



Non – Compete Justification Memorandum

TO: Sheila Johnson
Deputy Chief Procurement

FROM: *Christopher Stinson*
Christopher Stinson, Director, HQ Facilities

APPROVED: *Mary Howard*
[Mary Howard \(Oct 9, 2024 07:30 CDT\)](#)
Mary Howard, Chief Administrative & Resident Services Officer

DATE: October 8, 2024

SUBJECT: Parking Services for CHA Fleet

VENDOR: Millennium Parking Garages LLC

TERM: 2 Year Base w/ 1 1year option

AMOUNT: \$196,622.20

According to the HUD Procurement Handbook 7460.8 Rev 2 “Procurement by non-competitive proposals shall be conducted only if a written justification is made as to the necessity of using this method in accordance with the procedures described in the PHA’s procurement policy.” Approval to award a contract resulting from a non-competitive proposal does not eliminate or alter any other requirement of §2 CFR 200.320 governing the contract. The justification shall include the following information:

1. Describe the procurement requirement. Description must include a detailed request, including the delivery date and/or date for services to begin:

The Chicago Housing Authority (CHA) HQ Facilities (HQ) Department recommends a new contract with Millennium Park Garages (MPG) for a value not to exceed \$197,000 consisting of a 2-year base term with 1/ 1-year option beginning November 2024 through November 2026.

MPG provides parking for our fleet with a two-block radius from the agency. MPG also provides discounted rates to CHA staff to park on a monthly or daily rate.

2. Provide a history of similar purchases with this vendor or of this requirement.

CHA has held the following contracts with MPG since October 2017:

CONTRACT NO.	DATES	SOLICITATION NO	Amount Ordered to Date	Lifetime Max Amt
12118	10/1/2017-10/29/2021	IFB 2274 (2017)	\$216,855	\$240,240
12730	11/3/2021-11/2/2024	RFQ 3084 (2021)	\$155,785	\$180,617

3. State the specific exception to §2 CFR 200.320(f); (1) through (4) that applies.

State reason for this request (select one):

- _____ (1) The item is available only from a single source;
- _____ (2) The public exigency or emergency for the requirement will not permit a delay resulting from a competitive solicitation;
- _____ (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity;
- X (4) After solicitation of multiple sources, competition is determined inadequate

4. State the unique circumstances, if any, that will support a contract award by sole source or a non-competitive procurement?

Two other vendors responded stating they could not meet the requirements of the solicitation for request for quotes #77532 (2024).

5. Describe the efforts made to find competitive sources (i.e., advertisement in trade journals or local publications; phone calls to suppliers; issuance of a written solicitation, etc.). Attach any market research information.

Efforts to engage vendors and encourage their participation in responding to the solicitation, including targeted outreach and follow-up communications to ensure they are aware of the opportunity and its requirements

6. State the efforts that will be taken in the future to promote competition for this requirement?

In the future, it is expected that HQ and Procurement will implement targeted outreach strategies and conduct follow-up communications to ensure vendors are well-informed about the solicitation and encouraged to participate.

7. **Attach Cost/Price Estimate Form and a Cost Analysis Breakdown (from proposed and previously related procurements) supporting the reasonableness of the proposed non-competitive procurement price.**
8. **Attach completed Contract Compliance Schedules A, C and Contract Compliance Certification.**
9. **Ensure proper documentation and required approvals are prepared as indicated below:**
 - a) **Is a copy of the Requisition attached to this memo? DPC has**
 - b) **Has it been approved by the Deputy Chief of the Requesting Department?**
 - c) **Has the Budget Department acknowledged fund availability? X**

Approved: Sheila Johnson
Deputy Chief Procurement

Date: 10/17/2024



REQUEST FOR QUOTES #77532 (2024)

Parking Services for CHA Fleet (HQ)

Wednesday, September 25, 2024

Tracey Scott, Chief Executive Officer
Sheila Johnson, Deputy Chief of Procurement

PART 1 – GENERAL INFORMATION

1.1 Chicago Housing Authority

CHA is the third largest public housing authority in the nation and the largest single owner of rental housing in Chicago. Through its public housing and voucher programs, CHA serves 135,000 people in over 65,000 households across all 77 of Chicago’s community areas. CHA’s mission is to create and sustain strong communities where seniors thrive and everyone can unlock their economic power, ensuring that every neighborhood in Chicago has quality affordable housing and everyone feels welcome.

In its procurement of its good and services, CHA seeks relationships with vendors who share our values for inclusive and equitable contracting opportunities. CHA strives to be fair, transparent, and practical, and works to optimize the use of public funds through purchasing decisions. For more information, visit www.thecha.org.

1.2 Solicitation Purpose

CHA seeks quotes from qualified firms to provide Parking Services. The Selected Respondent will be required to meet with an appointed contact person for the Chicago Housing Authority to coordinate the designated parking arrangements.

Please Note: Respondents are responsible for reading this Request for Quotes and all exhibits, attachments, addendums, or amendments, in its entirety, as updates and revisions may be added. By submitting a response to this solicitation, the Respondent acknowledges that it has read the entire document and is responding with full knowledge of all terms, conditions, and requirements as set forth.

1.3 Solicitation Schedule

The following Schedule of Events represents CHA’s estimate of the timetable that will be followed in connection with this solicitation:

MILESTONES	DATE AND/OR TIME
RFQ Released	Wednesday, September 25, 2024, by 1:00 P.M. CST
Quote Due Date and Time	Wednesday, October 2, 2024 by 1:00 P.M. CST

CHA reserves the right, at its sole discretion, to adjust this Solicitation Schedule as it deems necessary. All agencies doing business with the Chicago Housing Authority must be a registered vendor. Registration can be completed via <https://supplier.thecha.org>.

1.4 Communications

All procurement actions facilitated by CHA will be conducted in an open, transparent, and competitive manner. CHA will consider with each transaction competitive pricing, quality of work, reputation, and referrals, and understanding of the solicited deliverables and/or requirements. CHA supports solicitation of quotes from all markets with no geographical preferences and to give qualified businesses, including those that are owned by minorities, women, and small business enterprises, opportunity to do business with CHA as Contractors and Subcontractors within CHA’s procurement policy and procedures.

To maintain a fair and impartial competitive process, CHA and any outside consultants assisting CHA with this solicitation shall avoid private communication concerning this procurement with prospective Respondents during the entire procurement process. From the issue date of this RFQ until the final award is announced, Respondents are not allowed to communicate about this RFQ for any reason with any CHA staff and/or outside consultants assisting CHA with this solicitation except:

- Through the RFQ Point of Contact named below.
- As otherwise specified in this RFQ; and/or
- As provided by existing work agreement(s) (if any)

Prohibited communications includes all contact, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. CHA reserves the right to reject the quote of any Respondent violating this provision.

The Point of Contact for this RFQ is:

Raymond Adams, Sr. Procurement Sp.
Procurement & Contracts
Chicago Housing Authority
60 E. Van Buren
Chicago, IL 60605
Phone: 312-786-3624
Email: Radams@thecha.org

Questions must be submitted via email to the above contact by Monday, September 30, 2024.

1.5 Amendments to the RFQ

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.

PART 2 – SCOPE OF WORK

2.1 Scope of Work

BACKGROUND

The Selected Respondent must provide a parking facility and accommodations necessary to provide parking services for the Chicago Housing Authority's Fleet and Employee vehicles including weekend discounted parking services for all full time Chicago Housing Authority employees with proof of employment with the agency. Additionally, the Selected Respondent will provide a parking facility of the highest and best quality that is competitively priced and maintained in a professional manner. Finally, the Selected Respondent must have experience and an established, credible reputation for providing parking services for a large quantity of vehicles on a daily basis. A contract will be awarded for a base period of two (2) years with one (1) annual renewal option.

The Selected Respondent will provide to the CHA parking services for vehicles in accordance with the following requirements:

- CHA Fleet Vehicles (Service Tier A): The CHA requires a minimum of twenty-six (26) reserved indoor parking spaces to accommodate standard size cars, SUV's, and passenger vans. Reserved parking for the twenty-six (26) CHA vehicles must be identified and located in the same contiguous area of the garage. Indoor parking garages shall have a 7' clearance to accommodate the passenger vans.
- CHA Employee Vehicles (Service Tier B): The CHA requires a minimum of fifty (50) indoor parking spaces for CHA employees. The parking spaces shall accommodate standard size vehicles ranging in size from standard passenger cars to full-sized SUVs. These vehicles may be parked on any of the floors throughout the facility. Consistent with past practices, employees shall bear direct responsibility to the Selected Respondent for costs of service, which may be billed directly from and payable directly to the Selected Respondent by each employee utilizing services as a Service Tier B user. Employees may select daily or monthly parking at a discounted price.
- The number of vehicles may be subject to periodic increase/decrease depending on the vehicle

inventory of the fleet. The CHA will provide the Selected Respondent with reports and/or updates that include information for the required number of spaces.

- The parking facility shall be in close proximity (4 block maximum radius) of The CHA Headquarters located at 60 E. Van Buren Street, Chicago, IL 60605 and must be able to accommodate van access.
- The parking facility shall have easy access including in and out privileges 24-hours a day, seven (7) days a week.
- The CHA will be provided with access cards for each vehicle (or other security access method as provided by the Selected Respondent and acceptable to CHA) to access the parking facility.
- The parking facility must have on-site security and be secured 24-hours a day, seven (7) days a week. No CHA vehicles shall be left unsecured. Adequate Security, including openness (minimize hiding places), active systems, including CCTV surveillance cameras, panic buttons, emergency telephones, two-way intercoms, and security patrols must be provided.
- The parking facility must meet ADA accessibility requirements.

The Chicago Housing Authority will review each quote and reserves the right to award one or more vendor(s) based on the lowest responsive and responsible bid and other factors included in this solicitation.

Price Discounts:

Respondents must provide the CHA with a flat monthly rate per vehicle, for Tier A and a price for monthly and daily employee parkers for Tier B.

The CHA reserves the right to review parking rates at the end of the initial twenty-four (24) months of the contract period and, to determine, in its sole discretion, if extension by exercise of an available option term is in the best interest of the CHA.

Respondents must include all costs on the Quote Form; the Selected Respondent will not be allowed to charge for costs not listed on the Quote Form. The quantities indicated are estimated annual quantities based on past services and anticipated future needs. Quantities may be increased or decreased depending on actual need during the contract term; however, no price adjustments will be allowed as a result of a reduction in the quantity purchased.

Pricing/Invoicing:

All equipment supplies, materials and services must be provided by the Selected Respondent and included in the pricing. Proper licensing and insurance are required. Invoices should be submitted once a month for service rendered.

2.2 Performance of Work

Contract period shall be for 2-year base term with 1 Yr. Option from the Effective Date of the contract. The Effective Date of the contract is the date on which the original contract is executed by CHA. The contract may be amended in writing from time to time by mutual consent of the parties.

2.3 RFQ Narrative Response

Each Respondent must submit a narrative response that addresses the scope of work described in Section 2.1 of the RFQ. Brevity with respect to responses is strongly encouraged. CHA will look favorably upon succinct and direct language. Emphasis should be placed on conformity to CHA's instructions, requirements of this RFQ, and completeness and clarity of content.

Quote responses shall be no more than ten (10) pages in length and shall be organized in the following structure:

Cover Page

- A. Identify the name of the project
- B. Company name, address, and main telephone number
- C. Name and title of primary contact person with their direct contact information Team Identification
- D. Identify key staff who will complete the major tasks of this study

- E. Provide a clear statement indicating current workload and demonstrate the ability to take on additional work

Approach & Work Plan

The Respondent must provide a narrative describing Respondent's approach to the Statement of Work, including Quality Assurance/Quality Control (QA/QC) standards that will be used to prevent errors, project management systems to be utilized, plans for effective communications including reporting tools, and specific approaches to technical problems that may lead to cost savings for the CHA.

References

Respondents must provide references from at least three (3) organizations or clients that can address the Respondents' specific capabilities as they relate to the requirements of this RFQ, including company names, addresses, telephone numbers, email addresses, fax numbers and contact persons. Respondent will also list the timeframe of each project and list all uncompleted work.

Financial Information

- A. Quote Form (Exhibit B) which includes a separate "not to exceed" fee total to complete the project. The quoted fees shall include estimated reimbursable fees.
- B. Indicate whether any lawsuits or claims have been filed against the Respondent in the past five (5) years.

Quote responses shall be no more than (10) pages in length, excluding resumes, Quote Form, Mandatory Forms, and any other applicable exhibits specifically requested by CHA within this solicitation. Use Arial font of not less than 11-point size throughout, including all titles, text and any footnotes or citations.

PART 3 – QUOTE SUBMISSION

3.1. Quote Submission Instructions

All quotes must be submitted on the Quote Forms provided by CHA (see **Exhibit B – Quote Form**). Failure to provide a quote for each item delineated on the Quote Forms may result in the quote being determined "non-responsive" and subsequently disqualified from consideration. Respondents should insert the words "No Quote" in the space provided for any item for which no price is submitted. Quotes shall include all travel expenses, wages, supplies, and materials necessary to perform work under the terms and conditions of this RFQ. Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred. Any stipulations made to the Respondent's quote shall subject the quote to rejection. If the Respondent wishes to include additional information, the Respondent may do so with attachments. The CHA will not be accepting manual submissions at this time. All Respondents must submit an electronic proposal via email to the point of contact noted above.

All Quote Responses Must Be Typed.

Along with submission of the Quote Form, each Respondent must submit the following Mandatory Forms:

- **Exhibit A** - RFQ Narrative Responses
- **Exhibit B** - Quote Form (pdf & Excel Form)
- Contract Compliance Certification**
- Diversity Goals Utilization Plan
- Letter of Intent M/W/DBE and/or Section 3 Business Concern**

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:

- Contractors Affidavit**
- Economic Disclosure Statement Form**
- HUD-50071 – Certification of Payments to Influence Federal Transactions**
- Required Insurance Certificate (see **PART 5 – INSURANCE**)

** These documents are exhibits to this Small Purchase and can be found at www.thecha.org/doing-business

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

PART 4 – EVALUATION OF QUOTE RESPONSES

4.1 Quotes Evaluation Protocol

The CHA will evaluate bids in response to this solicitation without discussions and will award a contract to the Respondent whose bid is responsive and conforming to the solicitation and will be advantageous to the CHA based on the qualifications, experience, and overall best value. Cost will not be the sole determinative factor.

CHA reserves the right to award this contract to one Respondent, to make multiple awards, and to accept a quote other than the lowest priced quote. CHA may reject any or all quotes if such action is in CHA's best interest, waive informalities and minor irregularities in quotes received, and award all or part of the requirements stated. Furthermore, CHA reserves the right to delete, add, or modify any aspect of this procurement through negotiations (if applicable) up until the final contract signing.

4.1 Evaluation Factors

The CHA will evaluate bids based on the following factors:

- Price
- Best Overall Value (i.e., supplies, equipment, work plan)
- Service Availability

4.2 Due Diligence

All procurement transactions shall be conducted only with responsible Respondent, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Where warranted and before awarding a contract, CHA shall review the proposed Respondent's ability to perform the contract successfully, considering factors such as the Respondent's integrity, compliance with public policy, record of past performance (including vendor performance reports and contacting previous clients of the Respondent), and financial and technical resources. Respondents shall not be awarded to debarred, suspended, or ineligible Respondents. If a prospective Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared, and the prospective Respondent shall be advised of the reasons for the determination.

PART 5 – INSURANCE

5.1 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. **Garage Keepers Liability:** Shall be maintained with limits of not less than \$100,000 per occurrence. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of Services under the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.
2. **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.
3. **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
4. **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.
5. **Excess Liability:** Required when necessary to meet primary insurance requirement limits, is to follow form of the Primary Insurance requirements outlined above.

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 Contractor'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 Contractor 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 Contractor'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 Contractor 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 Contractor being withheld until the Contractor has complied with the Agreement; or (2) the Contractor will be assessed Five Hundred Dollars (\$500.00) for every day of non-compliance; or (3) the Contractor 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 Contractors or its Subcontractors. Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor 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 Contractor 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.

PART 6 – ADMINISTRATIVE TERMS AND CONDITIONS

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 Rejection of Quotes

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.

6.6 Contractor Status

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

6.7 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.

6.8 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.

6.9 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.

6.10 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 CHA in 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.

6.11 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.

RFQ #77532 (2024) – Parking Services for CHA
Fleet (HQ)

Response Questionnaire

Cover Page

- A. Identify the name of the project.
- B. Company name, address, and main telephone number
- C. Name and title of primary contact person with their direct contact information Team Identification
- D. Provide a clear statement indicating your firm's capacity to provide services as described in the statement of work.

Millennium Parking Garages LLC
5215 Old Orchard Rd #880, Skokie, IL 60077
Issac Riggs, CEO

Contact:
Millennium Garages
Jackie Kane, Director of Sales & Marketing
312.616.1543
jkane@spplus.com

RFQ #77532 (2024) – Parking Services for CHA
Fleet (HQ)

Response Questionnaire

Approach & Work Plan

- E. Provide a written narrative based on the understanding of the project goals and objectives.
- F. Include a work plan and draft project schedule identifying major project tasks, scope of work, meetings, and deliverables for each task.

Parking for employees and fleet at Grant Park South located at 325 S Michigan Ave, Chicago, IL 60604

**RFQ #77532 (2024) – Parking Services for CHA
Fleet (HQ)**

Response Questionnaire

References

- A. Respondents must provide references from at least three (3) organizations or clients that can address the Respondents' specific capabilities as they relate to the requirements of this RFQ, including company names, addresses, telephone numbers, email addresses, fax numbers and contact persons.
- B. Respondent will also list the timeframe of each project and list all uncompleted work.

**RFQ #77532 (2024) – Parking Services for CHA
Fleet (HQ)**

Quote Form Instructions

ALL QUOTE SUBMISSIONS ARE SUBJECT TO REVIEW FOR COMPLETENESS, ACCURACY, AND COMPLIANCE WITH ALL TERMS AND CONDITIONS PROVIDED IN THE RFQ. PRICING MUST BE SUBMITTED ON THE QUOTE FORM WITHOUT CONDITIONS. ANY CHANGES, MODIFICATIONS, ADDITIONAL TERMS AND CONDITIONS, EXCEPTIONS OR OTHER REVISIONS TO THIS RFQ, INCLUDING THE QUOTE FORM, OR FAILURE TO COMPLETE ALL REQUIRED INFORMATION, MAY CAUSE THE QUOTE TO BE DEEMED NON-RESPONSIVE.

Quotes shall include all travel expenses, wages, supplies, and materials necessary to perform work under this Request for Quotes' terms and conditions. Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred. Any stipulations made to the Respondent's quote shall subject the offer to rejection.

1. Completion of open cells in Quote Form:

Respondent is responsible for electronically entering information into the open cells in Quote Form in the Excel spreadsheet. Respondent must complete all open cells in the following fields:

- Parking Facility (Name/Location)
- Monthly Parking Rate per vehicle (column C)
- Available Services

*Subtotals will be automatically populated

2. Signature:

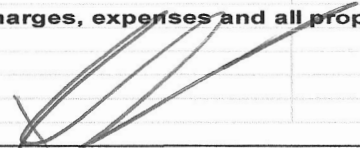
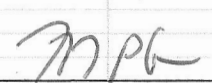
The Quote Form must include a printed name, signature, title, telephone number and e-mail address of an authorized representative of the Respondent.



FEE PROPOSAL FORM

RFQ # HQ 77532 (2024)-Parking Services for CHA Fleet

TWO-YEAR (2) BASE PERIOD					
Tier A – CHA Fleet Vehicles (Monthly)					
Provide a Firm Fixed Rate of Parking Services for a minimum of (26) CHA Designated Reserved Parking for CHA Fleet Vehicles:					
Parking Facility (Name/Location)	Estimated Quantities	Monthly Parking Rate per vehicle	Extended Cost (x 24 months)		
Grant Park South	26	\$ 208.40 -	\$ 130,041.60 -		
Tier B – CHA Employee Vehicles (Monthly)					
Provide a Firm Fixed Rate of Parking Services for the estimated ranges (NOTE: A minimum of (50) is required for contract) CHA Non-Designated Parking for CHA Employees:					
Parking Facility (Name/Location)	Estimated Quantities	Monthly Parking Rate per vehicle	Extended Cost (x 24 months)		
Grant Park South	50	\$ 227.51 -	\$ 273,012.00 -		
Sub-Totals					
Parking Facility (Name/Location)	Base Term Grand Total	Tier 1	\$ 130,041.60 -		
		Tier 2	\$ 273,012.00 -		
Grant Park South	76		\$ 403,053.60 -		
Please Check Services Available:					
Indoor Parking	Outdoor Parking	7 Days/24 Hour Access	Daily Parking Passes	Reserved Parking	In/Out Access
X	N/A	X	Yes, \$15.66 (up to 12 hours)		X
Other Services Available: _____					
A breakdown of all charges, expenses and all proposed operational costs, administrative costs, overhead and profit not listed above must be submitted as an attachment with the Fee Bid Form.					
Authorized Signature <i>Issac CEO</i>			Name of Company <i>MPC</i>		
Printed Name and Title			Date <i>10/2/2024</i>		

YEAR ONE (1) OPTION PERIOD					
Tier A – CHA Fleet Vehicles (Monthly)					
Provide a Firm Fixed Rate of Parking Services for a minimum of (26) CHA Designated Reserved Parking for CHA Fleet Vehicles:					
Parking Facility (Name/Location)	Estimated Quantities	Monthly Parking Rate per vehicle	Extended Cost (x 12 months)		
Grant Park South	26	\$213.40	\$ 66, 580.80	-	
Tier B – CHA Employee Vehicles (Monthly)					
Provide a Firm Fixed Rate of Parking Services for the estimated ranges (NOTE: a minimum of (50) is required for contract) CHA Non-Designated Parking for CHA					
Parking Facility (Name/Location)	Estimated Quantities	Monthly Parking Rate per vehicle	Extended Cost (x 12 months)		
Grant Park South	50	232.50	\$ 139,500.00	-	
Sub-Totals					
Parking Facility (Name/Location)	Option Term Grand Total	Tier 1	\$ 66,580.80	-	
		Tier 2	\$ 139,500.00	-	
Grant Park South	76		\$ 206,080.80	-	
Please Check Services Available:					
Indoor Parking	Outdoor Parking	7 Days/24 Hour Access	Daily Parking Passes	Reserved Parking	In/Out Access
X	N/A	X	X	N/A	X
Other Services Available: _____					
A breakdown of all charges, expenses and all proposed operational costs, administrative costs, overhead					
					
Authorized Signature			Name of Company		
Isaac Riggs CEO			10/02/2024		
Printed Name and Title			Date		



_____(CORPORATE NAME ATTACHED
TO FEDERAL TAX ID NUMBER) has thoroughly read RFQ #77532 (2024) – Parking Services for CHA Fleet (HQ) 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

DATE	10/2/24
CORPORATE OFFICIAL NAME	Millennium Parking Garages LLC
CORPORATE OFFICIAL TITLE	CEO
CORPORATE OFFICIAL E-MAIL ADDRESS	iriggs@nextrealty.com
COMPANY PHONE NUMBER	541-227-3028
COMPANY ADDRESS	5215 Old Orchard Road, #880, Skokie, IL 60077
CORPORATE OFFICIAL SIGNATURE	