

CHICAGO ZOOLOGICAL SOCIETY REQUEST FOR PROPOSAL (RFP) FOR HOLIDAY MAGIC TREE LIGHTING 2022

RFP No: 034-2022

RFP Issue Date: May 13, 2022

The Chicago Zoological Society (CZS) is soliciting proposals to provide tree lighting for Holiday Magic 2022. This will be a one-year contract for the year 2022

This document outlines the Society's guidelines for your responses.

The Proposal must be submitted no later than May 30, 2022 in electronic format to the following email address:

Purchasing@czs.org

If you require clarifications or have specific questions regarding any information contained in this RFP (e.g. Scope of Work), please submit your questions in writing via email to the email address referenced below. **All question(s) must be submitted in writing no later than May 20, 2022.** Please include the RFP No. noted above in your email.

Purchasing@czs.org

Organizational Overview

The Chicago Zoological Society (CZS) is a private nonprofit organization that operates Brookfield Zoo on land owned by the Forest Preserve District of Cook County. Opened to the public in 1934, Brookfield Zoo has been a Chicago-area treasure and family destination for more than 75 years. Brookfield Zoo is the largest suburban attraction in Cook County, both in size and visitation. The 216-acre Zoo annually serves over two million visitors from the diverse Chicago metropolitan area. The zoo is open 365 days a year. On an average day, more than 11,000 people visit during the Zoo's peak attendance season in the summer months.

The Chicago Zoological Society's mission is to inspire conservation leadership by connecting people with wildlife and nature. We strive to provide people of all ages and backgrounds with opportunities to learn about and care for the natural world. When it first opened, Brookfield Zoo was considered "cutting edge" for its bar-less enclosures. One of the first zoos to employ nutritionists, pathologists, veterinarians, geneticists, endocrinologists, and behavioral specialists, we continue in a tradition of innovation.

Scope of Work/Deliverables/Required Response Format

The Scope of Work, required deliverable Work Product(s), and format requirements for your proposal can be found in the accompanying Attachment A to this RFP.

Timeline

Brookfield Zoo is planning its annual Holiday Lighting event, Holiday Magic. The event takes place November 25-27, 30, and December 1-4, 7-11, 14-18, 26-31, 2022. We are looking to create unique lighting elements within the park that will drive guests to attend this not-to-miss event.

If you would like to set-up an appointment to come look at buildings and the grounds to provide an accurate quote, please feel free to contact Annie Bolger, Manager of Marketing Events at 708-688-8395 or annie.bolger@czs.org

Vendor Information

As part of your RFP response, please include a description and background of your company on the accompanying Attachment B – Contractor Information Statement. Provide any additional information relevant to this RFP and about your business that the Society should know to assist us in making our selection; in other words, what differentiates your business from that of other respondents?

Please provide three references as indicated on Attachment C.

Selection Criteria

Proposals received will be reviewed and evaluated based upon the following selection criteria, in order of importance:

- Demonstration of understanding of the requested scope of work to be performed as described in Attachment A.
- Proposed pricing for the services.
- Experience in performing the scope of work.
- Ability to meet the requested timeline for completion of the services.

CZS Reservation of Rights

CZS reserves the right to reject any or all proposals, without explanation, to waive irregularities, and to accept a proposal, which in CZS sole judgment, is in CZS best interests.

MBE/WBE/DBE/8(a)

The Chicago Zoological Society is committed to ensuring that certified minority-owned business enterprises (MBE's), women-owned business enterprises (WBE's), disadvantaged business enterprises (DBE's), and U.S. Small Business Administration 8(a)-certified (8(a)'s) firms are afforded opportunities to compete for and participate in the Chicago Zoological Society's purchasing activities. If your company is certified as a MBE, WBE, DBE or 8(a) company, please send your current certification with your response to this RFP.

INDEPENDENT CONTRACTORS AGREEMENT

The selected organization is expected to execute the CZS standard Independent Contractors Agreement to formalize our business arrangement. A copy of which is included in this RFP for your review and is referenced as Attachment D. If upon completion of your review, you take exception or have concerns about any portion of this Agreement, please note your concerns on a separate sheet in your response to this RFP. Please reference the paragraph heading and page number in the Agreement when noting your concerns. If CZS does not receive any documentation of your concerns, CZS will interpret this as your acceptance and willingness to utilize the CZS standard Independent Contractors Agreement.