



ADDENDUM NUMBER 3

Monday, June 30, 2025
Event 3288: IFB for Agencywide Elevator Maintenance and Inspections
Proposal Due Date: July 10, 2025, at 11:00 A.M. CST
Chicago Housing Authority
Department of Procurement and Contracts
60 East Van Buren, 8th Floor
Chicago, IL 60605

Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.

The following revisions, clarifications, additions and/or deletions are included in this Addendum to **Event 3288: IFB for Agencywide Elevator Maintenance and Inspections** and are to be fully incorporated into Respondent's Response therein.

Respondent acknowledges receipt of Addendum:

Respondent's Signature

Date

Item Number 1: Correction to the fee form

An updated fee form has been added to the supplier portal and the CHA website at <https://www.thecha.org/contracting-opportunities/open-solicitations>.

Notable Change: *Pricing for Five (5) year test will be provided as a separate cost for each location.*

Item Number 2: IFB Clarifications

A revised solicitation is included with this addendum that reflects the following clarifications below:

Clarification #1:

Currently reads: 15% profit in some areas and 14% in other areas.

Changed to: *The allowable profit is 14%. A revised solicitation is included with this addendum.*

Clarification #2:

Currently reads: "Provide option #2 cost for 24-hour service as specified above BF-4"

Changed to: *"Provide option #2 cost for 24-hour service as specified".*



Clarification #3: On Page BF-5, Summary, Subpart A

Currently Reads: Include an estimate of call-backs hours anticipated for each month under full maintenance. Include a special overtime rate for approved call-backs with start times being 7:00AM - 3:30PM hours.

Changed to: *Include an estimated cost for call-backs anticipated for each month under full maintenance. Include a special overtime rate for approved call-backs with start times being 7:00AM - 3:30PM hours.*

Clarification #4: Additional language added to Page BF-5, 1. Summary, Subpart C:

C. For both pricing options

Contractor will provide a letter on your company's letterhead of exceptions/prorating elevated locations with specific equipment components under this agreement.

Clarification #5: On Pages BF-7 and BF-14, Subpart D

Currently reads:

D. In the hoist way:

1. Inspect operation of interlocks and door restrictors
2. Verify proper operation of car lights
3. Verify proper operation of call registration lamps
4. Verify proper operation of hall lantern lamps
5. Clean pits
6. Clean outsides of smoke and heat detectors
7. Clean sprinkler heads
8. Clean, Lubricate, and adjust pit equipment
9. Check door operator belts, chains, and linkage (lubricate as necessary)
10. Inspect hoist and governor ropes, springs and 2 to 1 sheaves

Changed to:

D. In the hoist way:

- 1. Inspect operation of interlocks and door restrictors*
- 2. Verify proper operation of car lights*
- 3. Verify proper operation of call registration lamps*
- 4. Verify proper operation of hall lantern lamps*
- 5. Clean pits*
- 6. Inspect outsides of smoke and heat detectors*
- 7. Inspect sprinkler heads*
- 8. Clean, Lubricate, and adjust pit equipment*
- 9. Check door operator belts, chains, and linkage (lubricate as necessary)*
- 10. Inspect hoist and governor ropes, springs and 2 to 1 sheaves*



Item Number 3: Site Visit and Pre-Bid Questions:

1. Are there any permits outstanding with the City?
Response: 15 units out of 156 have pending permits. Maudelle Brown, Patrick Sullivan, Judge Fisher, Las Americas, Mahalia Jackson, , Mary Jane Richardson all have open Mod permits and pending close-out by CHA Capital Construction.
2. Two (2) Sites on the quote list are on contract with Otis. Will those be added to this contract?
Response: Yes
3. Does this solicitation include CAT5 Pricing?
Response: Please price as specified but provide alternates for Cat 5 to be accepted at CHA discretion.
4. Can bidders elect to bid on different properties?
Response: Bidders may elect to bid on one Area or multiple Areas. If a bidder elects to bid on an Area, all properties within that package must be included. Bidders may not select properties within a package.

Item Number 4: Bidder Questions:

1. What company is currently responsible for elevator maintenance & inspection for Ada S. McKinley's Apartment?
Response: Mid-American Elevator
2. We are aware that there are elevators that have incomplete modernizations with open permits/violations. Can you please clarify what the plan is for the outstanding violation/open permits with this IFB?
Response: The Modernization will continue under a separate Agreement with others unless closed out and finalized before this IFB is awarded. If the modernization is still underway, those buildings will be removed from the award until the modernization is complete. The modernized elevator (building) may be added to the service at a separate date. Bidders must include a price for each building.
3. Mahalia Jackson has an open modernization in progress with a work stoppage and no plans for completion as we understand. Please clarify that all open repair, violations and modernization work will be billable to the CHA?
Response: See response to Question No.2.
4. Will the CHA please provide a list of attendees for the non-mandatory pre-bid meeting?
Response: Pre-Bid attendees and Site Visit attendees have been posted to the CHA website and the supplier portal.
5. As it stands now, a new elevator company cannot perform work in the buildings that have open permits with another elevator company. What is the plan for buildings with open permits?
Response: See response to Question No.2.
6. Can you please list the open modernization or outstanding repair issues by building and future intentions? For instance, will outstanding issues be corrected by the contractor awarded this RFP or will it wait for the previous contractor to correct?



Response: 15 units out of 156 have pending permits. Maudelle Brown, Patrick Sullivan, Judge Fisher, Las Americas, Mahalia Jackson, Mary Jane Richardson all have open Mod permits and pending close-out by CHA Capital Construction.

Also, it is to be noted modernization will continue under a separate Agreement with others unless closed out and finalized before this IFB is awarded. If the modernization is still underway, those buildings will be removed from the award until the modernization is complete. The modernized elevator (building) may be added to the service at a separate date. Bidders must include a price for each building.

7. Can you please explain how the CHA intends to handle the ongoing modernizations and warranty period after each mod is completed?

Response: See response to Question No. 2.

8. We understand that a lot of buildings have not had an elevator contractor in place post mod and that maintenance has not been performed for months on some buildings.

Response: No question posed. See the response to Question No. 2 for clarity on modernization and maintenance.

9. Since site visits were not available for the majority of the portfolio and condition is unknown will retroactive maintenance/repairs at the onset of the contract to catch up be billable?

Response: Site visits represented each type of elevator within CHA Portfolio. Retroactivity would not apply because the selected respondent is expected to correct any issues encountered from the time they are awarded a contract.

10. Will security escorts be provided at Loomis Courts for service calls after normal business hours? Our mechanics have experienced numerous dangerous safety threats by residents, visitors and the homeless that are camped out in the hallways at Loomis

Response: Safety and Security concerns or issues may be discussed, or accommodations may be arranged with the successful awardee of this solicitation.

11. There are also no working security cameras. Is there a plan to address the safety of our mechanics to perform work?

Response: See item #10.

12. Can you please provide an updated list of conveyances and most recent and next due CAT1, CAT5 inspections be provided, so that the costs can be properly accounted for in determining bid amounts?

Response: Conveyances are listed in the fee form. Please provide CAT1 and CAT5 pricing per location. CHA retains the option to have contractor perform these services at the quoted price as needed.

13. The bid document does not differ much from the previous bid which was canceled. Can you please let us know why the previous bid for this work was canceled?

Response: It was in the CHA's best interest to cancel all bids and rebid at a later date.

14. Scope of Service: Item A states to include an estimate of call back hours anticipated for each month under Full Maintenance. Where do we enter in this estimate as the bid form does not have a column for hours

Response: See Item No. 3 Clarification #3. Bidders must include an allocated cost for call back time and include it in the unit full maintenance cost as stated.



15. How are we to estimate call hours when only a small sampling of site visits was provided?
Response: Information obtained from the sampling of sites on 6/5/2025 was determined to be sufficient to allow vendors to provide pricing for all sites in this solicitation.
16. Scope of Service: Item B Provide option pricing 2 for 24-hour service. We don't see a column in the bid form to submit an option to include 24-hour service?
Response: Please see response to Question 14.
17. "For both pricing options, the contractor will supply a single letter of exceptions/prorating specific equipment" How will the prorated equipment be evaluated in order to compare bids competitively as a contractor could exclude the pricier items like motors and machines more than 5 yrs. old, ropes, etc. at all locations.
Response: See Item No. 3 Clarification #4. Respondents shall itemize all exclusions which will be taken into consideration at the time of evaluation.
18. OT service request: Travel time will be paid at one hour. Is this an hour each way or one hour per OT callback? It often takes more than an hour to travel a mile during rush hour and travel time on overtime is estimated at an average of 2 hrs. per call.
Response: One (1) hour is allowable under this CHA agreement for area coverage and services for after-hours call-backs and limited travel miles.
19. For regular and overtime calls for work not included such as vandalism, will travel time be billable for all time spent in route. We ask this because many times, we are called for the same billable OT call repeatedly such as people smoking in the elevator
Response: Bidders shall refer to the Scope of Service and Description of Scope Terms where verbiage related to travel times is included.
20. Item M: Extraordinary service/repairs: we don't see that items like anything other than normal wear and tear, obsolete equipment, parts of a different design or upgrades due to new code changes.
Response: Billables shall be reviewed and a decision by the CHA. All extraordinary repairs or services must be authorized by the CHA, in writing, and costs must be included.
21. Under the Monthly maintenance requirement, items such as cleaning the smoke and heat detectors and cleaning the sprinkler heads are normally the responsibility of the building?
Response: Smoke detectors, heat detectors and sprinkler heads should be visually checked by the awarded vendor during inspections. See Item 3 Clarification No. 5.
22. Item 4 Parts/Materials: Are parts to be included in the monthly maintenance price or are all parts billable plus 14% markup?
Response: See Item No. 3 clarification # 1.
23. Item 5: Callbacks: "Provide option #2 cost for 24 service as specified above BF-4" Where is item Bf-4 located?
Response: See Item No. 3 clarification #2.
24. How will the CHA be tracking the required minimum maintenance hours per elevator per month? Will certified payroll be required? Item 7 lists uncomplete maintenance will be a deduct for the missed maintenance. Please clarify the amount of deduction for missed maintenance?
Response: The deductions shall be made upon your hourly rates based on the required work performance as prescribed by related industry standard timelines. Costs related to correcting deficiencies that cause the elevator to fail inspections completed by City officials,



the CHA, its Consultants, or other relevant parties, will be deducted. Reference AIC failure Deductions outlined in the Scope of Service under Item 7 Agreement Fee Deducts. Respondents are required to enter all labor hours into B2G Now.

25. Item 8, there are instructions for the Limited Scope for Dearborn Group but not for the other groups?
Response: Correct.

26. To clarify, this contract is a "Professional services contract" and requires 20% M/W/DBE participation? Is there a specification for MBE/WBE or DBE by the CHA or is it up to the contractor to choose?

Response: Per the Solicitation, this qualifies as a Professional Services contract. In accordance with CHA contract requirements, all Professional Services contracts are subject to a 20% M/W/DBE participation goal. It is the responsibility of the prime contractor to identify and engage qualified M/W/DBE subcontractors to meet this requirement. The subcontractors selected must be certified as Minority-, Women-, or Disadvantaged Business Enterprises (M/W/DBE) by a recognized certifying agency. CHA requires confirmation that all subcontractors proposed for M/W/DBE participation are appropriately certified and encourages early coordination to ensure compliance with this requirement.

27. Item 7 lists a fee for a failed AIC inspection. If a failure occurs for building issues such as a dead phone line will the contractor be fined for building failures?

Response: Yes, it is the responsibility of the contractor to test or check phones monthly and make management aware if it is not working.

28. For Limited Scope for Dearborn Group. Please clarify that all service calls and repairs are billable?
Response: Please refer to the solicitation, Scope of Service – Area 5 Dearborn group for details.

29. Can we exclude bidding an entire group if we chose to?

Response: See Item No. 3 Clarification #4. Bidders may elect to bid on one Area or multiple Areas. If a bidder elects to bid on an Area, all properties within that package must be included. Bidders may not select properties within a package.

30. Most of the recent modernization projects did not include replacing door equipment, which is now over 20 years old and well beyond its expected lifespan. This outdated door equipment is a major contributor to shutdowns and service calls. Attempting to address issues by replacing components as they fail is costly, time-consuming, and fails to resolve the underlying reliability problems, ultimately increasing the bid costs. What is the CHA's plan for the old door equipment? Upgrading or modernizing the door motors and equipment to address reliability issues is not included in the contract scope. Will the contractor bear the costs for repeated calls and repairs due to the old equipment, or will the CHA consider excluding the failing door equipment from the contractor's responsibilities?

Response: See Item No. 3 Clarification #4.

***** END OF ADDENDUM NO. 2*****



Chicago Housing Authority

Tamiko Carson
Director of Procurement