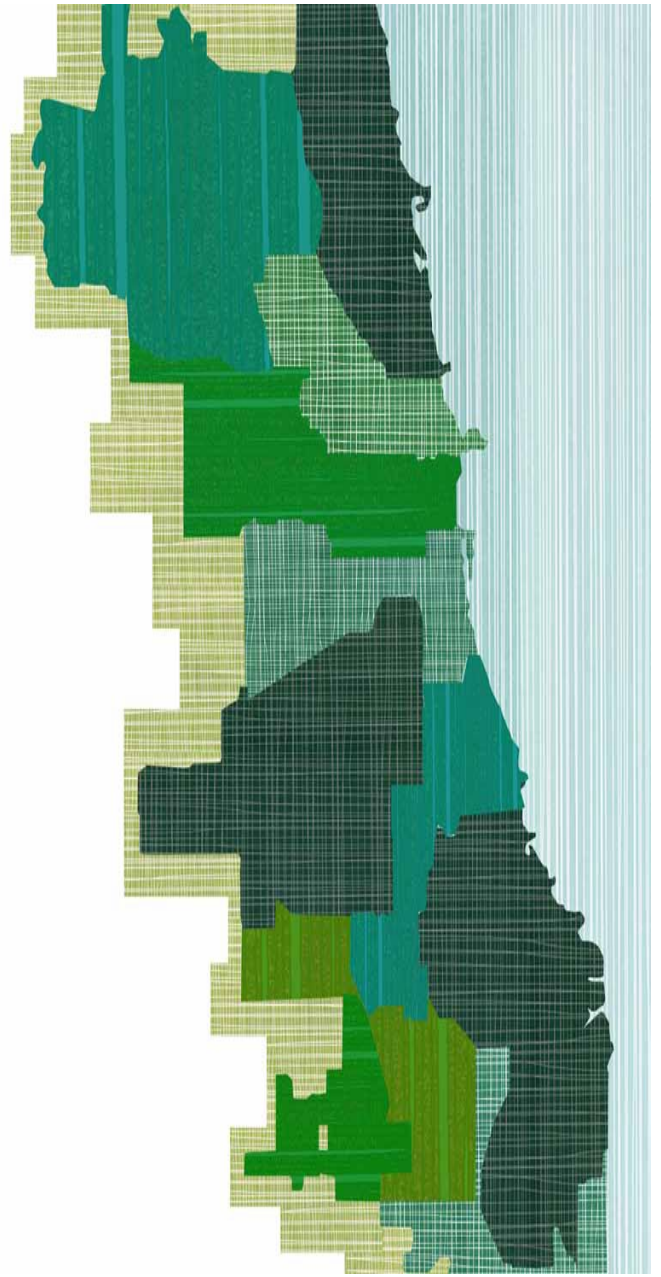
CHA
CHICAGO HOUSING AUTHORITY™

Department of Procurement and Contracts (DPC)
Pre-Proposal Conference

Request for Proposal (RFP)
Integrated Pest Management Services
(Event No. 3221)



JANUARY 20, 2023

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

Agenda

1. **Lynette DeJohnette, Manager of Compliance & Process – Property & Asset Management:** Project Background, Scope of Work
2. **Frederica Juste, Procurement Specialist- Dept. of Procurement and Contracts:** Proposal Requirements, Key Dates, and Submission Information
3. **Melanie Lockhart, Contract Compliance Specialist- Dept. of Procurement and Contracts:** Diversity Commitments
4. **James Matheny, Program Specialist/Training & Technical Assistance - Workforce Opportunity Resource Center (WORC):** Section 3 Opportunities

1. If you signed in as a guest, please put the company name and your name in the chat box
2. Copies of this RFP are available through the CHA Supplier Portal
   - Must be registered to download the RFP
3. A copy of this presentation will be posted on the CHA Supplier Portal

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

Project Background/Scope of Work

The Chicago Housing Authority is one of the largest public housing agencies in the nation, providing more than 21,000 affordable housing units for individuals and families within the City of Chicago. An integrated pest management plan is essential to maintaining the agency's property-based assets and ensuring the quality of life for CHA residents and the communities that host CHA properties. CHA is seeking proposals from licensed, certified and experienced extermination service providers to provide routine inspections, treatments, and implement an integrated pest management plan across CHA residential and non-dwelling properties. The integrated pest control management plan shall include a combination of physical, cultural, biological, or chemical control substances, processes, or devices and the removal of pests in the safest manner. All services shall be provided with efforts to preserve assets and with the health and the safety of all stakeholders agents in mind.

Category A - Monthly Pest Control Services

Routine pest control services are comprehensive in nature and include but are not limited to inspections, quick visual checks for bed bugs, flushing, application, baiting, rodent removal, trapping, monitoring, and cleanup of all debris generated by the performed service or services. Coverage includes residential units, non-dwelling indoor / outdoor storage and common spaces (exterior & interior), the perimeter of the buildings, administrative spaces, and other occupancies of the CHA within each site.

Category B - Bed Bug Extermination and Remediation Program with Canine Inspections

Bed bug remediation services shall include thorough visual inspections, canine inspections (biannual -twice yearly for confirmed locations), and preparation and treatment when activity is confirmed. Such bed bug remediation services shall be comprehensive in nature and include but are not limited to inspection, preparation, application, baiting, removal, trapping, monitoring, and cleanup of all debris generated by the performed service or services.

Key Dates

- Question Due Date: **01/27/2023 at 3:00 PM CT**
- Proposals Due*: **02/10/2023 at 12:00 PM CT**

**Late proposals will be rejected without being read*

Submittal Requirements (RFP Pages 13-18)

- All proposals must be in accordance with Article V – Submittal Requirements*

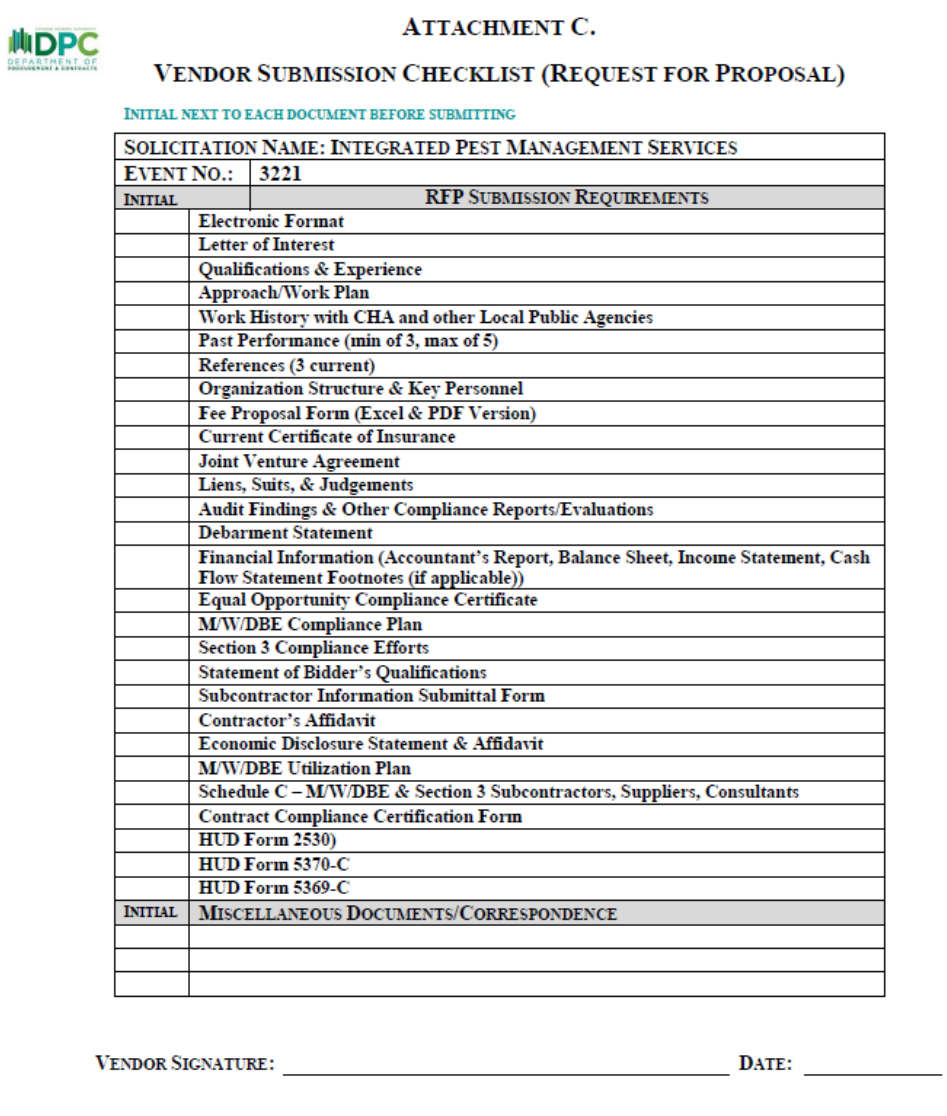
**Non-compliance with Article V requirements may deem a proposal non-responsive*

- Respondents must submit/upload their response online at: CHA Supplier Portal
- **Manual submissions will not be accepted**

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

Submittal Requirements, cont.

- Financial Information (**Reviewed** or **Compiled**)
  - Accountant's Report
  - Balance Sheet (last 2 years)
  - Income Statement (last 2 years)
  - Cash Flow Statement (last 2 years)
  - Financial Statement Footnotes (if applicable)
- Respondents are required to submit responses online at: CHA Supplier Portal
- **Manual submissions will not be accepted**



ATTACHMENT C.

VENDOR SUBMISSION CHECKLIST (REQUEST FOR PROPOSAL)

INITIAL NEXT TO EACH DOCUMENT BEFORE SUBMITTING

SOLICITATION NAME: INTEGRATED PEST MANAGEMENT SERVICES	
EVENT NO.:	3221
INITIAL	RFP SUBMISSION REQUIREMENTS
	Electronic Format
	Letter of Interest
	Qualifications & Experience
	Approach/Work Plan
	Work History with CHA and other Local Public Agencies
	Past Performance (min of 3, max of 5)
	References (3 current)
	Organization Structure & Key Personnel
	Fee Proposal Form (Excel & PDF Version)
	Current Certificate of Insurance
	Joint Venture Agreement
	Liens, Suits, & Judgements
	Audit Findings & Other Compliance Reports/Evaluations
	Debarment Statement
	Financial Information (Accountant's Report, Balance Sheet, Income Statement, Cash Flow Statement Footnotes (if applicable))
	Equal Opportunity Compliance Certificate
	M/W/DBE Compliance Plan
	Section 3 Compliance Efforts
	Statement of Bidder's Qualifications
	Subcontractor Information Submittal Form
	Contractor's Affidavit
	Economic Disclosure Statement & Affidavit
	M/W/DBE Utilization Plan
	Schedule C – M/W/DBE & Section 3 Subcontractors, Suppliers, Consultants
	Contract Compliance Certification Form
	HUD Form 2530)
	HUD Form 5370-C
	HUD Form 5369-C
INITIAL	MISCELLANEOUS DOCUMENTS/CORRESPONDENCE

VENDOR SIGNATURE: _____ DATE: _____

Note: This presentation is a reference and is not a replacement for the comprehensive RFP

Evaluation Criteria

- Technical/ Compliance/ Proposed Fees: 100 Points
  - Specialized Experience and Past Performance (Technical -30 points)
  - Approach and Work Plan (Technical- 30 points)
  - Organization Structure and Key Personnel (Technical – 10 Points)
  - Diversity and Inclusion Goals (Compliance- 10 points)
  - Proposed Fees (20 points)
- Oral Presentation **(Optional)**: 30 Points
  - Vendors with an evaluation score that falls within the competitive range will be invited for oral presentations.

Diversity & Inclusion Requirements

CHA is committed to:

Diversity, Equity, and Inclusion using our resources to further advance minority, women, disadvantaged businesses (including Section 3 Businesses) and residents.

- We achieve this by:
  - Contracting with and hiring MWD/BE and S3 Businesses
  - Upholding HUD's Section 3 rule
  - Facilitating business relationships between vendors and contractors

Contract Goals – Diversity Requirements

In accordance with the Chicago Housing Authority Diversity policy, the following are required:

M/W/DBE utilization requirement is:				
Type of Contract	**Contract Amount**	**MBE/WBE/DBE Participation**	**Section 3 Business Subcontracting (>$250,000)**	**Section 3 Labor Hours (25% of which 5% is through CHA resident hires)*** **
Construction	$50,001+	30%	10%	25%
Supply & Delivery	$50,001+	20%	3%*	N/A
Professional Services	$50,001+	20%	3%**	25%

*Or indirect **excludes direct support service providers *** Required regardless of contract amount

Contract Requirements– Section 3

The CHA will require vendors to document all labor hours using the B2GNow or LCP Tracker platform.

HUD requires CHA's compliance under the new Section 3 rule:

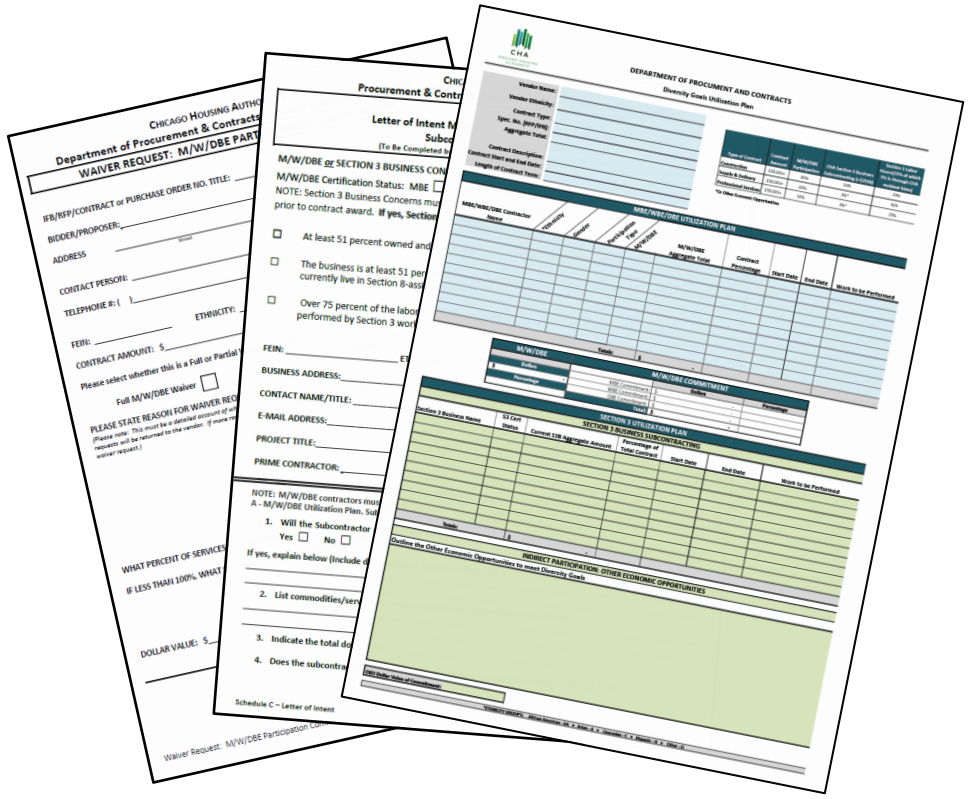
- ✓ 25% or more of the total labor hours worked are completed by **Section 3 Workers**
- ✓ 5% or more of the total labor hours worked are completed by **Targeted Section 3 Workers** (this 5% is part of the overall 25% requirement)

Further regulation details can be found at the provided link: https://www.hud.gov/program_offices/field_policy_mgt/section3

Required Documents

Documents needed to capture compliance with CHA's contract requirements are:

- Diversity Goals Utilization Plan
- Letter of Intent
- Contract Compliance Certification
- Waiver Request-M/W/DBE (if applicable)

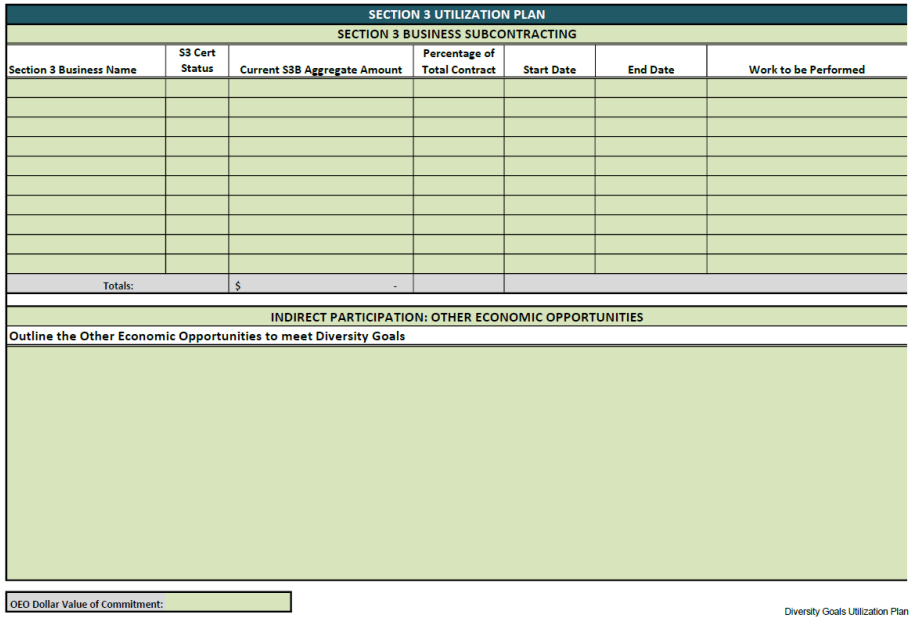


**Each requires a signature from the Authorized Principal of the firm.*

Required Document – Diversity Goals Utilization Plan

In order to ensure the validity of the work, the Prime Contractor must complete the *Diversity Utilization Plan*, listing the M/W/DBE and Section 3 firms they will contract work with, along with other pertinent contract information.

The Prime Contractors are required to **subcontract 30% of the total contract value for *construction contracts*** and **20% of the total contract value for *professional contracts*** that total over $50,001 to an M/W/DBE certified business.



SECTION 3 UTILIZATION PLAN

SECTION 3 BUSINESS SUBCONTRACTING

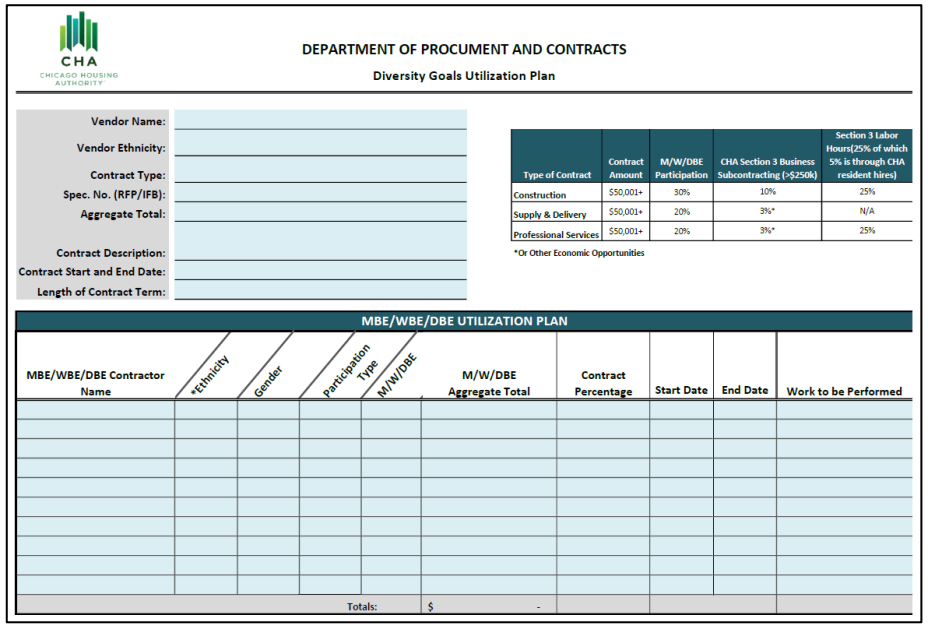
Section 3 Business Name	S3 Cert Status	Current S3B Aggregate Amount	Percentage of Total Contract	Start Date	End Date	Work to be Performed
Totals:		$ -				

INDIRECT PARTICIPATION: OTHER ECONOMIC OPPORTUNITIES

Outline the Other Economic Opportunities to meet Diversity Goals

OEO Dollar Value of Commitment:

Diversity Goals Utilization Plan



CHA CHICAGO HOUSING AUTHORITY

DEPARTMENT OF PROCUREMENT AND CONTRACTS

Diversity Goals Utilization Plan

Vendor Name:
Vendor Ethnicity:
Contract Type:
Spec. No. (RFP/IFB):
Aggregate Total:
Contract Description:
Contract Start and End Date:
Length of Contract Term:

Type of Contract	Contract Amount	M/W/DBE Participation	CHA Section 3 Business Subcontracting (>$250k)	Section 3 Labor Hours(25% of which 5% is through CHA resident hires)
Construction	$50,001+	30%	10%	25%
Supply & Delivery	$50,001+	20%	3%*	N/A
Professional Services	$50,001+	20%	3%*	25%

*Or Other Economic Opportunities

MBE/WBE/DBE UTILIZATION PLAN

MBE/WBE/DBE Contractor Name	*Ethnicity	Gender	Participation Type	M/W/DBE	M/W/DBE Aggregate Total	Contract Percentage	Start Date	End Date	Work to be Performed
Totals:					$ -				

The Prime Contractors are required to **subcontract 10% of the total contract value for *construction contracts*** and **3% of the total contract value for *professional contracts*** that total over $250,000 to Section 3 Business Concerns.

A Prime Contractor who has demonstrated its attempts, to the maximum extent feasible, to meet its CHA Section 3 contracting goals may satisfy Section 3 obligations by proposing Mentorship Program Participation, and/or Other Results-Oriented Economic Opportunities as alternative means to achieving Section 3 goals.

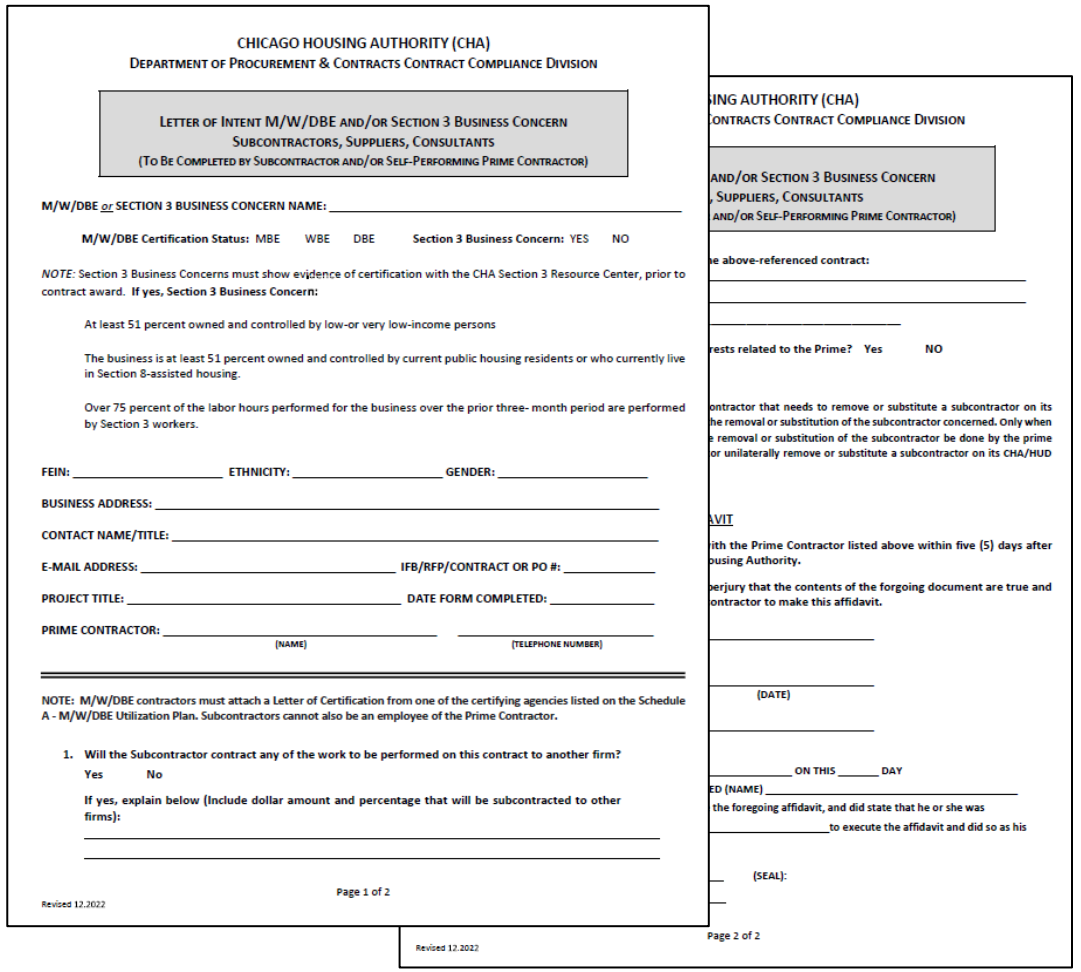
Required Document – Letter of Intent

The *Letter of Intent* is completed by the M/W/DBE and/or the Section 3 Business Concern.

The CHA does not certify M/W/DBE businesses but will accept certifications from the following agencies or reciprocal agencies: City of Chicago, Cook County, Pace, Metra, Chicago Transit Authority, State of Illinois Central Management Services, Small Business Administration, WBENC and the National Minority Supplier Development Council and affiliates.

Workforce Opportunity Resource Center (WORC) within Resident Services at CHA streamlines employment opportunities for residents and low-income individuals and builds capacity for resident-owned businesses to develop and grow.

The purpose is to serve Section 3-eligible residents and participants and Section 3 Businesses by providing the resources and tools needed for economic development and individual economic independence. The team also assists CHA vendors to comply with CHA's Section 3 goals.



CHICAGO HOUSING AUTHORITY (CHA)
DEPARTMENT OF PROCUREMENT & CONTRACTS CONTRACT COMPLIANCE DIVISION

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):
   _____
   _____

Page 1 of 2

Revised 12.2022

...ING AUTHORITY (CHA)
...CONTRACTS CONTRACT COMPLIANCE DIVISION

...AND/OR SECTION 3 BUSINESS CONCERN
..., SUPPLIERS, CONSULTANTS
...AND/OR SELF-PERFORMING PRIME CONTRACTOR)

...e above-referenced contract:
_____
_____
_____

...rests related to the Prime? Yes NO

...ontractor that needs to remove or substitute a subcontractor on its ...he removal or substitution of the subcontractor concerned. Only when ...e removal or substitution of the subcontractor be done by the prime ...or unilaterally remove or substitute a subcontractor on its CHA/HUD

...AVIT

...ith the Prime Contractor listed above within five (5) days after ...ousing Authority.

...erjury that the contents of the forgoing document are true and ...ontractor to make this affidavit.

_____
_____
(DATE)
_____

_____ ON THIS _____ DAY

...ED (NAME) _____

... the foregoing affidavit, and did state that he or she was _____ to execute the affidavit and did so as his

_____ (SEAL):
_____

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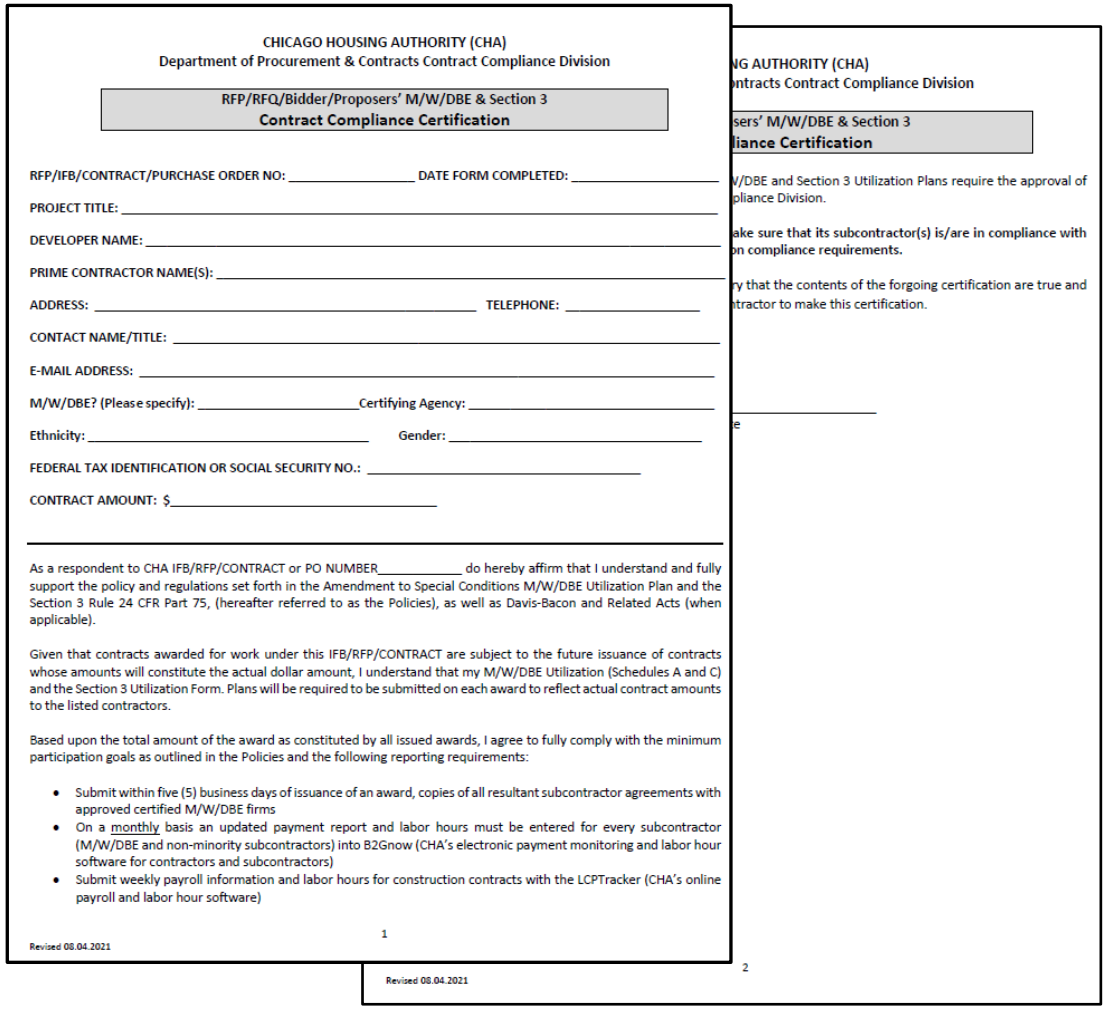
Revised 12.2022

Required Document – Contract Compliance Certification

The *Contract Compliance Certification* is completed by the Prime Contractor. This form certifies that the Prime Contractor adheres to meeting the M/W/DBE and Section 3 Contract requirements under CHA's policy as well as HUD's Section 3 Rule 24.CFR.Part 75.



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

RFP/RFQ/Bidder/Proposers' M/W/DBE & Section 3
Contract Compliance Certification

RFP/IFB/CONTRACT/PURCHASE ORDER NO: _____ DATE FORM COMPLETED: _____

PROJECT TITLE: _____

DEVELOPER NAME: _____

PRIME CONTRACTOR NAME(S): _____

ADDRESS: _____ TELEPHONE: _____

CONTACT NAME/TITLE: _____

E-MAIL ADDRESS: _____

M/W/DBE? (Please specify): _____Certifying Agency: _____

Ethnicity: _____ Gender: _____

FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NO.: _____

CONTRACT AMOUNT: $_____

As a respondent to CHA IFB/RFP/CONTRACT or PO NUMBER_____ do hereby affirm that I understand and fully support the policy and regulations set forth in the Amendment to Special Conditions M/W/DBE Utilization Plan and the Section 3 Rule 24 CFR Part 75, (hereafter referred to as the Policies), as well as Davis-Bacon and Related Acts (when applicable).

Given that contracts awarded for work under this IFB/RFP/CONTRACT are subject to the future issuance of contracts whose amounts will constitute the actual dollar amount, I understand that my M/W/DBE Utilization (Schedules A and C) and the Section 3 Utilization Form. Plans will be required to be submitted on each award to reflect actual contract amounts to the listed contractors.

Based upon the total amount of the award as constituted by all issued awards, I agree to fully comply with the minimum participation goals as outlined in the Policies and the following reporting requirements:

- Submit within five (5) business days of issuance of an award, copies of all resultant subcontractor agreements with approved certified M/W/DBE firms
- On a monthly basis an updated payment report and labor hours must be entered for every subcontractor (M/W/DBE and non-minority subcontractors) into B2Gnow (CHA's electronic payment monitoring and labor hour software for contractors and subcontractors)
- Submit weekly payroll information and labor hours for construction contracts with the LCPTracker (CHA's online payroll and labor hour software)

1

Revised 08.04.2021

NG AUTHORITY (CHA)
ntracts Contract Compliance Division

sers' M/W/DBE & Section 3
liance Certification

V/DBE and Section 3 Utilization Plans require the approval of pliance Division.

ake sure that its subcontractor(s) is/are in compliance with on compliance requirements.

ry that the contents of the forgoing certification are true and ntractor to make this certification.

_____

e

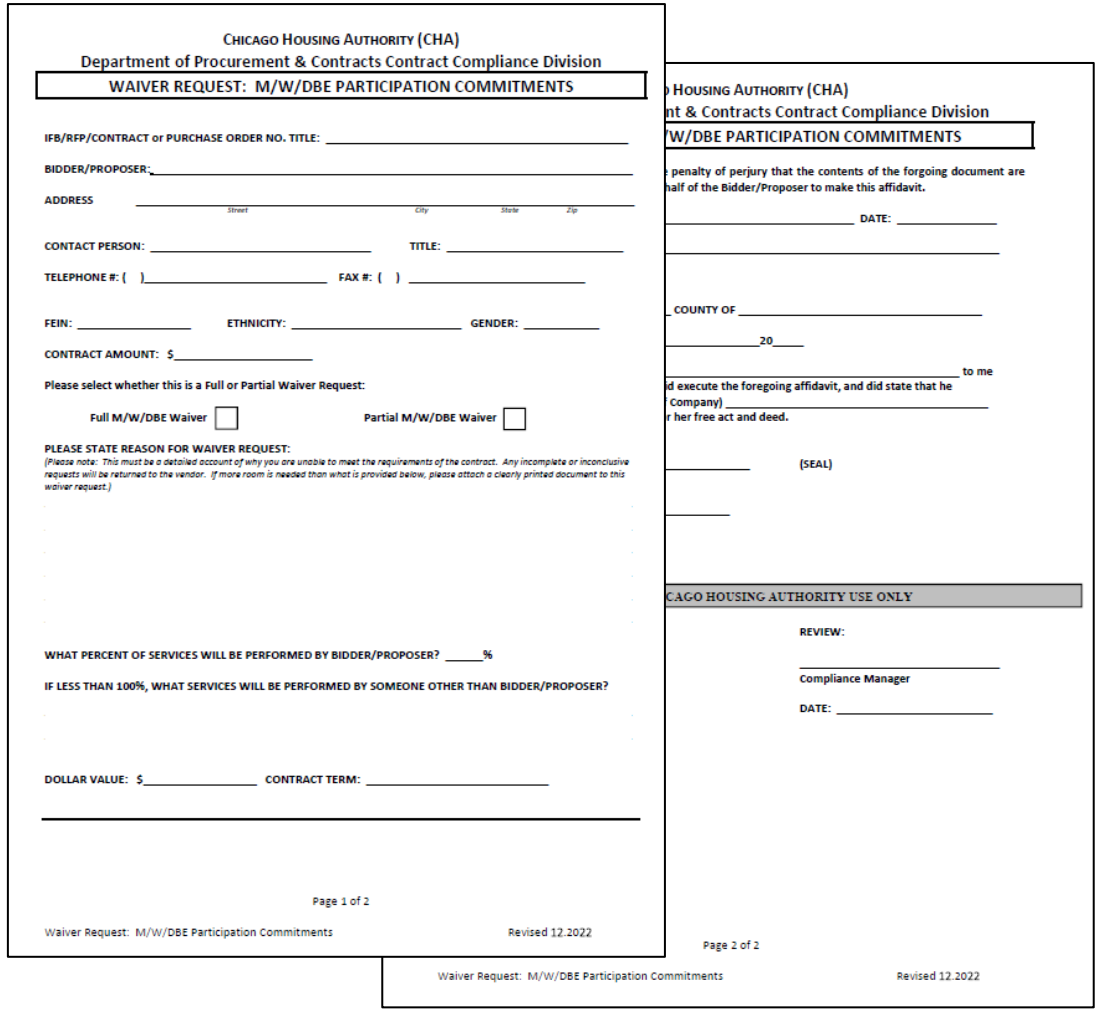
2

Revised 08.04.2021

Required Document – M/W/DBE Waiver Request

If a Prime Contractor cannot meet the required *M/W/DBE* participation requirements in whole or part, they may submit an *M/W/DBE* waiver request for consideration.

**** The waiver submission option is only applicable to M/W/DBE utilization goal requirement and NOT for Section 3 contracting goals.***



CHICAGO HOUSING AUTHORITY (CHA)
Department of Procurement & Contracts Contract Compliance Division
WAIVER REQUEST: M/W/DBE PARTICIPATION COMMITMENTS

IFB/RFP/CONTRACT or PURCHASE ORDER NO. TITLE: _____

BIDDER/PROPOSER: _____

ADDRESS _____
Street City State Zip

CONTACT PERSON: _____ TITLE: _____

TELEPHONE #: ( ) _____ FAX #: ( ) _____

FEIN: _____ ETHNICITY: _____ GENDER: _____

CONTRACT AMOUNT: $_____

Please select whether this is a Full or Partial Waiver Request:

Full M/W/DBE Waiver ☐ Partial M/W/DBE Waiver ☐

PLEASE STATE REASON FOR WAIVER REQUEST:
(Please note: This must be a detailed account of why you are unable to meet the requirements of the contract. Any incomplete or inconclusive requests will be returned to the vendor. If more room is needed than what is provided below, please attach a clearly printed document to this waiver request.)

WHAT PERCENT OF SERVICES WILL BE PERFORMED BY BIDDER/PROPOSER? _____%

IF LESS THAN 100%, WHAT SERVICES WILL BE PERFORMED BY SOMEONE OTHER THAN BIDDER/PROPOSER?

DOLLAR VALUE: $_____ CONTRACT TERM: _____

Page 1 of 2

Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

penalty of perjury that the contents of the forgoing document are
half of the Bidder/Proposer to make this affidavit.

DATE: _____

COUNTY OF _____

20____

to me
d execute the foregoing affidavit, and did state that he
Company) _____
r her free act and deed.

(SEAL)

CAGO HOUSING AUTHORITY USE ONLY

REVIEW:

Compliance Manager

DATE: _____

Page 2 of 2

Waiver Request: M/W/DBE Participation Commitments Revised 12.2022

The Workforce Opportunity Resource Center (WORC)

Assistance for Contractors

The Workforce Opportunity Resource Center (WORC) provides technical assistance to CHA contractors by:

- Assistance in posting open positions
- Hiring Section 3 individuals
- Finding Section 3 businesses for subcontracting

For more information visit:

WORC
WORKFORCE OPPORTUNITY RESOURCE CENTER

4859 S Wabash Ave. Chicago, IL 60615
Phone: 773-342-WORC (9672)
Email: worc@thecha.org
www.thecha.org/residents/worc

REMINDERS

- Additional Site Visit Dates:

o Package 1: 2711 N Moody Ave, Chicago, IL

Tuesday 1/24/2023 10:00 AM– 11:00 AM Contact: Courtney Richard, CSRichard@chacontractor.org; (312) 733-9760

o Package 2: 2603 N Harlem Avenue Chicago, IL

Tuesday 1/24/2023 12:00 PM – 1:00 PM Contact: Courtney Richard, CSRichard@chacontractor.org; (312) 733-9760

o Package 3: 3640 W Congress Pkwy Chicago, IL

Tuesday 1/24/2023 2:00 PM - 3:00 PM Contact: Courtney Richard, CSRichard@chacontractor.org; (312) 733-9760

o Package 4: 1750 W Peterson Avenue Chicago IL

Wednesday 1/25/2023 1:45 PM -2:30 PM Contact: Iris Faulkner, IFaulkner@hhdevcorp.com; (773) 338-7557

o Package 5: 1633 W Madison Street Chicago IL

Wednesday 1/25/2023 9:45 AM – 10:30 AM Contact: Brittany Gause, BGause@habitat.com; (312) 243-6340

o Package 6: 3770 S Wentworth Avenue Chicago IL

Wednesday 1/25/2023 11:00 AM – 11:45 AM Contact: Nedra Brunt, NBrunt@chacontractor.org; (773) 268-2859

o Package 7: 9141 & 9177 S South Chicago Avenue Chicago IL

Wednesday 1/25/2023 12:15 PM – 1:00 PM Contact: Felicia Johnson, FJohnson@habitat.com; (312) 776-1498

o Package 8: 1852 S Albany Avenue Chicago IL

Wednesday 1/25/2023 08:30 AM – 9:15 AM Contact: Fidencio Hernandez, FiHernandez@thecha.org; (312) 420-0803

Questions/Answers

NOW OPEN TO ATTENDEES

REMINDERS

- Question Due Date: 1/27/2023 at 3:00 PM CT
- Proposals Due: 2/10/2023 at 1:00 PM CT

Late Proposals Will Not Be Accepted