



**REQUEST FOR QUOTES**  
**ITS LED Monitor (2022)**  
**Thursday, October 13, 2022**

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

## PART 1 – GENERAL INFORMATION

### 1.1 Chicago Housing Authority

The Chicago Housing Authority (“CHA”) is a municipal not-for-profit corporation which provides homes to more than 63,000 households while supporting healthy communities in neighborhoods throughout the city. Designated a Moving to Work agency by the U.S. Department of Housing and Urban Development, CHA has used that flexibility to create innovative partnerships that expand choices and opportunities for the low-income families and individuals it serves.

### 1.2 Solicitation Purpose

The Chicago Housing Authority is soliciting quotes from qualified and experienced electronics companies to procure an Elo's 4202L 42-inch interactive digital signage touchscreen with a 500 nit LED panel with a warranty and a DS-VW765-LQR full-service video wall mount with a quick release from Peerless with a warranty.

**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	Thursday, October 13, 2022 CST
Quote Due Date and Time	Monday, October 17, 2022 by 3:00 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:**

Allante Wallace, Procurement Specialist  
Chicago Housing Authority  
60 E. Van Buren  
Chicago, IL 60605  
Phone: 312-786-6683  
Email: [awallace@thecha.org](mailto:awallace@thecha.org)

**Questions must be submitted in via email to the above contact.**

**1.4 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**

The Chicago Housing Authority (CHA) is seeking bids from a qualified company to provide pricing for twelve Elo's 4202L 42-inch interactive digital signage touchscreen with a 500 nit LED panel with warranty.

**Annual Pressure Testing:**

N/A.

**Pricing/Invoicing:**

All equipment supplies and materials 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 no amount of time 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**

- Identify the name of the project
- Company name, address, and main telephone number
- 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
- **Exhibit C** - HUD 5369-C - Certifications and Representations of Offerors Non-Construction Contract
- **Exhibit D** – Compliance Affidavit

**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
- Schedule A: M/W/DBE Utilization Plan
- Schedule C: Letter of Intent M/W/DBE and/or Section 3 Business Concern
- Economic Disclosure Statement Form
- HUD-50071 - Certification of Payments to Influence Federal Transactions
- Required Insurance Certificate (see **PART 5 - INSURANCE**)

**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.

### **4.2 Evaluation Factors**

The CHA will evaluate bids based on the following factors:

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

### **4.3 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 the Agreement, Vendor/Contractor agrees to procure and always maintain during the term of contract insurance against claims for bodily injury or property damage claims which may arise from or in connection with performance of the work related to the contract and the results of that work or services provided by the Vendor/Contractor, its agents, representatives, employees or subcontractors.

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.

#### **Workers' Compensation and Employer's Liability**

Coverage must be in accordance with the laws of the State of Illinois and endorsed with waiver of subrogation in favor of Manager and Chicago Housing Authority.

- Coverage A – Statutory Limits
- Coverage B – Employers Liability - \$500,000 bodily injury or disease each accident; each employee

#### **General Liability Insurance**

General Liability Insurance written on an occurrence form with limits of not less than One Million Dollars (\$1,000,000) per occurrence and aggregate of not less than Two Million Dollars (\$2,000,000). The insurance policy is to include coverage for Bodily Injury and Property Damage, Contractual Liability, Products-Completed Operations, Personal & Advertising Injury. CHA must be included as an additional insured and such insurance will be endorsed as primary and non-contributory with any other insurance available to CHA.

#### **Automobile Liability Insurance**

When any motor vehicles (owned, non-owned and hired) are used in connection with the Services to be performed, the subcontractor shall provide Comprehensive Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence Combined Single Limit, for bodily injury and property damage. CHA must be included as additional insureds on a primary and non-contributory basis.

**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, construction management firms, agents, employees, vendors, 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.

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. Vendor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. 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.

Renewal Certificates are required prior to expiration of current insurance coverage. The receipt of any Certificate of Insurance does not constitute agreement by the CHA that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with the requirements of the Contract. The insurance policies shall provide for thirty (30) days written notice to be given to the CHA in the event coverage is substantially changed, canceled or non-

renewed.

## **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 for 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, Respondentshall 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 - ITS LED Monitor (2022)

## Response Questionnaire

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**Cover Page**

- 6.11.1 Identify the name of the project
- 6.11.2 Company name, address, and main telephone number
- 6.11.3 Name and title of primary contact person with their direct contact information Team Identification
- 6.11.4 Provide a clear statement indicating current workload and demonstrate the ability to take on additional work.

## Response Questionnaire

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### Approach & Work Plan

- A. Written narrative based on the understanding of the project goals and objectives.
- B. Work plan and draft project schedule identifying major project tasks, scope of work, meetings, City responsibilities, and deliverables for each task.

RFQ - ITS LED Monitor (2022)

**Response Questionnaire**

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**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 - ITS LED Monitor (2022)****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:

- Bidder's Unit Price (column D)
- Total Bid Price (column F)

**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

LED Monitor Information Technology Systems (ITS)

A	B	C	D	E	F
Part No.	Specification /Item Description	Unit of Measure	Bidder's Unit Price	Quantities	Total Bid Price (Bidder's Unit Price x Estimated Quantities)
Base Term					
	Elo's 4202L 42-inch interactive digital signage touchscreen w/ warranty	EA		12	\$
Total Base Term Price					\$

\_\_\_\_\_ (CORPORATE NAME ATTACHED  
TO FEDERAL TAX ID NUMBER) has thoroughly read **RFQ - ITS LED Monitor (2022)** 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	
CORPORATE OFFICIAL NAME	
CORPORATE OFFICIAL TITLE	
CORPORATE OFFICIAL E-MAIL ADDRESS	
COMPANY PHONE NUMBER	
COMPANY ADDRESS	
CORPORATE OFFICIAL SIGNATURE	