:00 A.M. CST.</p> <p>*****</p> <p>FIRM'S NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY: _____ STATE: _____ ZIPCODE: _____</p> <p>TELEPHONE: _____ WEBSITE: _____</p> <p>PRINCIPAL CONTACT: _____ TITLE: _____</p> <p>SIGNATURE: _____ DATE: _____</p> <p>DIRECT PHONE: _____ EMAIL: _____</p>	
47	Chicago Housing Authority

REQUIRED FORMS – VENDOR SUBMISSION CHECKLIST

- Notice the Vendor Submission Checklist to the right of this slide: Please be sure you include all items in your proposal – if applicable.
- For forms not included with the RFP, please download them from the CHA Website. www.thecha.org :
<https://www.thecha.org/contracting-opportunities/forms-and-documents>
- Proposals not containing all the submittal requirements may be deemed non-responsive. **Each form must be individually uploaded & identified.**

The **Financial Information** required for this RFP are:

- Accountant's Report
 - Balance Sheet (last 2 years)
 - Income Statement (last 2 years)
 - Cash Flow Statement (last 2 years)
 - Financial Statement Footnotes (if applicable)
- i. For proposals or contracts awards valued at less than \$500,000, the Respondent must provide the **IRS Tax transcript**.
 - ii. For proposals or contracts awards valued at less than \$1,000,000, the Respondent must provide **compiled** financial statements.
 - iii. For proposals or contracts awards valued at less than \$2,500,000, the Respondent must provide **reviewed** financial statements.
 - iv. For proposals or contracts awards valued in excess of \$2,500,000, the Respondent must provide **audited** financial statements.



VENDOR SUBMISSION CHECKLIST (RFP)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING:

SOLICITATION NAME: Computer Provision and Modernization	
RFPEVENT NO.: 3268	
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Cover letter
	Executive Summary
	Letter of Intent to Submit Proposal
	Qualifications & Experience
	Approach / Work Plan
	Work History with CHA and other Local Public Agencies
	Past Performance (min of 3, max of 5)
	References (3 current) (Attachment E)
	Organization Structure & Key Personnel
	Fee Proposal Form (Attachment A)
	Insurance Requirements
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Economic Disclosure Statement & Affidavit
	Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	Diversity Goals
	Vendor Submission Checklist
	Contractor's Affidavit
	Contract Compliance Certification
	Utilization Plan (UP) M/W/DBE and Section 3 Businesses (Attachment F)
	Letter of Intent -M/W/DBE and Section 3 Subs
	Waiver Request – M/W/DBE Participation Commitments (if applicable)
	HUD: General Conditions for Construction Contracts – Public Housing Programs (Form HUD-5370); When applicable
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

VENDOR SIGNATURE: _____ DATE: _____

SIGNATURE OF RECEIPT: _____ DATE: _____
[For CHA Only]



EVALUATION CRITERIA



EVALUATION CRITERIA	Max. Points
SPECIALIZED EXPERIENCE AND PAST PERFORMANCE (TECHNICAL):	40
APPROACH AND WORK PLAN (TECHNICAL):	30
ORGANIZATION STRUCTURE AND KEY PERSONNEL (TECHNICAL):	10
CONTRACT GOALS Demonstrates understanding of CHA's Contract Requirements, including MWD/BE, Section 3	10
PROPOSED FEES	10
TOTAL COMBINED POINTS	100

ORAL PRESENTATION (TBD)

Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.

**Max.
Points**

TOTAL ORAL PRESENTATION POINTS

30

Event 3276 - Camera System Network Upgrade
Pre-Proposal Conference



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) Department of Procurement and Contracts. The forms are:

- Waiver Request - M/W/DBE Party:** This form includes fields for contract title, bidder information, contract amount, and a section for reasons for waiver.
- Letter of Intent:** This form includes fields for vendor information, contract details, and a section for M/W/DBE certification status.
- Diversity Goals Utilization Plan:** This form includes a table for M/W/DBE utilization goals and a section for other economic opportunities.

**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: \$ _____	
<p>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).</p> <p>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.</p> <p>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:</p> <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	
<p>M/W/DBE and Section 3 Utilization Plans require the approval of the Contract Compliance Division.</p> <p>Make sure that its subcontractor(s) is/are in compliance with the Policies and the Section 3 Utilization Form.</p> <p>I hereby certify that the contents of the forgoing certification are true and correct, and I agree to make this certification.</p>	
2 Revised 08.04.2021	

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.

Diversity Goals Utilization Plan

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>	
M/W/DBE <u>or</u> 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): _____ _____	
Revised 12.2022	Page 1 of 2

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>	
The above-referenced contract: _____	
Requests related to the Prime? Yes NO	
Contractor that needs to remove or substitute a subcontractor on its removal or substitution of the subcontractor concerned. Only when the removal or substitution of the subcontractor be done by the prime or unilaterally remove or substitute a subcontractor on its CHA/HUD	
AFFIDAVIT With the Prime Contractor listed above within five (5) days after awarding Authority. Perjury that the contents of the foregoing document are true and correct and that the contractor to make this affidavit. _____ (DATE) _____ ON THIS _____ DAY SIGNED (NAME) _____ the foregoing affidavit, and did state that he or she was _____ to execute the affidavit and did so as his (SEAL): _____ _____	
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)

SECTION 3

WORC: Assistance for Contractors

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

- Assistance in posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting
- In addition, they will connect with the right team if proposing an OEO opportunity.

For more information visit:



4859 S Wabash Ave. Chicago, IL 60615

Phone: 773-342-WORC (9672)

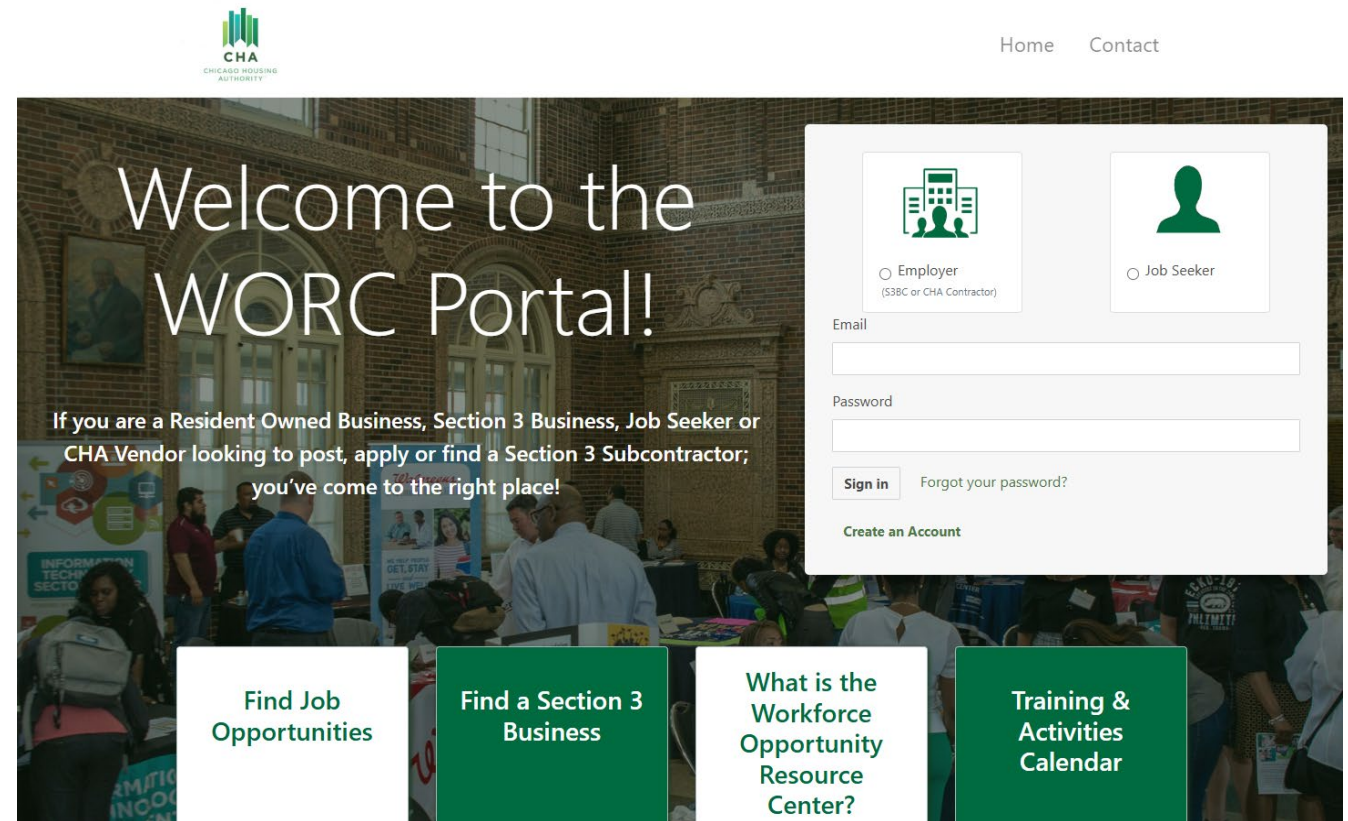
Email: worc@thecha.org

www.thecha.org/residents/worc

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



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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

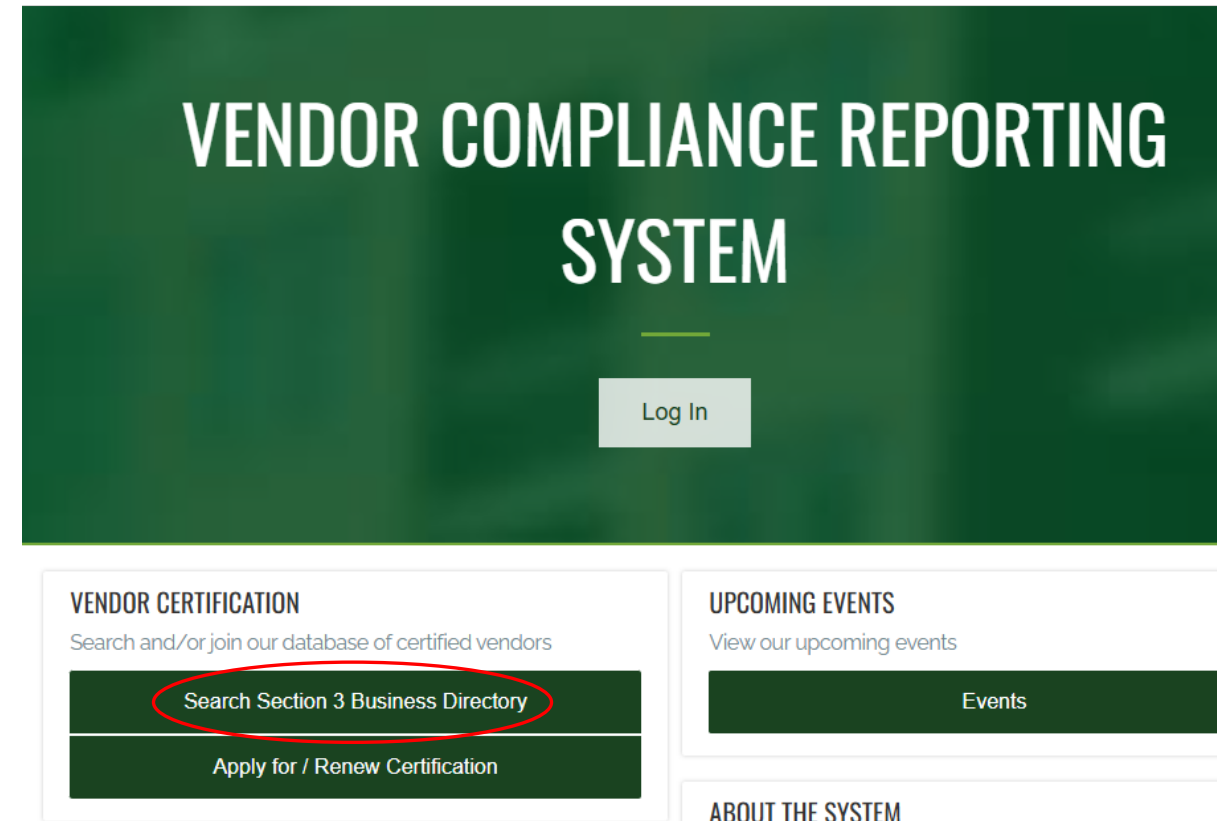
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Finding Section 3 Subcontractors

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.



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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

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

Search by Business Description

BUSINESS DESCRIPTION

Tip: Try just a few letters of a keyword.

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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

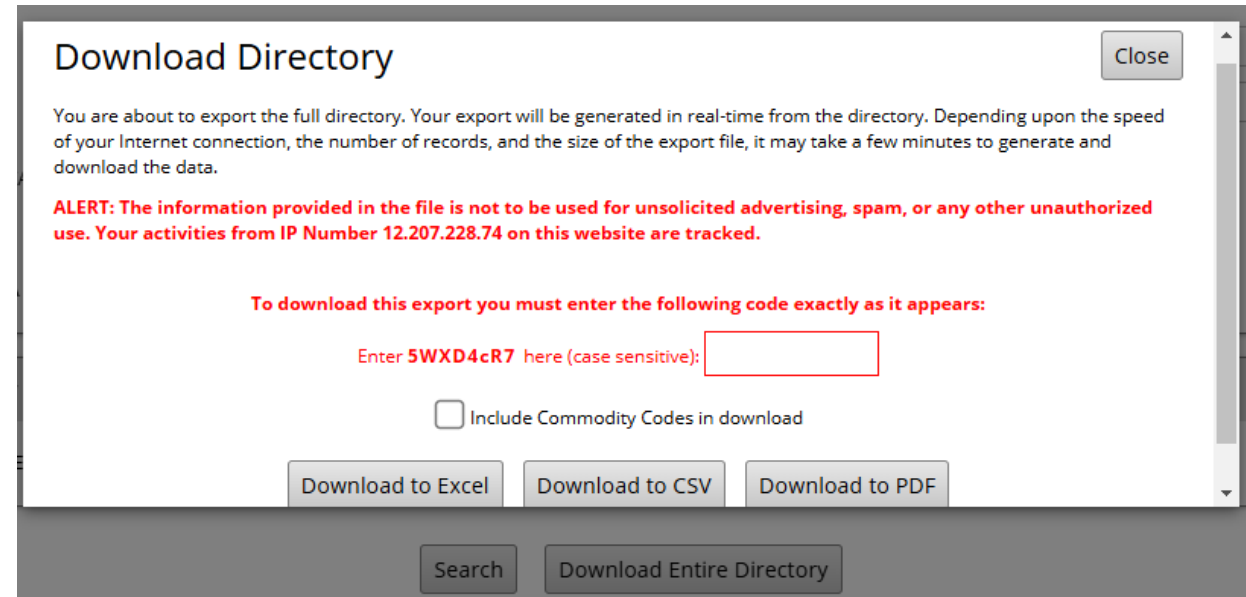
Vendor	Location	Certification
3 brothers landscaping & snow services llc	Chicago, IL	Section 3
A & L ENVIRONMENTAL LLC	Chicago, IL	Section 3
A & M General Contractors, Inc.	Chicago, IL	Section 3
A Plus Contractors	Chicago, IL	Section 3
A&E CONSTRUCTION-CLEANING INC.	Chicago, IL	Section 3
Arthington Ventures, 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

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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



Download Directory Close

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.

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.

To download this export you must enter the following code exactly as it appears:

Enter **5WXD4cR7** here (case sensitive):

☐ Include Commodity Codes in download

Download to Excel Download to CSV Download to PDF

Search 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

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KEY DATES

- Question Due: **Tuesday, April 15, 2025 at 10:00 AM CST**
- Letter of Intent to submit a proposal Due: **Wednesday, April 23rd, 2025, at 11:00 AM CST**
- Proposals Due: **Monday, May 5th, 2025 at 1:00 PM CST**
- Oral Presentation: **To be scheduled at CHA's discretion**

****Late proposals will be rejected without being read. To avoid any possible issues we encourage you to submit your proposals 2-3 days prior to the Proposal due date.**

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SUPPLIER PORTAL

All solicitation communication such as project questions, submitting your bid, uploading documents, etc. must be completed via 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.
- All solicitation forms, documents and submissions should be uploaded individually, and the file name should reflect the document contents (i.e.: bidder financials should be a stand-alone file and the file name should include Financials)
- For issues with the Portal, contact **Raymond Adams at Radams@thecha.org**.

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ANY QUESTIONS?



**THE CHICAGO HOUSING AUTHORITY
LOOKS FORWARD TO YOUR
HIGH QUALITY PROPOSALS
IN RESPONSE TO
RFP Event 3276 - Camera System Network Upgrade**

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