



# INVITATION FOR BID (“IFB”)

The Chicago Housing Authority (hereinafter “the CHA” or “the Authority”) invites qualified firms/organizations (“Bidder”) to submit sealed bids for the below described IFB.

**IFB EVENT NO. 3278 (2025)**  
**For**  
**STAFFING AGENCY – TEMPORARY, CONTRACT & PERMANENT HIRE**

**RELEASE DATE: June 30, 2025**  
**BID OPEN DATE AND TIME: July 22, 2025**

## BID SUMMARY

Bidder’s Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Bid in whole dollars only.

Bidder must bid on all items or the Bid may be deemed non-responsive.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Contractor’s Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Angela Hurlock  
Interim Chief Executive Officer

Sheila Johnson  
Deputy Chief of Procurement

[www.thecha.org](http://www.thecha.org)

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### Attachments:

Attachment A.....	Fee Proposal Form
Attachment B.....	General Conditions for Purchase Orders
Attachment C.....	Utilization Plan

## KEY INFORMATION

### **BIDDER'S GENERAL INFORMATION**

1. **BIDDER CONTACT WITH THE CHA:** The Procurement Specialist identified below is the *sole point of contact* regarding this solicitation from the date of issuance until the selection of the successful Bidder. CHA contact information:

Raymond Adams, Senior Procurement Specialist  
Chicago Housing Authority  
60 East Van Buren Street, 8<sup>th</sup> Floor  
Chicago, Illinois 60605  
Phone (312) 786-3624  
Email: [radams@thecha.org](mailto:radams@thecha.org)

2. **PRE-BID MEETING: Tuesday, July 8, 2025, at 2:00 PM (CST).** CHA strongly encourages all interested firms to attend the virtual pre-bid Meeting. Real-Time online viewing is available. To view the Pre-Bid Meeting online visit Microsoft Teams Town Hall: <https://msteams.link/THVX>
3. **QUESTIONS: Must be submitted in writing to the Supplier Portal <https://supplier.thecha.org> no later than 2:00 PM (CST) on Wednesday, July 9, 2025.** Questions received about this solicitation after the deadline above may not be answered. The Authority reserves the right, at its sole discretion, to respond to questions received after the deadline.
4. **BID DUE DATE AND TIME: Tuesday, July 22, 2025, at 2:00 PM (CST):** No bids will be accepted after the date and time above, at which time all bids received will be publicly opened and read aloud. Failure to submit bid documents in the required quantity and properly executed shall result in the bid being deemed non-responsive and rejected by the CHA for further consideration.
5. **BID OPENING: Tuesday, July 22, 2025, at 2:30 PM (CST).** Bidders may access the bid opening via this link: <https://msteams.link/6M86>
6. **ELECTRONIC SUBMISSION OF SEALED BIDS:** Sealed bids may be submitted electronically via the CHA Supplier Portal at: <https://supplier.thecha.org>. Electronic bid submissions are to be submitted once. Each Submittal section of the electronically submitted bid shall be labeled and separated into a different file as described in Section II. Instructions for Bidders. **FACSIMILE AND E-MAIL TRANSMITTED BIDS WILL NOT BE ACCEPTED.**
- There is no maximum file capacity size when uploading attachments in the Supplier Portal. If an error message is received that states "Maximum size is 50" while uploading an attachment in the Supplier Portal, that error message refers to the file naming size. The file name cannot be more than 50 characters.**
7. **ADDENDA:** Any interpretations, corrections, or changes to the solicitation will be made by addenda issued by the CHA. Any addenda issued will be provided to all prospective Bidders and posted on the CHA's website at: [www.thecha.org](http://www.thecha.org). It is the responsibility of the Bidder to inquire of the issuance of any addenda. If the CHA determines this solicitation should be modified, it will inform all prospective Bidders by distributing addenda to this solicitation before the date for receipt of bids. The CHA reserves the right to issue addenda to correct, modify and amend this Invitation for Bid. Bidders shall acknowledge receipt of all addenda in the Invitation for Bid.

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## **SCOPE OF SERVICES**

The intent and purpose of this IFB is to partner with a highly qualified staffing agency that will play a critical role in supporting the CHA's comprehensive recruitment and workforce management objectives. This agency will be responsible for sourcing, screening, and delivering skilled candidates to fill temporary, contract, and permanent positions across multiple CHA departments. The selected firm must demonstrate the ability to identify candidates who meet the technical and professional qualifications required for each role, and align with CHA's organizational culture, mission, and commitment to serving the community. Additionally, the agency must ensure its compliance with all applicable legal, regulatory and industry standards, fostering a workforce capable of and reflective of CHA's values and operational goals.

### **Scope of Services**

The CHA seeks a qualified staffing agency to support our comprehensive recruitment and workforce management needs across all career levels, including early, entry-level, mid-career, and executive positions. The selected agency(s) will be responsible for delivering skilled candidates to fulfill temporary, contract, and permanent roles across various CHA departments, ensuring candidates align with CHA's skill requirements, cultural values, and regulatory standards. Position locations will vary throughout the City of Chicago and CHA offices, including 60 E Van Buren St, Chicago, IL 60605. Remote work will not be available for any new hire during his/her ninety (90) day probationary period. Certain positions may allow for a hybrid schedule but not guaranteed. All candidates for employment must be available for a two (2) part interview process inclusive of an initial Microsoft Teams meeting followed by an in-person interview at CHA Offices, 60 E Van Buren St, Chicago, IL 60605, or Charles Hayes Family Investment Center, 4859 S Wabash Ave, Chicago, IL 60615.

#### **Core Responsibilities**

- **Candidate Sourcing and Screening:** The agency will identify, screen, and present qualified candidates based on CHA's job requirements. This includes assessing candidates for both technical competencies and cultural fit.
- **Candidate Presentation:** Qualified candidates will be presented to CHA in a timely and organized manner, complete with detailed profiles outlining their experience, skills, and qualifications that align with the position requirements.
- **Transparent Communication:** The agency will maintain open communication with CHA, providing regular updates on candidate availability.
- **Compliance and Reporting:** The agency must adhere to all applicable employment laws and regulations, ensuring that candidates meet all required legal standards. This includes conducting thorough screening processes (i.e., background checks and drug testing) to maintain compliance with CHA policies and industry regulations. Additionally, the agency must provide accurate and timely reporting to document its compliance efforts and hiring outcomes.

CHA is seeking to fill potential opportunities for early, mid-career or executive-level positions within the following industries:

- Administrative & Customer Service
- Finance, Investment & Accounting
- Healthcare & Social Work
- Human Resources
- Legal & General Counsel
- Government & Public Administration
- Risk Management & Compliance
- Marketing & Communications
- Information Technology
- Construction & Engineering
- Real Estate and Property Management
- Procurement and Contracts

- Private Investigation & Security

The Selected Bidder shall recruit hires based on the specifications for each position detailed within the request from the designated Human Resources representative at CHA. Under the directives of CHA, the staffing firm shall respond to all requests within three (3) business days with a minimum of three (3) candidates along with a supplemental resume. For urgent placement requests, CHA shall be provided with a minimum of two (2) candidates within 24hrs of the urgent placement request. CHA's review of resumes will be completed within 1-2 business days, with the expectation of scheduling interviews immediately upon selection of a viable candidate.

## **1. INSTRUCTIONS AND SUBMITTAL REQUIREMENTS FOR BIDDERS**

The Bid Submittal must include the following documents:

- Fee Proposal Form
- Insurance Certificate
- Contractor's Affidavit
- Contract Compliance Certification
- Utilization Plan
- Letter of Intent for MBE/WBE/DBE and/or HUD Section 3 Subcontractors
- Representations Certifications and Other Statements of Bidders, HUD 5369-A Form
- General Conditions for Non-Construction Contracts, HUD 5370-C Form
- Certification of Payments to Influence Federal Transactions, HUD-50071 Form
- Economic Disclosure Statement

**DOCUMENT FORMAT:** These pages and other documents must be in the following form:

- Enter Bidder's name in the space provided on Page 1 of this IFB; and
- Submit ONE (1) ORIGINAL COPY of the "Bid Submittal" form comprising all pages (including the Bidder's completed BF pages for Sections VII and VIII). **PLEASE NOTE:** Each page in the original copy shall bear an original (not photocopied) signature; and
- Submit ONE (1) ORIGINAL of all required MBE/WBE/DBE and HUD Section 3 documents; and
- Submit ONE (1) ORIGINAL of all other required bid documents; and
- Acknowledge receipt of any addenda issued.

Failure to submit the documentation set forth above in may result in the bid package being deemed non-responsive and therefore ineligible for award.

### **BUSINESS LICENSE and PERMIT:**

The successful Bidder(s) shall obtain and pay for all required permits (if applicable), certificates, and licenses for the performance of the services specified herein. Bidders shall post all notices required by law, and shall comply with all applicable laws, ordinances, and regulations which may affect their performance.

### **BID SECURITY: [X] Not Required**

Each Bid must be accompanied by a Bid Bond in the amount of N/A of the total amount of the Bid submitted or a certified check in the same amount, payable to the "Chicago Housing Authority", (the "CHA"). If the Bid and Bid Security have not been received by the CHA prior to the time of the Bid opening, the Bid will not be considered. Checks from unsuccessful Bidders will be returned as soon as practicable after the opening of Bids.

### **FINANCIAL STATEMENTS**

The Bidder/Financially Responsible Party shall demonstrate its financial capacity by submitting the most recent two years of audited, reviewed or compiled financial statements prepared by a third party licensed Certified Public Accountant (CPA). Listed below are the minimum acceptable required documents based upon the amount of the procurement:

The Bidder must provide Financial Statements, which are compiled, reviewed and/or audited as defined below (which may be subject to different levels depending upon the Bidder's proposal and the projected contract value of the award), and which consist of:

- 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 Bidder must provide the IRS tax transcript.**

**For proposals or contract awards valued at less than \$1,000,000 the Bidder must provide complied financial statements.**

**For proposals or contract awards valued at less than \$2,500,000.00, the Bidder must provide reviewed financial statements.**

**For proposals or contract awards valued in excess of \$2,500,000.00, the Bidder must provide audited financial statements.**

The CHA will also evaluate the Bidders based upon analysis of third-party reporting agencies, regulatory agencies, bureaus, etc., as it deems necessary to determine the financial adequacy of the Bidder entity and confirm that the entity is in good financial standing with governmental agencies.

Other considerations in the evaluation of the financial condition of Bidders follow:

- Financial statements must be from a legal business entity (i.e., corporation, partnership, LLC, etc.). The entity name and address listed on the Financial Report should match the address on file with Dun & Bradstreet report in order for CHA to perform financial review.
- If Bidder is not able to provide the Financials 6 months after their fiscal year end, Bidders should provide the reason for delay or non-completion.
- Newly created entities (partnerships, LLC's, etc.) must provide financial statements from the entity's general partner and/or any other financially responsible entity that collectively can demonstrate the capability to complete the contract.
- Internally prepared business entity financial reports generated by the Bidder will not be accepted.
- Personal financial statements or tax returns will not be accepted.
- CHA reserves the right to request Dun & Bradstreet reports in order to make an award determination. Vendors must provide the address on file with Dun & Bradstreet if it differs from the address listed on the proposal.
- CHA reserves the right to request additional information to complete the financial evaluation and review of any Bidders.

## **2. BID PREPARATION AND WITHDRAWAL OF BIDS BEFORE BID OPENING**

### **PREPARATION OF BIDS:**

- i. Bids must be submitted on the forms furnished by the CHA or on copies of those forms and must be electronically signed. The person signing a bid must initial each erasure or change appearing on any Bid form.
- ii. The Bid forms may require Bidders to submit the Bid prices for one or more items on various bases, including lump sum bidding, deductive alternate prices, or any combination thereof.
- iii. If the solicitation requires bidding on all items, failure to do so will disqualify the Bid. If bidding on all

items is not required, Bidders should insert the words “no bid” in the space provided for any item on which no price is submitted.

- iv. Alternate bids will not be considered unless this solicitation authorizes the submission.

**WITHDRAWAL OF BIDS:** No bid will be withdrawn for a period of one hundred twenty (120) calendar days after the opening of bids unless approved by the CHA.

**FALSE STATEMENTS IN BIDS:** Bidders must provide full, accurate, and complete information as required by this solicitation and its attachments. The penalty for making false statements in bids is subject to False Statements, Concealment, 18 U.S. Code § 1001.

**TAX:** This bid shall not include charges for the Illinois Retailers' Occupational Tax ("Sales Tax") on direct sales to CHA or on any material incorporated into or that becomes part of the services, federal excise taxes, or federal transportation taxes. The CHA will provide all contract awardees with a Tax Exemption Certificate.

**MINIMUM WAGE REQUIREMENT:** Any award under this solicitation shall be subject to the current local (i.e., City of Chicago) Minimum Wage Requirement. The Minimum Wage Requirements shall be specifically incorporated as a contractual requirement in any award and agreement that results from this solicitation for any of the Selected Bidder's covered employees. The Bidder must take the Minimum Wage Requirement into consideration in determining its fees for services to be performed or provided by Bidder under its fee proposal and other submissions.

**DISCLOSURE CERTIFICATION:** The Bidder shall be required to certify the following, which must be signed and notarized:

1. The Bidder certifies to the best of its knowledge its principals and any subcontractors used in the performance of services, meet the CHA requirements and have not: (i) violated any City of Chicago or a governmental unit, as defined in 30 ILCS 525/1 ("Sister Agency") policies; codes; state, federal, or local laws; rules or regulations; and (ii) been subject to any debarment, suspension or other disciplinary action by any government agency. If at any time the Bidder becomes aware of any foregoing information, it must immediately disclose it to the CHA.
2. The recommended Bidder will be required to provide, at the appropriate time during the solicitation process, its other business relationships, including but not limited to, board affiliations, positions or board memberships with any other non-profit, government or other Chicago businesses.

**ECONOMIC DISCLOSURE STATEMENT:** Bidders must complete the attached economic disclosure statement and affidavit in the Appendices. The economic disclosure forms must be completed by the Prime Bidder and all subcontractors in their entirety and notarized. Privately held companies and not-for-profit organizations must disclose its board of directors and corporate officers. All companies must disclose the percentage of ownership. Failure to provide complete ownership information may cause your Response to be deemed non-responsive.

### **3. TYPE OF CONTRACT AND CONTRACT REQUIREMENTS**

#### **FIXED FIRM RATE CONTRACT, PERFORMANCE AND TERM:**

1. **FIRM FIXED RATE CONTRACT:** The contract shall be a firm fixed rate contract.
2. **TERM OF CONTRACT:** The term of the contract to be awarded for the performance of services shall be for a two (2) year base period with no option years. The award may be subject to Housing and Urban Development ("HUD") approval or CHA Board of Commissioners' approval.

**PRE-AWARD MEETING:** The CHA reserves the right to conduct a Pre-Award Meeting with the Bidders to

determine if a Bidder is a responsible party pursuant to Federal Law. This meeting may include a review of: (i) visit to the Bidder's facilities and a visit to the facilities; (ii) past performance on other CHA and State and Local government agencies' contracts; (iii) capacity to perform under the terms and conditions of the contract; (iv) on-hand equipment; (v) current employee depth and capabilities; (vi) financial records (vii) resources/capabilities; and (viii) any other area or aspect of the Bidder's integrity, operations and/or capabilities that will assist the CHA in making a determination of a Bidder's responsibility.

#### **AWARD: CONTRACT AWARD-SEALED BIDDING:**

1. The CHA will evaluate bids in response to this solicitation without discussions, and will award a contract to the responsible Bidder whose bid: (1) is responsive and conforms to the solicitation; (2) will be most advantageous to the CHA; (3) is the lowest total price per category; and (4) the price-related factors specified in the solicitation for the base period of One (1) year.
2. The CHA may waive minor irregularities in bids received.
3. The CHA may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or the bid.
4. The CHA may reject a bid as non-responsive if: (1) the bid prices are materially unbalanced between line or sub-line items (2) it is materially unbalanced when it is based on prices significantly less than cost for some items and prices which are significantly overstated with respect to the cost for other items; (3) there is a reasonable doubt that the bid will result in the lowest overall cost to the CHA even though it may be the low evaluated bid; or (4) the bid is so unbalanced as to be tantamount to allowing an advance payment.
5. The CHA reserves the right to reject any and all bids or to reissue or withdraw this Invitation for Bid if competition is deemed inadequate or that it is otherwise deemed to be in the best interest of the CHA. In such instances, the CHA reserves the right to seek procurement by means of non-competitive negotiation.
6. No awards will be made to a Bidder or firm that is on the list of Bidders' ineligibles to receive awards from the CHA or the United States, as furnished by HUD.

#### **SINGLE OR MULTIPLE AWARDS:**

The CHA may elect to award a single contract or multiple contracts for the same services or services to two (2) or more Bidders under this solicitation.

#### **COOPERATIVE PURCHASING:**

From time to time, the CHA, and another Sister Agency, and CHA's Property Management Companies ("Property Manager") may enter into cooperative purchasing agreements for the procurement or use of common goods and services in which one Sister Agency or Property Manager conducts a competitive procurement and another Sister Agency(ies) or Property Manager(s) enter into separate contracts with the Selected Bidder. The Sister Agency(ies) or Property Manager(s) issue purchase orders/delivery orders, process invoices and make payments under separate contracts with the Selected Bidder, as authorized by the Sister Agency or Property Manager. Sister Agencies or Property Managers intending to utilize a competitively solicited CHA contract must notify the CHA's Contracting Officer of the intended participation and identify the contract. The credit or liability of each Sister Agency or Property Manager shall remain separate and distinct. The following Sister Agencies which may be considered by the CHA are City of Chicago; Chicago Park District; Chicago Public Schools; Chicago Board of Education; City Colleges of Chicago; Chicago Transit Authority; Chicago Board of Elections; The Metropolitan Pier and Exposition Authority; Municipal Courts of Chicago; and Public Building Commission.

#### **PERFORMANCE AND PAYMENT BOND: [ X ] Not Required**

**Upon award of the contract**, the Bidder must provide and pay for an acceptable Performance Bond in the amount of **0%** of the contract price or **separate acceptable Performance and Payment Bonds each in the amount of 50% or more of the contract price**. The surety must be a guaranty or surety company which appears on the Treasury Department Circular No. 570, published annually in the Federal Register. Assistance in securing the Performance and Payment Bond is available through the Small Business Administration, which encourages Minority Business Enterprises. The CHA shall not be responsible for the cost of the Performance and Payment Bond.



**W-9 SUBMITTAL:** Upon award of the contract by the CHA, Bidder shall provide a copy of its Request for Taxpayer Number and Certification (W-9) at the time and date specified by the CHA.

**AVAILABILITY OF FUNDS:** The CHA's obligation under the contract is contingent upon the availability of appropriated funds from which payments for contract purposes can be made. No legal liability on the part of the CHA for any payment may arise until funds are made available to the CHA's Contracting Officer for the contract and the Bidder receives notice of such availability, which must be confirmed in writing by the CHA's Contracting Officer.

**CONTRACT DOCUMENTS:** The Contract between parties (the "Contract"), will include the following, which collectively are "Contract Documents": (i) terms and conditions contained within each task order; (ii) all written modifications, amendments and change orders to the contract; (iii) all Specification Bid Form pages BF/1 - BF/13 and Attachment A, when accepted by the CHA: "Special Conditions"; (iv) General Conditions for Construction, HUD 5370 Form or General Contract Conditions for Non-Construction, HUD 5370-C Form (as applicable); (v) the "Work Schedule" as defined in paragraph 6 of HUD General Conditions for Construction and as amended from time to time pursuant to paragraph 6 (if applicable); (vi) the "Instructions to Bidders (form HUD-5369)" or "Instructions to Offerors Non-Construction (form HUD-5369-B)" (as applicable); (vii) applicable wage rate determinations from either the U.S. Department of Labor or HUD; (viii) the Bid Bond, the Performance and Payment Bond or Bonds or other assurances of completion (if applicable); (ix) "Technical Specifications"; (x) drawings, if any; (xi) Bidder's Affidavit or any other affidavits, certifications or representations Bidder is required to execute under the Contract with the CHA; and (xii) MBE/WBE/DBE and Instructions to Bidders regarding Affirmative Action under Executive Orders 11246 and 11914. In the event any provision in one of the sections of the Contract conflict with any provision of any other section, the provision in the section first enumerated herein shall govern except as otherwise specifically stated. The Contract Documents contain the entire Contract between the parties, and no representations, warranties, agreements, or promises (whether oral, written, expressed, or implied) by CHA or Bidder are a part of the contract unless expressly stated therein.

**ONLINE CONTRACT COMPLIANCE SYSTEM:** The CHA maintains an online contract compliance system which provides various services-flow automation features to improve reporting processes. The online contract compliance system will be used to monitor contract compliance, and the Bidder and its subcontractors shall be required to use the secure web-based system to submit all information related to compliance. Prior to commencing services, the CHA will provide the Bidder access to its online contract compliance system.

Accordingly, the Bidder expressly agrees that it, and its subcontractors, shall provide the required compliance data to the CHA via its electronic system available at <https://cha.diversitycompliance.com/>. The Bidder acknowledges that it and its subcontractors are responsible for responding by any noted response dates or due dates to any instructions or requests for information and check the electronic system on a regular basis to manage contact information and Contract records. The Bidder also acknowledges that it is responsible for ensuring that all subcontractors have completed all requested items with complete and accurate information and that their contact information is current. The Bidder shall flow down this provision to subcontractors at every tier.

## **INSURANCE:**

Insurance is applicable to All Contracts as approved by CHA Risk Management.

Prior to the commencement of this Agreement, the Vendor shall procure and maintain at all times during the term of this Agreement insurance against claims for bodily injury or property damage which may arise from or in connection with services performed under this Agreement and from the negligent acts, omissions and errors of the Vendor, its officers, agents, representatives, or employees. 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 per occurrence combined single limit for Bodily Injury and Property Damage.
4. **Professional Liability:** Coverage is required when services are performed by licensed professionals and/or Scope involves performing any financial, auditing, consulting, design, engineering, surveying, testing, or other professional services. Professional Liability insurance appropriate to the Contractor's profession shall provide coverage for the acts, errors, or omissions with a limit of not less than \$1,000,000 per claim or occurrence. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of Services under the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years following termination of Agreement.

#### Related Insurance Requirements

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 work under this Agreement.

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  
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.

Prior to the issuing of the Notice to Proceed by the CHA, the Vendor shall submit a Certificate of Insurance via PINS Advantage Certificate Tracking System, evidencing compliance with the insurance requirements set forth above. You will receive an email with instructions for the submission of your insurance. 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. 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.

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.

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 Vendor or its Subcontractors. The 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.

The Vendor shall require all subcontractors to carry the insurance required and adhere to the same requirements and conditions as outlined above.

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.

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## **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.

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

\* These documents are available on the CHA's website, [www.thecha.org](http://www.thecha.org)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Bidder's Organization Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

CHICAGO HOUSING AUTHORITY

**BID EXECUTION AND ACCEPTANCE**

If this bid is submitted by a joint venture, each business must provide the information requested below AND a copy of the Joint Venture Agreement must be included with the bid. Failure to provide the Joint Venture Agreement will result in the Entire Bid Package being deemed non-responsive. Two (2) copies of this Invitation for Bid must be submitted and must bear original signature(s).

By signing this Bid Execution and Acceptance document and submitting this bid, the Bidder acknowledges and agrees to the following: (1) it has reviewed the Contract Documents and understands and agrees to the terms and conditions contained therein; (2) this bid, and the prices contained herein, shall remain firm if accepted by the CHA within one hundred eighty (180) calendar days of the date of the bid opening; (3) the Bidder shall be bound by the terms and conditions of the Contract; and (4) the Bidder shall perform the services: (i) for the total compensation; (ii) in the term specified below; (iii) based upon the Bidder's bid contained herein as executed below by the CHA's Contracting Officer; (iv) provided that the bid is accepted by the CHA; and (v) provided the Contract Documents are executed by the CHA's Contracting Officer.

Under penalties of perjury as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this bid are true and correct.

(Affix Corp. Seal)

**If a Corporate Seal is not affixed,  
this document must be notarized.  
If neither is done, this entire bid  
shall be considered Non-  
Responsive and rejected.**

\_\_\_\_\_  
(Bidder's Organization Name)

By: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

Subscribed and sworn to before me

\_\_\_\_\_  
(Printed or Typed Name)

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
My Commission Expires:

Title: \_\_\_\_\_  
(If a Corporation, President, Vice President; or if a Partnership,  
Partner or another Officer should Sign. Evidence of authority  
must be submitted.)

Address: \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

City, State, Zip Code: \_\_\_\_\_

Taxpayer ID No: \_\_\_\_\_

Telephone No: ( ) \_\_\_\_\_

Fax No: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
(Contract No.)

The Chicago Housing Authority hereby accepts the Bidder's offer, bid and proposal as set forth in the Specifications for Bid pages in the Lump Sum Base Bid amount of

(\$ \_\_\_\_\_), subject to the terms, conditions and requirements contained in the Contract Documents.

The Bidder agrees not to perform and waives any and all claims of payment for services which would result in billings beyond the above amount without a prior written amendment to the Contract authorizing said additional services. The Bidder recognizes an affirmative duty to monitor its performance and billings to ensure that the scope of services is completed within this firm-fixed contract price.

The Term of this Contract is \_\_\_\_\_

A "Notice to Proceed" will be issued as a separate document upon submission of all required documents.

**CHICAGO HOUSING AUTHORITY**

Title: \_\_\_\_\_  
Sheila Johnson

**Deputy Chief Procurement**  
Chicago Housing Authority  
60 East Van Buren St, 8<sup>th</sup> Floor  
Chicago, IL 60605

Date Signed: \_\_\_\_\_