

# CHICAGO ZOOLOGICAL SOCIETY

## REQUEST FOR PROPOSAL (RFP) FOR

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The Chicago Zoological Society is soliciting proposals to provide a two (2) year quote for labor, equipment and material to clean the kitchen grease exhaust equipment at: Scoops, BZ Red Hots, Bison Prairie Grill, Discovery Center, Café Del Sol, Bocaditos, Bramsen Animal Ambassador Pavilion, Castaway Grill and Swan Pavilion. Work is to include the cleaning of the stainless steel hoods, exhaust plenums, horizontal and vertical ductwork, as well as, associated roof mounted exhaust fans. Work is to be completed 2 to 3 times of each year of the contract.

This document outlines the Society's guidelines for your responses. The Proposal should be submitted no later than April 30, 2018. All questions and responses to the RFP should be mailed and addressed to:

Polly Matura  
Purchasing Manager  
Chicago Zoological Society  
3300 S. Golf Road  
Brookfield, Illinois 60513  
Phone: 708-688-8534  
Email: polly.matura@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.

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## Project or Product Description

Scoops	1 ss hood (approx. 8'-10'), 1 rooftop exhaust fan & duct w/8 Filters <b>Schedule: May, July &amp; October</b>
BZ Red Hots	Front Kitchen: 1 pizza hood w/4 filters (approx. 15') 1 prep hood w/4 filters (approx. 15') 2 fryer hoods (approx. 4' each) w/2 filters each 1 grill hood (approx. 10') w/4 filters <b>Schedule: January, May, July &amp; October</b>  Back Kitchen: 2 small hoods w/2 filters (approx. 4' each) 1 back kitchen hood (approx. 12') w/4 filters 5 exhaust fans for both areas <b>Schedule: July &amp; October</b>
Discovery Center	1 18' stainless steel hood w/10 baffle filters, duct and fan <b>Schedule: May, July &amp; October</b>
Café Del Sol	Front area: 1 fryer hood (approx. 4') w/4 baffle filters 1 grill hood (approx. 5') w/4 filters 1 skillet hood (approx. 8') w/5 baffle filters <b>Schedule: January, May, July &amp; October</b>  Back area: 1 18' hood w/9 baffle filters 1 15' hood w/7 baffle filters 2 exhaust fans for both areas <b>Schedule: July &amp; October</b>
Bocaditos	2 hoods (approx. 8') w/4 baffle filters each 1 exhaust fan <b>Schedule: May &amp; October</b>
Swan Pavilion	1 18-20' hood w/8 filters 1 15' hood w/6 filters 2 rooftop exhaust fans <b>Schedule: May &amp; October</b>

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Bison Prairie Grill	2 side by side Front hoods (approx. 8'each), w/4 filters each & 1 exhaust fan <b>Schedule: July &amp; October</b>
	2 side by side front hoods (approx. 8'each) w/4 filters each 1 exhaust fan <b>Schedule: Schedule: July &amp; October</b>
Castaway Grill	1 18'-20' hood w/11 filters 1 exhaust fan <b>Schedule: July &amp; October</b>
Ambassador Pavilion	1 8.5' hood w/ 6 filters 1 8' hood w/ 5 filters 1 exhaust fan Stainless steel backsplash <b>Schedule: May, July &amp; October</b>

## **Specifications & Requirements/Deliverables** **(Schematics, timeline if applicable)**

Work is to be scheduled and performed 2-3 times per year (dates to be determined) per location. An additional annual cleaning may be needed at some locations at the request of the Concessions Operations Manager or Executive Chef.

Dates are subject to change due to excessive build up per location. Notice of date changes will be provided with ample notice to schedule service.

## **Delivery or set up (If applicable)**

Services performed for each location to begin no earlier than 4:00 pm (start times to be determined per location in conjunction with scope and length of service). Service dates to be established 2 weeks prior to the actual performance of all services. The need for service, whether 2 or 3 times per year at each location will be determined by the Brookfield Zoo Operations Manager for Concessions locations and Executive Chef for Catered Events locations. Multiple crews are suggested to be able to complete all locations within 2 – 3 consecutive days while adhering to start times per location.

While on the zoo property, techs must adhere to the 10 MPH speed limit. Safety precautions must be taken when on the roofs of the buildings. Techs must check in at South Gate when

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arrive for an escort to the locations and alert Security (708-688-8811) upon completion of work at each location before exiting the zoo.

### **Required Proposal Response Format**

Price quote per cleaning schedule by location &  
Total quote for all locations per cleaning schedule &  
Total quote for all cleanings over the 2 year period  
Based on 2 times per year and 3 times per year

### **Deadline to Respond**

April 30, 2018

### **Basis for Award of Contract or Purchase Order**

Contract for two years

### **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 activity. If your company is certified as a MBE, WBE, DBE or 8(a) company, please send your current certification with the response to this RFP.

### **Vendor Prequalification Process and/or References**

Required W9 and Certificate of Insurance, references per attached  
Minority Business Enterprise Certificate (if applies)

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## **Additional Requirements such as Vendor Presentation or Demonstration (if applicable)**

Contact Polly Matura to schedule a visit to each location to view scope of project.

CALL: 708-688-8534 to set up appointment. Dates for visits are: April 16 and April 18.  
Time for walk through to all locations starts at 10:00 am. Meet at South Gate Reception.