

CHICAGO ZOOLOGICAL SOCIETY

REQUEST FOR PROPOSAL (RFP) FOR

The Chicago Zoological Society is soliciting proposals to provide rental equipment for a variety of the Societies internal and external catered events.

This document outlines the Society's guidelines for your responses. The Proposal must be submitted no later than June 1st, 2015. All questions and responses to the RFP must be addressed to:

James Von Bruchhaeuser
Catered Events Operations Manager
Chicago Zoological Society
3300 S. Golf Road
Brookfield, Illinois 60513
708-688-8362
James.vonbruchhaeuser@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.

Project or Product Description

The Society holds private and internal events through the Catering Department. These events consist of weddings, corporate, social, and internal functions. We are in search of an Event Equipment Rental Company which would have the capacity to deliver needed equipment in advance and/or the day of in case of insufficient in house equipment available due to high business volume. Rental equipment would be needed in order to execute events. These rental items would include but are not limited to equipment such as chairs, tables, table ware, china, glassware, linen, chaffers special equipment etc.

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Specifications & Requirements/Deliverables

We will contract with an Event Equipment Rental Company for service in 2015. The use of rental equipment will be payable via Purchase Orders and Invoices for completed services. The Event Equipment Rental Company must name the Chicago Zoological Society and Forest Preserve District of Cook County on their Certificate of Insurance and supply a current copy of that certificate.

Equipment must be delivered & picked up at the designated times and locations. Deliveries and pick ups at Brookfield Zoo will be through the South Entrance of the Zoo (not the main entrance.)

Schematics, timeline (If applicable)

n/a

Delivery or set up (If applicable)

n/a

Vendor/Consultant Information

Complete vendor information sheet if you haven't done so

Required Proposal Response Format

- 1) Complete Vendor information sheet (see attached)
- 2) Rental cost of equipment per individual item.

Description of Rental Items	Rental cost per item

- 3) Quantity of available equipment
- 4) Copy of any MWDBE certification

Deadline to Respond

June 1st, 2015

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Basis for Award of Contract or Purchase Order

CZS will award the contract to the proposal which demonstrates the best combination of price, business volume capacity, and quality of rental equipment.

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 the best interest of CZS.

MBE/WBE/DBE/8(a)

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

Vendor Prequalification Process and/or References

Please submit contact information for three references.

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

n/a