

CHICAGO ZOOLOGICAL SOCIETY

REQUEST FOR PROPOSAL (RFP) FOR

The Chicago Zoological Society is soliciting proposals to fabricate and install South Gate Welcome Sign Retrofit. This document outlines the Society's guidelines for your responses. The Proposal must be submitted no later than May 25, 2017. All questions and responses to the RFP must be addressed to:

Until May 18:

Andy Murashige
Lead Designer/Creative Services
Chicago Zoological Society
3300 S. Golf Road
Brookfield, Illinois 60513
708-688-8570
Andy.Murashige@czs.org

After May 18:

Krista Mozdierz-Skach
VP of Visual Communications & Environmental Design
Chicago Zoological Society
3300 Golf Road, Brookfield, IL 60513
P: 708-688-8585
Krista.skach@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

Fabricate and install (1) South Gate Welcome Sign Retrofit.
Additional specifications as indicated in attached documents

Attachments:

1. CZS RFP—South Gate Welcome Sign Retrofit.doc
2. South Gate Welcome Sign Retrofit Specifications.pdf
3. location sketch.jpg
4. existing sign face photo.jpg
5. existing sign back photo.jpg
6. CZS Contractor Liability Insurance - Revised 3-7-2005.doc
7. CZS Safety Policy Exhibit C Revision 04_06.doc

Specifications & Requirements/Deliverables

Materials:

See #2 attachment.

- Paint: Matthews MAP paint or similar quality, provide color samples/vinyl samples for approval

Other:

- No visible face welds, fasteners
- Provide technical drawings for approval
- *Zoo to remove/dispose existing signs.*

Schematics, timeline (If applicable)

Project to be awarded by May 25, 2017

Contracts signed by June 1, 2017

Shop drawings for approval by June 12, 2017

Installation due by June 30, 2017

Delivery or set up (If applicable)

- Utility markings will be approved internally
- any machinery must be pre-staged prior to zoo opening at 9:30 daily
- see attached for zoo safety policy, liability insurance

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Vendor/Consultant Information

Required Proposal Response Format

Written via email, fax or mail. Please include warranty information.

Deadline to Respond

The Proposal must be submitted no later than May 25, 2017

Vendors may arrange time to visit site M-F between 9-4.

Until May 18: Please contact Andy Murashige to make arrangements or ask questions.
708-688-8570

After May 18: Please contact Krista Skach to make arrangements or ask questions.
708-688-8585

Basis for Award of Contract or Purchase Order

CZS will award the contract to the proposal which demonstrates the best combination of price, experience, proven reliability, and references.

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

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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.

Vendor Prequalification Process and/or References

If vendor is new to working with CZS, please submit sample work and references of comparable projects.

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

NA

BROOKFIELD ZOO

SOUTH GATE WELCOME RETROFIT

POSTS

- Refinish existing 6 x 6 steel posts.
- Cut east post shorter to be level with west post (approx. 4")
- Sand, prime and paint satin black MAP or similar
- 6" round finial with 2" cap painted PMS 123 yellow.

RED ARCH

- Enclosed aluminum pan 5" x 5" x 130", internal supports as necessary. Painted PMS 180

SOUTH GATE ENTRANCE BLANK

- 6.5 x 118", 1/4" aluminum supported by 2" x 2" extruded aluminum support painted black

OVAL

- 14" x 41"--1/4 aluminum backer painted PMS 123 yellow
- 13 x 40" Face 1/2" sintra painted black

LETTERS

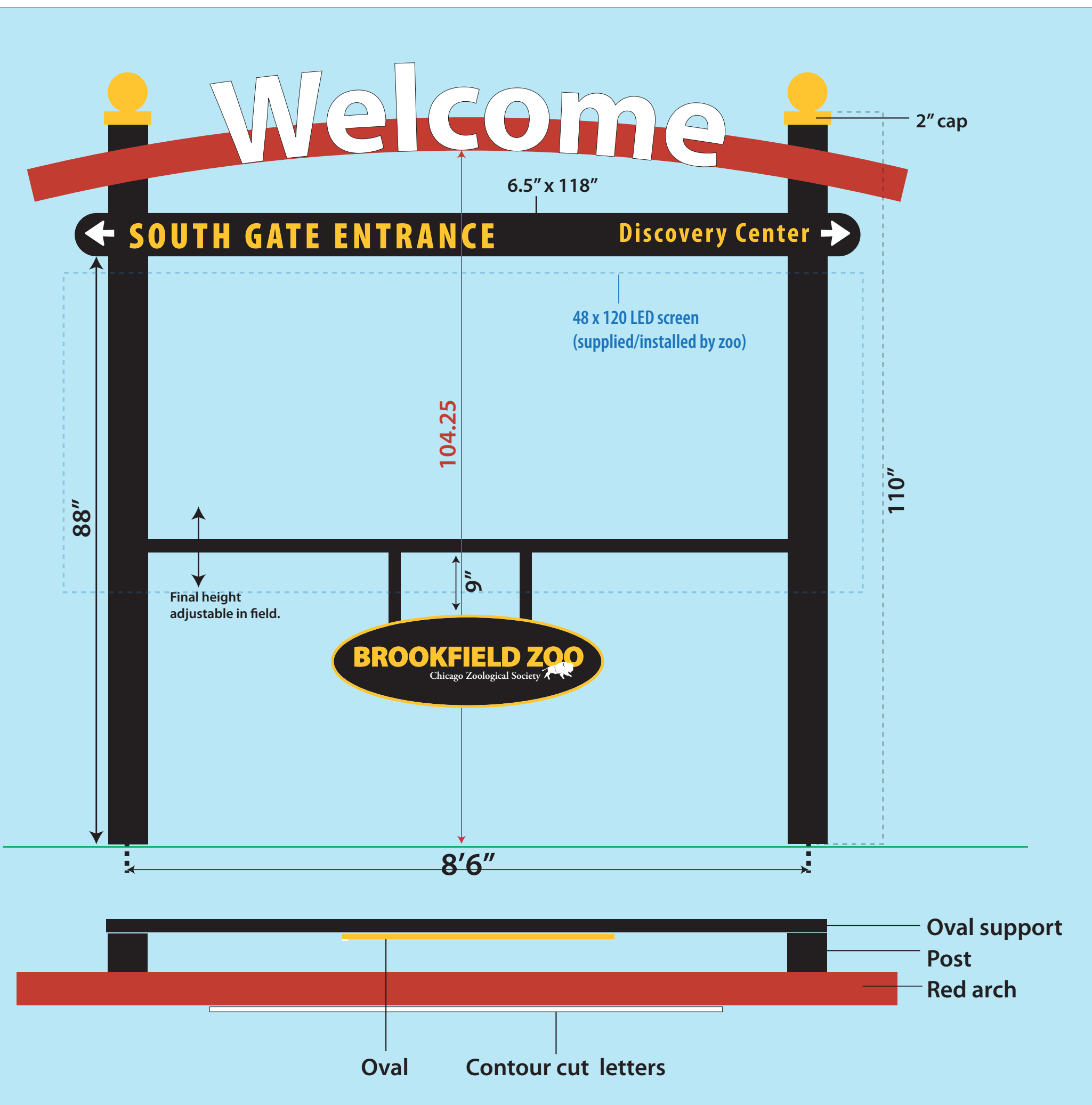
- "WELCOME" letters--King ColorCore 3/4" letters white face/black core, stud mounted
- "SOUTH GATE ENTRANCE" "Discovery Center" + arrows--hi-tack reflective vinyl, match to PMS 123 yellow

Brookfield Zoo logo--hi-tack vinyl non relective match to PMS 123 yellow + white

- no face screws
- art supplied as Adobe Illustrator vector files
- 48 x 120 LED screen supplied and installed by zoo
- vendor to field confirm measurements

BID SUBMITTAL

- itemize for fabrication and installation of signs
- separate line item for refinishing posts



Welcome

← **SOUTH GATE ENTRANCE**

Discovery Center →

Berkshire Hathaway
Women's Board of the
Chicago Zoological Society
Fifth Third Bank



Macy's
Southwest Airlines
Anniversary Party
Labby/Ziensi Wedding




BROOKFIELD ZOO
Chicago Zoological Society

3. location sketch



Brookfield Zoo

Chicago Zoological Society 

South Gate Parking

Discovery Center

Chicago Zoological Society
WELCOMES
Community
Support
Services Inc.
Art 360
←
to Brookfield Zoo

4. existing sign face



5. existing sign back

THE CHICAGO ZOOLOGICAL SOCIETY CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall, at his own expense, procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Certificates of Insurance for each coverage shall be filed in duplicate with the Plant & Facilities Office, Chicago Zoological Society, Brookfield Zoo, Brookfield, Illinois 60513 **prior** to the start of work.

Minimum Scope of Insurance

- 1) Worker's Compensation, including Occupational Diseases, statutory coverage as required by the Labor Code of the State of Illinois

Employer's Liability with minimum limits as follows

Bodily Injury by Accident \$1,000,000 each accident

Bodily Injury by Disease \$1,000,000 policy limit

Bodily Injury by Disease \$1,000,000 each employee.

- 2) Commercial General Liability ("occurrence" form CG 00 01 ed. 10/01) insurance with limits of liability as follows, including Premises and Operations, Independent Contractor, Products/Completed Operations, Blanket Contractual, Personal Injury (with deletion of Contractual and Employee Exclusion) and Broad Form Property Damage:

Bodily Injury Liability/Property Damage:

\$1,000,000 each occurrence

\$2,000,000 aggregate products/completed operations

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 General Aggregate Limit

\$ 50,000 Fire Damage Legal Liability

- a) This policy shall be amended to delete all property damage exclusions which pertain to blasting or explosion, collapse of or structural injury to any building or structure or injury to or destruction of underground wires, conduits, pipes, or other similar property, if such policy exclusions would otherwise apply to the operations of the Contractor.
 - b) The contractual liability insurance afforded by this policy shall apply to the following indemnifying agreement and the certificate should make specific reference to said agreement:
- 3) Commercial Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage.

Coverage to include Hired Car and Non-Ownership Liability exposures.

- 4) Umbrella/Excess Liability with limits as follows:
 - a) \$10,000,000 each occurrence
 - b) \$10,000,000 aggregate

All liability policies shall contain a clause to the effect that they shall not be cancelled, changed, or allowed to lapse until after sixty (60) days written notice (except 10 days notice of cancellation for non-payment of premium) as evidenced by return receipt of registered or certified letter has been given to Amy Schoenfeld-Lofgren, Administrative Manager of Plant & Facilities, the Chicago Zoological Society, and the Forest Preserve District of Cook County, Brookfield, Illinois 60513.

The Contractor shall require each of his subcontractors to procure and to maintain during the lift of his subcontract, Worker’s Compensation, Commercial General Liability, Comprehensive Auto Liability and Umbrella/Excess Liability insurance of similar types and in the amounts specified in items 1, 2, 3, and 4 above.

Owner’s Liability Insurance

The Contractor will be responsible and shall maintain such insurance as will protect the Chicago Zoological Society from its contingent liability to others for damages because of bodily injury, including death, which may arise from operations under this contract, and any other liability for damages which the Contractor is required to insure any provisions of this contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Chicago Zoological Society and the Forest Preserve District of Cook County.

Other Insurance Provisions

The policies are to contain, or to be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Coverage’s
 - a) The Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois and their directors, officers, agents, or employees are to be added as additional insured as respects to liability arising out of activities performed on or behalf of the Contractor, products and completed operations of the Contractor; premises owned, leased or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded the Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois or any of their directors, officers, agents, or employees.
 - b) The Contractor’s insurance shall be primary insurance as respects the Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois or any of their directors,

officers, agents, volunteers or employees. Any insurance or self-insurance maintained by the Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois or any of their directors, officers, agents, volunteers or employees shall be excess of Contractor’s insurance and shall not contribute with it.

- c) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois or any of their directors, officers, agents, volunteers or employees.
- d) Coverage shall state that Contractor’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.
- e) The insurer shall agree to waive all rights of recovery against the Chicago Zoological Society and the Forest Preserve District of Cook County, Illinois or any of their directors, officers, agents, or employees for losses arising from work performed by contractor for the Chicago Zoological Society.

Acceptability of Insurers

Insurance is to be placed with insurers with a Best’s rating of no less than A VII according to the AM Best Insurance Rating Schedule and licensed to do business in the State of Illinois.

Sub-Contractors

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

6/24/08

CONTRACTOR SAFETY POLICY

1.0 PURPOSE

The purpose of this program is to inform contractor personnel of their necessary safety responsibilities while performing work at Brookfield Zoo. The responsibilities explained in this document are to improve overall safety performance at the zoo and to protect contractor personnel from injury. The success of safety at Brookfield Zoo depends on the sincere, constant, and cooperative efforts of all contractor personnel to provide a safe and healthy working environment.

2.0 SCOPE

This program applies to all Contractor personnel including subcontractors.

3.0 RESPONSIBILITIES

Contractor Personnel: All contractor personnel are responsible for abiding by all applicable safety standards (Federal, Local, and Internal). Contractor personnel are responsible for following procedures set forth in this document. Any problems or concerns with safety are to be relayed to the project manager who will inform Life Safety and seek assistance. Contractor personnel are responsible for their own safety and compliance with necessary regulations. See Section 5.0 for minimum safety requirements for contractors.

4.0 APPLICABLE STANDARDS

The following standards apply for all new construction and/or improvement remodeling:

1. National Fire Protection Association (NFPA) - National Fire Codes including the Life Safety Code and National Electrical Code.
2. Building Officials Code Administration (BOCA) – Basic National Building Code.
3. Cook County Building Code.
4. National Plumbing Code.
5. Illinois Accessibility Standards/Americans with Disabilities Act (ADA).
6. Occupational Safety and Health Administration Standards (OSHA) – 29 CFR 1910 and 1926.
7. Other standards as required.

In the event of conflicting standards, the more stringent will apply.

5.0 CONTRACTOR PROCEDURES

The success of the Brookfield Zoo Safety Program relies heavily on contractor cooperation. The ultimate goal is protection of the worksite and the safety of the general public. The following is a list of contractor minimal requirements that must be followed while performing work on Brookfield Zoo property.

- Driving & Parking: Contractor employees will park in designated parking areas. These areas will be designated by the Chicago Zoological Society Project Manager. It is the responsibility of the contractor to inform all workers of proper parking locations. The speed limit within the zoo is 10 MPH. Drivers must be cautious of pedestrians at all times.
- Vehicle Escorts: During regular hours of operation to the public, all vehicles and large equipment entering public pathways or roads are required to obtain a front and rear escort by Zoo personnel. Contractor is required to advise Zoo's designated representative (Project Manager) of all vehicular requirements and schedule.
- Trees and Shrubbery: Every precaution must be taken to avoid damage to trees and all other plantings. No nails or screws are allowed to be driven into trees without prior approval. Any tree or shrub which interferes with construction will be removed or tied back, upon request, by Zoo personnel. Outside contractors will not remove any tree or shrub at their own discretion.
- Animals: Workers must obey our general rules with regard to animals. Personnel must remain in the front of guardrails and refrain from feeding, teasing, and annoying the animals. As workers are in the Zoo outside of normal visiting hours, it is especially important that they respect the Zoo's operating routine. In the event that it is necessary to work within an animal area, it is required that an animal keeper be involved so all necessary safety precautions may be taken. No worker is allowed in an animal area without being escorted by personnel from animal collection.
- First Aid Reporting: All accidents involving first aid must be reported to Extension #811. Any rendering of first aid must be performed by Brookfield Zoo EMT personnel. Emergencies must be called into Extension #313 or over Zoo radio as a "Signal 13".
- Fire Alarmed Buildings: Notification must be made to the Zoo Police Department prior to any hot work activity or other tasks that may generate dust, smoke, fumes, or mist in any building.
- Fire Hydrant Usage: Use of fire hydrants as water sources is a violation of code requirements designed to protect the safety of our water supply and is contrary to the prescribed operation parameters of fire hydrants. No hydrant usage will be permitted without prior authorization of the Society. where temporary water hydrant connections may be required, the Contractor will be responsible for supply, installation and certification of an approved backflow prevention device. Under no circumstances can hydrant connections be made without such a device in place.

CONTRACTOR SAFETY POLICY

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- Trash & Garbage: Brookfield Zoo makes a concentrated effort to keep our grounds free of litter. Trash receptacles are available throughout the Zoo and are expected to be used. Construction debris will be placed in contractor provided containers (See Housekeeping).
- No Smoking: Smoking is only allowed in designated areas. All buildings are "No Smoking" as well as outdoor public areas within the Zoo. Speak with the project manager for approved smoking areas.
- Hazard Communication: The contractor must submit to the project manager all Material Safety Data Sheets (MSDS's) covering materials being used on the project. This is necessary to comply with 29 CFR 1910.1200 Hazard Communication Standard. In return, MSDS's will be forwarded to contractor personnel for materials that Zoo employees may use on the project. All MSDS's must be forwarded to Life Safety for review.
- Flammable/Combustible Storage: Any such materials must be stored in approved safety containers. Storage is to be in non-public areas and must be 50 ft from any ignition source. Containers must be labeled appropriately.
- Barricading: Work areas must be easily identifiable. Barricades, barrier tape, or other safety devices must be used to effectively deter public and/or unauthorized personnel from entering the area.
- Personal Protective Equipment: Appropriate protective devices are required during work tasks on Zoo property. Such equipment may include, but not be limited to safety glasses, hard hats, respiratory protection, fall protection, hearing protection, and safety footwear.
- Housekeeping: A clean worksite is a safe worksite. Contractors are required to maintain a clean work area at all times. Tools, power cords, and other materials must be kept in an orderly fashion to prevent trips and falls. Spills must be cleaned up or cordoned off to prevent slips. Appropriate containers must be provided by the contractor to properly store construction debris. In the event of a hazardous spill, the Society's Life Safety Department should be notified. Contractor will be responsible for removal and mediation of the hazardous incident.
- Excavation: Prior to beginning excavation operations, the contractor must verify that all underground utility, phone, and fire alarm lines have been located and marked. Excavation equipment must be inspected for defects prior to operating. Only trained operators are allowed to operate heavy equipment. Excavations in excess of 4 ft in depth must be inspected daily for signs of cave-ins. If these excavations will be entered, appropriate precautions must be taken such as sloping, benching, or shoring. All excavating activities must comply with 29 CFR 1926 Subpart P.
- Elevated Work: Personnel working at heights greater than or equal to 6 ft require fall protection. Fall protection may consist of guardrails or personal fall restraints. All elevated work activities must comply with 29 CFR 1926 Subpart M.

CONTRACTOR SAFETY POLICY

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- Confined Space: Prior to entering into a confined space, Life Safety must be notified to verify compliance with OSHA standards. These areas may include vaults, manholes, storage containers, etc. All entry work must be performed by trained personnel and be done in compliance with 29 CFR 1910.146. Entry into a confined space without approval of the Life Safety Department is grounds for immediate removal from the project.
- Hot Work: Hot work procedures will only be allowed after Life Safety approval. The work area must be inspected prior to hot work activities and after to verify no potential fire danger. A hot work permit will be issued to verify acceptable conditions.
- Lockout/Tagout: Work to be performed on energized equipment will be done so only after verification of a zero mechanical state. All locking and tagging will be conducted in accordance with 29 CFR 1910.147.

The above procedures are written for the protection of all contract employees, Brookfield Zoo employees, and the general public. Deviations from this policy may be grounds for immediate removal from the project.

Company

Signature

Title