

# Doing Business with the Chicago Zoological Society



# Our Mission

**To inspire  
conservation  
leadership by  
connecting  
people with  
wildlife and  
nature**



# Chicago Zoological Society

- Brookfield Zoo
- Field Conservation Programs





216 acres, 365 days a year



Chicago Zoological Society  
*Inspiring Conservation Leadership*



# CZS Seasons

- Slow season
  - November to March
  - Holiday Magic to February
- Shoulder season
  - March to May
  - September to October
- Busy Season
  - May to September



# Unique Setting

- Delivery--locations, times
- Volume
- Animals
  - product materials, items, navigation around the park
- Public presence
  - Opening and closing times vary upon season





# Business Units

- Merchandise
- Food
- Facility maintenance
- Janitorial
- Admissions/park attractions
- Administration (finance, security, IS, HR)
- Marketing and Design
- Education
- Animal Programs (husbandry and veterinary services)
- Conservation Science (research)
- Development





# Supplier Diversity Mission

To cultivate a best in class supplier diversity process that results in an expanded utilization of exceptional minority and women owned business enterprises in all aspects of CZS Operations in a manner that will contribute to our Four Strategic Pillars:

- Innovation and Excellence in Conservation Leadership and Animal Welfare
- Extraordinary Guest Experiences
- Institution of Choice
- Sustainable Future





# Opportunity Areas

- Professional services  
(Architectural,  
Engineering,  
Environmental)
- HVAC
- Painting
- Masonry/tuckpointing
- Fencing
- Industrial Supplies
- Concrete
- Roofing
- Printing
- IS
- Food/beverage  
suppliers
- Uniform Services
- Restaurant supplies



# General Requirements

- Certificate of Insurance
- W-9
- List of references
- Compliance with the Illinois Prevailing Wage Act 820 ILCS 130/.01
- Capital improvements work must be completed utilizing 90% Illinois labor
- Bid, Performance and Payment bonds required on all projects over \$50,000



# Depending on funding source the following might apply:

- Advertising for bids
- Public bid opening
- Non collusion affidavit
- Employer sexual harassment policy
- Employee Criminal Background Checks
- Compliance with Illinois drug-free workplace act



# Capital-Bid process

- Drawings and/or specifications issued for distribution to pre-qualified firms
- Mandatory pre-bid meeting
- Bids received by deadline
- Bid opening





# Capital-Selection process

- Bid comparison and review
- Contractor selection (based on cost, qualifications, references, and successful completion of projects similar in scope and size)
- Contract approval by CZS management and the Board



# Upcoming Capital Projects

- Public restroom renovations
- Engineering ADA ramps
- Roofs
- Skylights
- Paving
- Mechanical
- General Construction



# Non-capital Projects or Services

- Request for Information (RFI) may be issued
- Proposals with scope of work issued
- Proposals received by deadline
- Proposal review
- Award generally based on lowest cost



# March 2012

## Supplier Diversity Web Page

- Capital
  - Pre-qualification form (PDF)
  - List of upcoming projects
- Non-capital
  - Vendor Information Form
  - List of upcoming projects

[www.czs.org](http://www.czs.org)





# Questions?

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