

CHICAGO HOUSING AUTHORITY (CHA)
Procurement & Contracts Department Contract Compliance Division

SCHEDULE C

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)

M/W/DBE or 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):

2. List commodities/services to be provided for the above-referenced contract:

3. Indicate the total dollar value: \$ _____

4. Does the subcontractor have any business interests related to the Prime? Yes NO

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PLEASE NOTE:

(a). **SUBSTITUTION/REMOVAL OF SUBCONTRACTOR:** A prime contractor that needs to remove or substitute a subcontractor on its approved utilization plan must submit a written request for the removal or substitution of the subcontractor concerned. Only when DPC Compliance approves such a request in writing can the removal or substitution of the subcontractor be done by the prime contractor. Under no circumstance should a prime contractor unilaterally remove or substitute a subcontractor on its CHA/HUD funded contract without prior approval by DPC Compliance.

AFFIDAVIT

The undersigned will enter into a signed agreement with the Prime Contractor listed above within five (5) days after receipt of a signed contract executed by the Chicago Housing Authority.

I do solemnly declare and affirm under the penalty of perjury that the contents of the forgoing document are true and correct, and that I am authorized on behalf of the Subcontractor to make this affidavit.

(NAME OF SUBCONTRACTOR/SUPPLIER - PRINT OR TYPE)

(SIGNATURE OF AUTHORIZED PRINCIPAL OR AGENT) (DATE)

(NAME OF NOTARY - PRINT OR TYPE)

STATE OF _____ COUNTY OF _____ ON THIS _____ DAY OF _____
20____ BEFORE ME APPEARED (NAME) _____ to me personally known who,
being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by
_____ to execute the affidavit and did so as his or her free act and deed.

NOTARY PUBLIC: _____ (SEAL):

COMMISSION EXPIRES: _____