

Chicago Neighborhood Stabilization Program

Request for Proposal: Vacant Building Board-Up and Asset
Management Services

August 27, 2010

A Partnership of:

The City of Chicago

Mercy Portfolio Services

Mercy Portfolio Services (MPS)

REQUEST FOR PROPOSAL

OVERVIEW

This Request for Proposals (“RFP”) is being issued by Mercy Portfolio Services (“MPS”) in its capacity as manager of the Neighborhood Stabilization Program for the City of Chicago (the “City”). MPS invites the submission of proposals from companies with expertise and experience in board-up and asset management for vacant buildings in compliance with Section 13-12-135 of the Municipal Code of the City of Chicago.

Companies with demonstrated experience in property board-up and asset management with an interest in making their services available to MPS are invited to respond to this RFP. “**Respondents**” means the companies or individuals that submit proposals in response to this RFP.

MPS is seeking to encourage participation by respondents who are MBE/WBE and Section 3 Business Concerns, and has a goal for minimum MBE/WBE participation of at least 24% MBE and 4% WBE participation; and, 3% Section 3 Business Concerns. Contracts will be subject to the requirements of Section 3 of the HUD Act of 1968 as amended.

The work contemplated is professional in nature. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Nothing in this RFP shall be construed to create any legal obligation on the part of MPS or any respondents. MPS reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall MPS be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from MPS for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of MPS.

Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

TIME of COMPLETION

Any contract awarded pursuant to this RFP solicitation shall have board-up and asset management actions completed within a mutually agreed upon timeframe.

TERM of CONTRACT

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 18 months, with the possibility of an extension.

BACKGROUND

In 2008, Congress passed and the President signed into law the Housing and Economic Recovery Act of 2008 (“HERA”). A provision of the law, known as the Neighborhood Stabilization Program (“NSP”), provides states and local governments with funds to address the impact of vacant and foreclosed homes. On September 26, 2008, the U.S. Department of Housing and Urban Development (“HUD”) announced that it had allocated \$55,238,017 to the City. Further, NSP 2 a term that references the NSP funds authorized by [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), (the Recovery Act) provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis. On January 14, 2010, the U.S. Department of Housing and Urban Development (“HUD”) announced that it had allocated \$98,008,384 to the City. For more information go to www.chicagosp.org.

In order to expedite the effective use of the NSP funds, the City of Chicago is sub-granting NSP funds to MPS, a non-profit corporation that is an affiliate of Mercy Housing Inc. MPS will coordinate all REO property acquisitions, rehabilitation and sales, and ensure compliance with all federal, state, and City regulations. MPS is issuing this Request for Proposal. All responses and questions should be directed to MPS at the address indicated below and not to the City.

CITY OF CHICAGO OBJECTIVES

Given the scale of the foreclosure issue and its adverse impact on neighborhoods, the City has established the following neighborhood stabilization goals:

1. Stabilize neighborhoods by getting vacant and foreclosed homes up-to-code and occupied as quickly as possible.
2. Strategically target interventions to protect neighborhoods impacted by foreclosure, preserve public and private investments, and make a measurable impact in targeted areas.
3. Create efficiencies and economies of scale by acquiring vacant, foreclosed properties in bulk at a discount from lending institutions and redeveloping those properties with a broad network of qualified development partners.
4. Prioritize interventions on vacant, foreclosed 1-6 unit properties and other larger buildings that adversely impact neighborhood stability and quality of life in targeted areas.
5. Ensure compliance with affordability restrictions on rehabilitated homeownership and rental housing units.

NSP REQUIREMENTS

The regulations governing NSP were published in the Federal Register on October 6, 2008 (Volume 73, Number 194) and can be viewed at www.hud.gov/nsp. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

HERA requires that all NSP funds be spent by March 27, 2013. ARRA requires that all funds be spent by February 11, 2013.

SCOPE OF WORK

MPS seeks sealed proposals from qualified respondents to provide board-up and asset management for vacant properties located in Chicago Community Areas identified as NSP target areas (see list of areas at the end of this RFP), in compliance with Section 13-12-135 of the Municipal Code of Chicago (See Section 13-12-135 at the end of this RFP). MPS is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization

During the program period, which runs through March 2013, MPS anticipates up to 1,400 assignments. Further, MPS anticipates multiple requests within a short timeframe. Arrangements will be made by MPS to schedule entry to the respective properties.

Respondents should be able to perform the following services:

Initial Property Assessment- A visual, exterior inspection

- Curb to alley, prior to closing, to determine breaches in openings, maintenance needs, and number of locks needed to be changed. Provide photos, scope of work needed, and estimated cost. This will take place shortly before closing.

Day of MPS Acquisition

- Board-Up Windows and Doors - where needed
- Change Locks
- Remove Debris – where needed
- Initial Lawn Maintenance
Where needed – curb to alley mowing, weeding, and trimming grass, shrubbery, trees, and flower beds, and performing other lawn maintenance.
- Before and after photos – email photos to show work has been completed.
- Winterization where applicable
- Turn water off at the Buffalo Box

Ongoing Services

- Respond to security breaches or other issues (i.e. water leaks, flooding, animal control, debris dumping etc.) that arise **both during and after regular business hours in a timely** manner.
- Tri-Weekly Monitoring Visits – upload date stamped photos to the Community Central database; identify status of property (i.e. secure, breaches, debris).
- Bi-Monthly – curb to alley mowing and lawn maintenance. At the time of lawn care, identify security breaches and notify MPS, accompanied with photo.
- Install fencing if needed.
- Be available to open and re-secure properties for inspections.

Snow Removal (as needed)

At the time of snow removal, identify security breaches and notify MPS, accompanied with photo.

The building board-up and asset management requested through this RFP must comply with the standards outlined in Section 13-12-135 of the Municipal Code of Chicago. Further, MPS anticipates some level of existing board-up; therefore, where secured buildings already exist, MPS requests a security package that satisfies Section 13-12-135 of the Municipal Code of Chicago.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, MPS will take into consideration experience, capacity, and cost that are being proposed by the respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in providing Board-Up and Asset Management Services

Up to one (1) year of experience in providing board-up and asset management services.	5 Points
One (1) to three (3) years of experience in providing board-up and asset management services.	10 Points
Greater than three (3) years of experience in providing building board-up and asset management services.	20 Points

2. Capacity to Complete Initial Board-Up of Properties

Demonstrated capacity and experience to complete initial board-up of up to five (5) properties per week.	5 Points
Demonstrated capacity and experience to complete initial board-up of greater than (5) to ten (10) properties per week.	10 Points
Demonstrated capacity and experience to complete initial board-up of greater than ten (10) properties per week.	20 Points

3. Capacity to provide Asset Management for Vacant Properties

Demonstrated capacity and experience to manage up to twenty (20) vacant properties at one time.	5 Points
Demonstrated capacity and experience to manage greater than twenty (20) to forty (40) vacant properties at one time.	10 Points
Demonstrated capacity and experience to manage greater than forty (40) vacant properties at one time.	20 Points

4. Pricing Proposal – Be as detailed as possible for each item outlined in the scope of work.

Pricing proposals that are in highest cost 1/3 of proposals	5 Points
Pricing proposal that are in the middle 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

5. Respondents will be awarded up to 20 points on their proposed plan for completing the scope of work in a timely manner, and in compliance with Section 13-12-135 of the Municipal Code of Chicago.

SUBMITTAL REQUIREMENTS

RFP responses must be submitted both via hard copy and electronic copy (i.e. fax copy sent to 1.877.245.7124 or emailed to chicagosp@mercyhousing.org). Each respondent shall submit one (1) original and one (1) bound copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. Responses not submitted both via hard copy and electronic copy will not be considered.

Respondents must adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. MPS reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the specification writer and specification writing team.
3. A description of the business organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - a. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - b. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements

These documents must be submitted and acceptable before the Issuers will review the Experience and Capacity proposal:

- 1) Affidavit of Child Support Compliance*
- 2) City of Chicago Indebtedness Profile Form (s)*
- 1) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- 3) Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.
- 4) Non-For-Profit Documentation (if applicable)
 - a. IRS 501(c)(3) determination
 - b. Articles of Incorporation
 - c. Corporate By-Laws
 - d. Listing of Board Members

- 5) Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

*Items can be found at the end of this RFP

Main Proposal

Please provide the following information:

- 1) Years of experience and detailed qualifications in performing board-up and asset management in compliance with Section 13-12-135 of the Municipal Code of Chicago, including team's resumes.
- 2) Capacity for completing multiple board-ups on a weekly basis.
- 3) Capacity for managing multiple vacant properties, responding to breaches and other issues both during and after regular business hours.
- 4) Pricing proposal outlining all costs for securing and managing 1-4 unit properties, as well as 5-50 unit properties for services outlined in the scope of work.
- 5) Plan for completing the scope of work in a timely manner, and in compliance with Section 13-12-135 of the Municipal Code of Chicago.
- 6) Respondents should state whether they are an MBE/WBE or Section 3 Business Concern. If so, please provide a copy of a current MBE/WBE certification letter, and or Certification for Business Concerns Seeking Section 3 Preference (see attachment at the end of this RFP).

SELECTION PROCESS

The Selection Committee comprised of MPS staff will review qualifications in accordance with the evaluation criteria set forth herein and City objectives and policies.

Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the complaint vendor whose proposal received the most points in accordance with evaluation criteria set forth in the RFP.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to chicagosp@mercyhousing.org.

SUBMITTAL DUE DATE: Responses to this RFP are due by 1:00 P.M. on October 22, 2010.
Responses to this RFP must be faxed to 1.877.254.7124 or emailed to chicagosp@mercyhousing.org. Two hard copies must be delivered to:

Mercy Portfolio Services
Attn: Josefina Gomez-Karas
120 S. LaSalle Street, Suite 1850
Chicago, IL 60603

City of Chicago Neighborhood Stabilization Program Areas of Greatest Need

Albany Park
Auburn Gresham
Austin
Burnside
Chatham
Chicago Lawn
East Garfield Park
Englewood
Fuller Park
Grand Boulevard
Greater Grand Crossing
Hermosa
Humboldt Park
Logan Square
New City
North Lawndale
Oakland
Pullman
Riverdale
Roseland
South Chicago
South Deering
South Shore
Washington Park
West Englewood
West Garfield Park
West Pullman
Woodlawn

13-12-135 Minimum Requirements for Vacant Buildings

For purposes of this section the term “vacant” shall be defined as provided in section [13-12-125](#). In addition to any other applicable code requirements each vacant building must be kept in compliance with the following requirements for as long as the building remains vacant:

(a) *Lot maintenance standards* – the lot the building stands on, and the surrounding public way shall be maintained as follows:

(1) all grass and weeds on the premises including abutting sidewalks, gutters and alleys shall be kept below ten (10) inches in height, and all dead or broken trees tree limbs or shrubbery* shall be cut and removed from the premises;

*Editor's note – As set forth in Coun. J. 7-30-08, p. 36080, § 2. Correct text should apparently be “...trees, tree limbs, or shrubbery....”

(2) the interior walkway leading to the main entry door, and any public sidewalk adjoining the lot shall be shoveled clear of snow;

(3) junk, rubbish, waste, and any material that creates a health, safety or fire hazard including but not limited to any mail or flyers that have been delivered to the building shall not be permitted to accumulate on any portion of the exterior lot of the building;

(4) no portion of the lot nor any structure, vehicle, receptacle or object thereon shall be maintained or operated in any manner that causes or produces any health or safety hazard or permits the premises to become a rodent harborage or is conducive to rodent harborage;

(5) the lot shall be maintained so that water does not accumulate or stand on the ground;

(6) all fences and gates shall be maintained in sound condition and in good repair.

(b) *Exterior maintenance standards* – The exterior of the building shall be enclosed secured and maintained as follows:

(1) foundations, basements, cellars, and crawlspaces shall be maintained in sound and watertight condition adequate to support the building, and protected against the entry of rodents or other animals;

(2) exterior walls shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit rain or dampness to the interior portions of the walls or the interior spaces and shall be protected against the entry of rodents or other animals;

(3) exterior windows and doors shall be maintained in sound condition and good repair. Windows and doors shall fit tightly within their frames and the frames shall be constructed and maintained in such relation to the adjacent wall construction as to prevent rain from entering the building;

(A) exterior windows and doors shall be equipped with hardware for locking and the locking mechanism shall be maintained in properly functioning condition;

(B) all points of possible ingress and egress including but not limited to exterior windows and doors shall be secured to prevent unauthorized entry;

(C) any window which is broken cracked or missing glass or glazing* shall be replaced and maintained in good repair or the building opening shall otherwise be adequately secured pursuant to Section [13-12-135](#)(d);

*Editor's note – As set forth in Coun. J. 7-30-08, p. 36080, § 2. Correct text should apparently be “...broken, cracked, or missing glass or glazing...”

(4) the roof shall be adequately supported, and shall be maintained in weathertight condition; the gutters downspouts scuppers and appropriate flashing* shall be in good repair and adequate to remove the water from the building or structure;

*Editor's note – As set forth in Coun. J. 7-30-08, p. 36080, § 2. Correct text is apparently “...the gutters, downspouts, scuppers, and appropriate flashing...”

(5) chimneys and flues shall be kept in sound, functional, weathertight condition and in good repair;

(6) every outside stair or step shall be maintained in sound condition and in good repair; every porch, stoop, deck, veranda, balcony and walk shall be maintained in sound condition for its purpose;

(7) all exit areas shall have continuous exterior lighting from dusk to dawn; normal intensity of lighting shall be not less than two footcandles per square foot on the floor surfaces within an eight-foot radius around said exit. This requirement may be met by the use of battery-powered or solar-powered lighting if such lighting meets the performance standards set by this paragraph.

(c) *Interior maintenance standards* – The interior of any building shall be maintained as follows:

(1) it is prohibited to accumulate or permit the accumulation of junk, trash and debris, boxes, lumber, scrap metal, junk vehicles or any other materials in such a manner that may produce any health, fire, or safety hazard, or provide harborage for rodents or other animals on the premises; materials stored by the owner or permitted to be stored by the owner shall be stacked safely, and away from stairs or hallways, and any other places of ingress and egress;

(2) every foundation, roof, floor wall stair, ceiling,* and any other structural support shall be safe and capable of supporting the loads that normal use may cause to be placed thereon and shall be kept in sound condition and in good repair; floors and stairs shall be free of holes, grooves and cracks that could be potentially hazardous;

*Editor's note – As set forth in Coun. J. 7-30-08, p. 36080, § 2. Correct text is apparently “every foundation, roof, floor, wall, stair, ceiling, and any other structural support...”

(3) any plumbing fixtures shall be maintained with no leaking pipes; and all pipes for water shall be either completely drained or heated to resist being frozen;

(4) every exit door maintained as such in compliance with subsection (d)(3) shall be secured with an internal deadbolt lock, or with a locking mechanism deemed equivalent or better by the department of buildings and every such exit door shall be capable of being opened from the inside easily and without the use of a key or special knowledge;

(5) interior stairs shall have treads and risers that have uniform dimensions, are sound, securely fastened, and have no rotting, loose, or deteriorating supports;

(6) every owner shall be responsible for the extermination of insects, rodents and other vermin in or about the premises.

(d) *Building security standards* – The following standards apply to the securing of vacant buildings:

(1) all building openings shall be closed and secured, using secure doors, glazed windows, commercial-quality steel security panels, or filled with like-kind material as the surrounding wall, as applicable to prevent entry by unauthorized persons. Except as specifically authorized in this subsection (d), use of plywood is prohibited;

(2) openings less than one (1) square foot in area may be boarded with plywood, provided that the boarding is made weathertight and finished with varnish, or paint of a similar color to the exterior wall and cut to the inside dimension of the exterior of the opening, and otherwise secured in the manner prescribed by rules and regulations issued by the department of buildings;

(3) at least one building entrance shall be accessible from the exterior and secured with a door that is locked to allow access only to authorized persons; a minimum of two exit doors shall be available to exit from the interior of the building, with at least one exit door available per 150 linear feet of horizontal travel at ground-floor level;

(4) for the first six months a building is vacant but not thereafter, openings more than one square foot in area may be boarded with plywood, which shall be installed and secured as prescribed by this section and by rules and regulations issued by the department of buildings;

(5) if a building has been vacant for six months or longer, or upon any renewal of the registration statement required in Section [13-12-125](#), the building owner must implement and provide proof satisfactory to the department of buildings that, in addition to complying with the security standards set forth elsewhere in this subsection (d), said building either: (i) contains all of the security features set forth in subparagraph (A), or (ii) is unviolated, as described in subparagraph (B):

(A) every opening larger than one (1) square foot in area that is located less than eight feet above the ground or that is accessible from ground level or within eight feet in any direction of an exterior stairway, fire escape, or other means of access shall be closed and secured with a commercial-quality, 14-gauge, rust-proof steel security panel or door:

(i) security panels and doors shall have an exterior finish that allows for easy graffiti removal; and

(ii) security panels and doors shall be secured from the interior of the building to prevent unauthorized removal.

(B) For purposes of this paragraph (5), the term “unviolated” shall refer to a building: (i) that has a permanent door or window, as applicable, in each appropriate building opening, (in that has each such door or window secured to prevent unauthorized entry and (iii)* that has all its door and window components, including without limitation frames, jambs, rails, stiles, muntins, mullions, panels, sashes, lights and panes, intact and unbroken. A building that does not meet the definition of “unviolated” shall be deemed “violated”.

***Editor's note** – As set forth in Coun. J. 7-30-08, p. 36080, § 2. Correct text should probably be “that has a permanent door or window, as applicable, in each appropriate building opening, and that has each such door or window secured to prevent unauthorized entry, and (ii) that has...”

(C) It shall be a violation of this subparagraph (d)(5)(C) for a vacant building to become violated, if the owner has provided proof to the department of buildings that such building is unviolated. With respect to a vacant building represented by the owner as unviolated, if the commissioner of buildings determines, based on an inspection by the department of buildings or a report prepared by another city agency and provided to the department of buildings, that such building is violated, said commissioner shall send by certified mail a written notice of violation to the person responsible for day-to-day supervision and management of the building or to the authorized agent for service of process as identified on the sign required by Section [13-12-125](#)(b)(2), or if there is no such sign, then sent by certified mail to the owner of record. Within 30 days of the mailing of such notice of violation, the owner shall be required to either: (i) comply with subparagraph (5)(A) of this section, or (ii) restore the building to an unviolated state and also install and maintain a working burglar alarm system, as defined in Section 4-400-010, and have an active account with a third party burglar alarm company. The burglar alarm system shall connect to all areas of the building subject to unauthorized human entry, including, but not limited to, all exterior doors, windows or other readily accessible openings. The burglar alarm system shall, upon detecting unauthorized entry, send an automatic signal to a burglar alarm company that has twenty-four (24)-hour live operators who will monitor the system and telephone the building owner or designated agent of the unauthorized entry, and who will also telephone the police department to inform it of the unauthorized entry, if there is no adequate response from the building owner or designated agent.

(e) *Rules and regulations* – The building commissioner may issue rules and regulations for the administration of this section. These rules may specify additional board-up materials which may be used when securing a building, if proof is provided, satisfactory to the building commissioner, that such materials will perform in a manner equivalent to, or better than, the materials specified herein.

(f) *Fines and penalties* – Any person who violates any provision of this section or of the rules and regulations issued hereunder shall be fined not less than \$500.00 and not more than \$1,000.00 for each offense. Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the owner and shall be a lien on the property.

(Added Coun. J. 7-30-08, p. 36080, § 2)

CERTIFICATION FORM

NOTE: THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL

CERTIFICATION: The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to Mercy Portfolio Services is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Typed Name of Authorized Representative)

(Signature of Authorized Representative)

(Title)

(Date)

**City of Chicago
Neighborhood Stabilization Program
City Indebtedness Profile Form**

Name:	
Home Address:	
Date of Birth:	
Social Security Number:	
Driver's License Number:	
License Plate Number:	

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Partnership Corporation
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence

For business entity as applicable:

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Partnership Agreement
- Certificate of Good Standing
- Corporation Annual Report
- Latest Board minutes appointing officers
- Organization chart with names and titles and brief function statement
- Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

(Corporate Seal)
Authorizing Name and Signature

Attested by: _____

NSP SUBMITTAL REQUIREMENTS CHECKLIST

- _____ Letter of Interest
- _____ Certification
- _____ Affidavit of Child Support Compliance
- _____ City of Chicago Indebtedness Profile Form (s)
- _____ Evidence of Insurance
- _____ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- _____ Non-For-Profit Documentation
 - a. IRS 501(c)(3) determination
 - b. Articles of Incorporation
 - c. Corporate By-Laws
 - d. Listing of Board Members
- _____ Description of Company
- _____ Capacity of Company
- _____ Pricing Proposal
- _____ References
- _____ MBE/WBE Certification letter if applicable
- _____ Certification for Business Concerns Seeking Section 3 Preference