



**CONNECT
CARE
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Request for Proposal (RFP) for Revenue Share Program for Guest Rental Equipment

RFP No: 027-2024

RFP Issue Date: Friday, October 25, 2024

The Chicago Zoological Society (CZS) – Brookfield Zoo Chicago (BZC) is soliciting proposals to provide a Shared Revenue Program on rental equipment for guests in need of assistance roaming on Zoo grounds. This is a three (3)-year commitment with an option for an additional one (1) to two (2) years. The specific details can be found in the accompanying Scope of Work section of this RFP - Attachment A.

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

Please submit your intent to bid and if you require clarifications or have specific questions regarding any information contained in this RFP (e.g. Scope of Work) in writing via email to the email address referenced below. **All notices to bid and question(s) must be submitted in writing no later than 5:00pm CST on Friday, November 1, 2024.** Please include the RFP No. noted above in your email.

Purchasing@brookfieldzoo.org

The Proposal must be submitted no later than 5:00pm CST on Friday, November 15, 2024 in electronic format to the following email address:

Purchasing@brookfieldzoo.org

Organizational Overview

The Chicago Zoological Society – Brookfield Zoo Chicago (BZC) 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 235-acre Zoo annually serves over two million visitors from the diverse Chicago metropolitan area. The zoo is open 363 days a year. On an average day, more than 11,000 people visit during the Zoo's peak attendance season in the summer months.

Brookfield Zoo Chicago'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

- RFP Issue date: **October 25, 2024**
- Intent to Bid & Inquiry deadline: **November 1, 2024**
- Proposal due date: **November 15, 2024**
- BZC will review all bids with intent to award before end of November
- Contract Start Date: **January 1, 2025**

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. Please 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:

- Submittal of complete RFP documents as requested by deadline
- Demonstrate understanding of requested Scope of Work
- Proposal product line and itemized pricing
- Ability to meet timeline and contract start date of 1/1/25
- Familiarity/Experience with Scope of Work

BZC Reservation of Rights

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

MBE/WBE/DBE/8(a)

Brookfield Zoo Chicago 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 Brookfield Zoo Chicago'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 BZC 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 BZC does not receive any documentation of your concerns, BZC will interpret this as your acceptance and willingness to utilize the BZC standard Independent Contractors Agreement.



**CONNECT
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BZC RFP – Revenue Share Program for Guest Rental Equipment

Attachment A

Scope of Work, Deliverables, Required Response Format

Scope of Work

Contractor will provide new, fully operational equipment in rentable condition to BZC for use in the Shared Rental Program during the three (3)-year term of the Agreement. There are two locations with rental equipment for guests at both the North and South Entrance Gates.

List of equipment

Double Strollers: **100 units**
Manual Wheelchairs (at least 24” seats): **35 units**
Electric Convenience Vehicles (ECVs): **28 units**
Wagons: **50 units**

BZC currently owns wagons for rental, but will be removing them from inventory and ask that the Contractor for this agreement provides new wagons.

BZC also owns custom Dolphin strollers that will continue to be part of the guest rental inventory and not included in the Revenue Share Program.

Contractor will retain full title and ownership of all newly provided equipment at all times. BZC logo should be able to be prominently displayed on each piece of equipment.

Maintenance

Contractor will provide a full maintenance program for all equipment (existing and new) for the full term of this Agreement. This maintenance program will entail the following:

Contractor will provide any replacement parts (due to normal wear and tear) and their required installation on all equipment to ensure minimal interruptions in potential opportunities to rent all equipment. These replacement parts will be parts that have failed through normal wear and tear of daily use. If during the normal course of rentals, the wear and tear experienced by the equipment requires a full replacement of the equipment, the Contractor will replace the equipment with equipment of similar or better quality than those originally delivered and must substantially conform to the original equipment.



Contractor will perform this maintenance program at a frequency of once every ten (10) days during the period from Memorial Day to Labor Day. For the period of time prior to Memorial Day and after Labor Day, Contractor will perform the maintenance program two times a month or on an as-needed basis based on rental demand data.

Inventory levels

If actual rental demand warrants an increase in equipment available to rent, the Contractor will provide additional equipment to the Zoo at no cost (including freight) to meet this increased rental demand. The additional equipment will be of similar or better quality than those originally delivered and must substantially conform to the original equipment.

Contractor will provide instructions and all necessary information on specific equipment set-up, care, and handling required for the equipment to BZC.

Deliverables

Please provide Rental Gross Revenue rates (no deduction for tax) for all types of equipment for BZC's consideration, along with any other costs associated with the Scope of Work. These rates will remain fixed for the term of the Agreement. If Contractor can provide the following additional products, please include in bid with the Rental Gross Revenue rates:

- Penny Press
- Medallions
- Any other product firm feels beneficial to BZC in a Revenue Share Program

Required Response Format

All responses should include a Cover Letter on company letterhead, completed Attachment B, completed Attachment C, an itemized cost proposal, and other information that you feel is pertinent to this RFP.



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BZC RFP – Revenue Share Program for Guest Rental Equipment
Attachment B
CONTRACTOR INFORMATION STATEMENT

Submitted By:

Firm: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Has your organization performed any work with the Chicago Zoological Society previously? (Please Check) Yes _____ No _____

If Yes, please list CZS Contact Person(s) _____

If "Yes", Please list Project: _____

How did you hear about this Request for Proposal? (Please Check)
CZS Website _____ Cook County Website _____ Direct Bid _____

Type of Organization: (Please Check)

Corporation ____ Partnership ____ Individual ____ Other ____ (Please provide explanation below)

Certified Minority Business Enterprise* _____
Certified Women Owned Business Enterprise* _____
Certified Disadvantaged Business Enterprise* _____
Certified U.S. Small Business Administration 8(a) Firm* _____



*Please attach a copy of current Letter of Certification to this RFP.

Years in Business: _____

Number of Employees: _____

Membership/Affiliation in Professional Organizations
(Please List Below)

Other:



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BZC RFP – Revenue Share Program for Guest Rental Equipment
Attachment C
Reference Statement

Reference 1:

Company: _____
Contact Person at Company/Title: _____
Telephone: _____ Email: _____
Company Address: _____
Project Name: _____
Project Description: _____

Project Value:\$ _____ Project Manager: _____

Reference 2:

Company: _____
Contact Person at Company/Title: _____
Telephone: _____ E-mail: _____
Company Address: _____
Project Name: _____
Project Description: _____

Project Value:\$ _____ Project Manager: _____

Reference 3:

Company: _____
Contact Person at Company/Title: _____
Telephone: _____ E-mail: _____
Company Address: _____
Project Name: _____
Project Description: _____

Project Value:\$ _____ Project Manager: _____



CZS RFP – Attachment D

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (this "Agreement"), dated [Click here to enter a date](#), is between The Chicago Zoological Society (d/b/a “Brookfield Zoo Chicago”) with a mailing address of 3300 Golf Road, Brookfield, IL 60513 and [Click here to enter Name](#), [Click here to enter Address](#). (the “Contractor”).

The parties agree to the following:

1.0 DUTIES

1.1 Duties of Contractor

Contractor will perform the services as reflected in Attachment A, which is herein incorporated by reference.

1.2 Time to be Devoted to Performance of Services

Unless terminated according to the terms contained herein, the term of this Agreement shall commence on [Click here to enter a Contract Starting Date](#) and shall end on [Click here to enter a Contract Ending Date](#). Contractor will complete performance of the Services on or before [Click here to enter a Completion Date](#).

1.3 General

(a) Contractor retains the sole right to control and direct the manner in which the Services are performed and to determine the employees, independent contractors, subcontractors, agents and other individuals who will perform the Services on its behalf pursuant to this Agreement (“Contractor representatives”). Notwithstanding the foregoing, Brookfield Zoo Chicago retains the right to inspect the Services, stop work, prescribe alterations, and monitor Contractor's performance to ensure that the Services are performed in accordance and consistent with this Agreement. Contractor acknowledges that Brookfield Zoo Chicago’s primary business is the operation of a zoological park and that one of its primary concerns is the safety of the animals and people at the zoo, both employees and visitors; Contractor further acknowledges that Brookfield Zoo Chicago strives to maintain the good will of its patrons and the public in general and further agrees that Contractor will do nothing that will have an adverse impact on Brookfield Zoo Chicago’s mission, its collection of animals, its employees, or endanger the public in any way.

(b) Contractor represents and warrants that it will perform all Services under this Agreement in accordance with standard industry practices applicable to such Services, and in accordance with all applicable Laws.

(c) Contractor hereby gives permission to Brookfield Zoo Chicago, its agents, successors, and assigns, to use Contractor's and Contractor's representatives' images (still photo, audio, and video recordings) of any performance of Services for Brookfield Zoo Chicago in conjunction with any Brookfield Zoo Chicago production, advertisement, promotion, or for other related purposes.

(d) Contractor hereby assigns all rights, title, interest, copyright, and any renewal rights to Brookfield Zoo Chicago for any work produced or created by Contractor or any Contractor representative in performance of the Services.

(e) Contractor agrees not to recruit or hire any employee of Brookfield Zoo Chicago during the period of the Agreement or within one (1) year following the effective termination date of the Agreement.

(f) The Contractor agrees to comply with all applicable federal, state, and municipal laws, rules, and regulations prohibiting workplace discrimination based on race, color, religion sex, national origin, disability, sexual orientation, or any other applicable legally protected status, as well as laws, rules, and regulations relating to individuals with disabilities for places of public accommodation. The Contractor further agrees that if any of the Contractor's employees, independent contractors, subcontractors, agents, or other individuals who will perform the Services will be directly interacting with the public, Contractor will provide training in equal employment, anti-discrimination, and accommodations for persons with disabilities to all Contractor employees, independent contractors, subcontractors, agents, and other individuals who will perform the Services.

(g) Contractor agrees not to assign to Brookfield Zoo Chicago any Contractor representative whose background information indicates he or she could reasonably pose a risk to the reputation of Brookfield Zoo Chicago or a threat to the safety of its staff, animals, or visitors. In fulfillment of this commitment, Contractor shall conduct a thorough county and national criminal background check and a check of the national sex offender registry for all addresses, states and counties within which any Contractor representative has resided during the seven years prior to such assignment and assess the results to determine whether such Contractor's representative's record would disqualify him or her from assignment to the Society under the terms of this provision based on the job to be performed.

Contractor agrees to provide proof of compliance with this provision by Contractor or any subcontractor, agent, or other individual or entity upon request of Brookfield Zoo Chicago, providing a copy of invoice(s) billed by the background check firm confirming the Contractor Representative's name and date and type(s) of background check(s) conducted. Contractor agrees to comply and to have all Contractor representatives comply with all applicable Laws regarding the collection and use of any background information. Contractor further agrees to defend, indemnify and hold harmless Brookfield Zoo Chicago from and against any costs, losses, claims, suits, proceedings, damages or liabilities to which it may be or become subject (including, without limitation, reimbursement for any legal and other expenses incurred by Brookfield Zoo Chicago) in connection with the investigation and defense of any such costs, losses, claims, suits, proceedings, damages or liabilities) that arise out of or are based upon or relate to Contractor's failure to comply with its obligations under this Section 1.3(g).

(h) Brookfield Zoo Chicago is licensed for any music included in the Broadcast Music, Inc. (BMI) database of licensed music and the American Society of Composers, Authors and Publishers (ASCAP) database of licensed music. If applicable, the contractor will only play music which is included in the BMI or ASCAP database of licensed music.

2.0 COMPENSATION

2.1 Contractor Fees

In consideration of performance of the Services, Brookfield Zoo Chicago shall pay Contractor fees referenced in Attachment B.

2.2 Supplies and Equipment

Contractor shall provide, at Contractor's sole cost and expense, all supplies and equipment necessary to perform the Services except for:

[Click here to enter description of any supplies or equipment to be provided by the Zoo.](#)

2.3. Expenses

Contractor will be solely responsible for the payment of all expenses incurred by Contractor in performing the Services, unless otherwise specifically agreed to by the parties in writing.

3.0 INVOICE SUBMISSION

In order to receive payment pursuant to Paragraph 2.1 above, Contractor shall submit a detailed, itemized, and signed invoice on a [Click here to enter an invoice period.](#) basis, as appropriate. Such invoices shall, at a minimum, list: (a) the date(s) the Services were performed, (b) time spent in completing the Services and c) a description of the specific Services performed. All invoices for payment under this Agreement must be submitted no later than fifteen (15) days following the month in which the Services billed were performed.

4.0 TERMINATION OF AGREEMENT

4.1. Automatic Termination

This Agreement and the parties' obligations hereunder shall terminate upon Contractor's satisfactory completion of the Services and receipt of payment for such Services or on the expiration date set forth in Paragraph 1.2, whichever is earlier.

4.2. Termination by Notice

Either Party may terminate this Agreement at any time, with or without cause, by providing the other Party with written notice of termination. For termination without cause, either Party shall deliver written notice to the other Party at least fifteen (15) days prior to the effective date of such termination and Brookfield Zoo Chicago shall pay Contractor all monies due under this Agreement for services rendered up to the date of termination. If either Party fails to perform any Services or fails to perform Services in a timely and/or satisfactory manner the other Party may terminate this Agreement effective upon written notice. In the event of a termination pursuant to this Paragraph 4.2, with or without cause, the obligations of both parties under this Agreement shall terminate (unless expressly stated otherwise); provided, Contractor shall be obligated to return to Brookfield Zoo Chicago any prepayment amounts delivered to

Contractor that are applicable to time periods after the termination date.

5.0. RELATIONSHIP OF PARTIES

Brookfield Zoo Chicago and Contractor agree that Contractor is retained and shall act at all times as an independent contractor and is not an employee or agent of Brookfield Zoo Chicago. Nothing in this Agreement is intended, nor shall be construed to create or constitute, an employment, agency, joint venture, partnership, or other relationship between Brookfield Zoo Chicago and Contractor or any of Contractor's agents, employees, or subcontractors. Accordingly, Contractor shall be responsible for payment of all taxes, licenses, fees, and/or any required legal reporting arising out of Contractor's activities and receipt of fees pursuant to this Agreement, including but not limited to federal and state income tax, Social Security tax, unemployment insurance taxes, workers' compensation insurance, and other taxes, business license fees, and/or reporting as required.

6.0 CONFIDENTIAL INFORMATION; INTELLECTUAL PROPERTY

6.1 Confidential Information

Contractor acknowledges and agrees that, during the course of performing the Services, Contractor and Contractor's employees, agents and representatives may have access to or learn confidential information concerning Brookfield Zoo Chicago which is not generally known by or available to the public and that the Zoo would suffer damages and, in some instances, irreparable harm, if such Confidential Information were subject to unauthorized use or disclosure. For purposes of the Agreement, Confidential Information includes, but is not limited to data, materials, files, correspondence, plans, designs, and ideas of Brookfield Zoo Chicago, membership and donor information, animal management information and records, scientific research, personal identifying information concerning Brookfield Zoo Chicago's personnel, information concerning Brookfield Zoo Chicago's Board of Trustees and its activities, financial records, and other information of a non-public and proprietary nature.

Contractor agrees to safeguard and maintain the confidentiality of all Confidential Information to which the Contractor or Contractor's representatives have access to or receive during or after the termination of its relationship with Brookfield Zoo Chicago and to take steps to notify Contractor's representatives of their obligations regarding confidentiality and obligations for protection of confidential data. Contractor agrees to notify Brookfield Zoo Chicago immediately in the event of any unauthorized use or disclosure of any Confidential Information. Contractor further agrees to defend, indemnify and hold harmless the Zoo from and against any costs, losses, claims, suits, proceedings, damages or liabilities to which it may be or become subject (including, without limitation, reimbursement for any legal or other expenses incurred by Brookfield Zoo Chicago in connection with the investigation and defense of any such costs, losses, claims, suits, proceedings, damages or liabilities) that arise out of or are based upon or relate to Contractor's or any Contractor's representative's negligent, intentional or unintentional use, misuse or unauthorized disclosure of any Confidential Information.

6.2 Intellectual Property

It is expressly understood that any intellectual property rights, information and data to which Contractor or any Contractor representative is given access, or which is made available to Contractor or any Contractor representative, or which is created as a result of Contractor's performance under this Agreement remain the sole and exclusive property of Brookfield Zoo Chicago, and, if requested by Brookfield Zoo Chicago, shall be assigned to Brookfield Zoo Chicago by Contractor. Such information may not be disclosed, used or cited by Contractor for any reason without the express written consent of the Director of the Zoo.

7.0 TRANSFER AND ASSIGNMENT

The parties hereto acknowledge that the rendering of the Services are not appropriate for transfer or assignment, and thus neither Party may sell, assign, transfer, or otherwise encumber its rights, duties or obligations imposed under this Agreement without the prior written consent of the other Party. Contractor may not assign or transfer its right to receive compensation due hereunder separate or apart from its obligations to complete the Services.

8.0 INDEMNIFICATION

8.1 Except as provided in Subsection 8.2 below, Contractor agrees to indemnify, defend and hold Brookfield Zoo Chicago and Forest Preserve District of Cook County (as owner of the improvements and land comprising the Brookfield Zoo), including their respective directors, officers, agents, employees affiliates, harmless against any claims, losses, liabilities or costs (including, without limitation, reasonable legal fees and expenses) arising out of this Agreement or based upon Contractor's or any of Contractor's representative's performance of the Services, including but not limited to any claims, losses, liabilities or costs whatsoever of any Contractor representative, or by any other individual based on any act by Contractor or any Contractor representative.

In any and all claims against Brookfield Zoo Chicago or Forest Preserve District of Cook County, including their respective directors, officers, agents, employees affiliates, by any Contractor representative anyone directly or indirectly employed by the Contractor or anyone for whose acts the Contractor may be liable, the indemnification obligation under this Section 8.0 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

8.2 Brookfield Zoo Chicago agrees to indemnify, defend and hold Contractor and Contractor's representatives, harmless against any claims, losses, liabilities or costs (including, without limitation, reasonable legal fees and expenses) arising out of this Agreement, based upon the Brookfield Zoo Chicago's breach or default of any of its obligations under this Agreement.

9.0 INSURANCE

Contractor agrees that it will not allow any Contractor representative to come onto Brookfield Zoo Chicago property in order to perform the Services without first ensuring that such person(s) is covered by the same minimum limits as outlined below. Contractor shall carry at its sole expense,

during the term of this Agreement, the minimum insurance coverage set forth below. All insurance policies shall be issued by a carrier with a current A.M. Best Company rating of at least A:VII and satisfactory to Brookfield Zoo Chicago:

Commercial General Liability

Each occurrence\$1,000,000
General Aggregate (other than Products/Completed Operations)\$1,000,000
Products/Completed Operations Aggregate with contractual indemnity coverage\$1,000,000

Worker’s Compensation as required by applicable State Law

Employer's Liability (Coverage B) in the minimum amount of \$ 1,000,000 Each Accident/
\$1,000,000 Each Employee-Disease/ \$ 1,000,000 Policy Limit-Disease.

Automobile Liability insurance, including bodily injury and property damage coverage of at least \$1,000,000 combined single limit on vehicles owned or hired by Contractor.

All insurance policies required above shall contain a waiver of subrogation in favor of Brookfield Zoo Chicago and Forest Preserve District of Cook County, including all of the officers, directors, agents and employees of same and the insurance policies required shall name Brookfield Zoo Chicago and the Forest Preserve District of Cook County as additional insured to the full extent of the risks included within the release, defense and indemnity obligations assumed by Contractor hereunder. The additional insured status in favor of Brookfield Zoo Chicago and the Forest Preserve District of Cook County shall be effective even if the release, defense and indemnity obligations of Contractor are unenforceable.

Brookfield Zoo Chicago and the Forest Preserve District of Cook County are included as Additional Insureds as respects all policies (except Workers’ Compensation and employer’s liability), but only for liability arising out of the operations of the Contractor. This insurance is Primary and Non-Contributory over any existing insurance and limited to liability arising out of the operations of the Contractor.

The insurance policies required to be maintained by the Contractor hereunder shall include provisions to the effect that: (i) the policy shall not be subject to cancellation, material change or restriction or reduction of coverage or limits except upon not less than thirty (30) days written notice to Brookfield Zoo Chicago ; (ii) the insurer shall promptly notify Brookfield Zoo Chicago within 10 days in the event of default in payment of any premium or installment thereof, (iii) the policy shall contain a severability of interests clause in favor of Brookfield Zoo Chicago ; (iv) the insurance is primary and not excess, contributory or contingent; and (v) Contractor, and not Brookfield Zoo Chicago, shall be responsible for paying all deductibles/retentions and premiums under such insurance policies.

Contractor agrees to furnish to Brookfield Zoo Chicago, prior to the commencement of the Work, insurance certificates(s) reflecting Contractor’s compliance with the requirements of this Article.

The insurance described herein shall remain in effect for all of the respective insured’s, including additional insured’s, following any termination of this Agreement with respect to any occurrence, act or omission that occurred or may have occurred at any time prior to such termination. Any obligations of indemnification, insurance and confidentiality shall survive the termination of this Agreement.

10.0 MINORITY-OWNED, WOMEN-OWNED, AND DISADVANTAGED BUSINESS ENTERPRISES.

Brookfield Zoo Chicago takes affirmative steps to ensure that certified minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), and disadvantaged business enterprises (DBEs) are afforded opportunities to compete for and participate in providing good and services. If Contractor is an MBE, WBE, or DBE that has been properly certified by one of the agencies or programs listed below, or is employing or otherwise utilizing an MBE, WBE or DBE in performance of the Services, Contractor will provide proof of such Certification in a form satisfactory to the Society with the signed agreement:

- a. City of Chicago, National Minority Supplier Development Council Affiliates (NMSDC)
- b. Chicago Minority Business Development Council (CMBDC)
- c. State of Illinois-Department of Transportation (IDOT)
- d. Small Business Administration (SBA-8A)
- e. Illinois Unified Certification Program
- f. The Women's Business Development Center
- g. Certification by Cook County Dept. of Contract Compliance as a Minority and/or Woman-Owned Business Enterprise (MBE/WBE).

11.0 NOTICES

All notices, requests, demands and other communications hereunder (“Notice”), whether or not so stated in the provisions of this Agreement, must be in writing and addressed to the party’s duly authorized representative identified below. Notice may be sent by mail, overnight carrier (UPS, FedEx, etc.) or by e-mail.

To Contractor:

Attn: [Click here to enter Contractor Name](#)
[Click here to enter Contractor Attn:](#)
[Click here to enter Contractor Address](#)
[Click here to enter Contractor City, State, Zip](#)

To Brookfield Zoo Chicago:

Chicago Zoological Society
Attn: [Click here to enter Name of Supervisor Responsible for Contract](#)
3300 Golf Road
Brookfield, IL 60513

Any Notice required herein shall be deemed to be given or made only if sent by hand or nationally recognized courier service, with delivery evidenced by a written receipt, or by certified or registered mail, return receipt requested and postage and registry fees prepaid. A Notice sent by certified or registered mail shall be deemed to be given on the 3rd business day after mailing. All other Notices shall be deemed given when received. A Notice sent via e-mail shall include a Request for Delivery Receipt and shall be deemed to be given on the day said Receipt was received.

12.0 GOVERNING LAW

The provisions of this Agreement shall be construed in accordance with the law of the State of Illinois, without regard to the laws or conflict of law rules of any other jurisdiction where Contractor may reside or perform the Services or where any violation of this Agreement occurs. Any suit, action, or other legal proceeding arising out of or relating to this Agreement shall be brought exclusively in the federal or state courts located in Cook County, Illinois and Brookfield Zoo Chicago and Contractor hereunder submit to personal jurisdiction in the State of Illinois and to venue in such courts.

13.0 SEVERABILITY

If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable. This Agreement supersedes and shall control over any other previous agreement(s) between the parties.

14.0 TIME OF ESSENCE

With regard to all dates and time periods set forth or referred to in this Agreement, time is of the essence.

15.0 COMPLIANCE WITH LAWS

The Contractor agrees to be bound by and, at its own cost, comply with all applicable federal, state, and local laws, ordinances and regulations (collectively, "Laws"), including, but not limited to, equal employment opportunity, minority business enterprise, women's business enterprise, and disadvantaged business enterprise laws, prevailing wage, anti-kickback and environmental laws. The Contractor agrees that it has read, is familiar with, and will comply with the Forest Preserve District of Cook County's Code of Ethical Conduct.

The Contractor's liability to Brookfield Zoo Chicago and the Forest Preserve District of Cook County under this Agreement for all loss, cost and expense attributable to any acts of commission or omission by the Contractor and Contractor's representatives, resulting from the failure to comply with the Laws, shall include but not be limited to, any fines, penalties or corrective measures.

16.0 COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement, and all of which, when taken together, will be deemed to constitute one and the same agreement.

[signatures appear on next page]

Chicago Zoological Society*:

Contractor: [Click to enter Contractor Name](#)

By: _____

Title: _____

OFFICE USE ONLY:

Agreement prepared by:

[Click to enter Name of Person who Prepared Contract](#)

Supervisor responsible for contract:

[Click here to enter Name of Supervisor](#)

Charge # and Authorized Purchaser Initials:

[Click here to enter Charge Number](#)

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DUTIES OF CONTRACTOR

Contractor will perform the following services (the "Services"):

[Click here to insert detailed description of services to performed.](#)

FEE SCHEDULE

Payments will be made upon receipt of properly completed and authenticated invoices. Total compensation for full performance of the Services shall not exceed [Click here to enter total dollar amount of contract \\$](#), regardless of the actual expenditures of time or money made by Contractor in performing the Services. If Brookfield Zoo Chicago requests additional services not contemplated or described herein, Contractor shall inform Brookfield Zoo Chicago of the cost to complete such services and receive written direction thereafter from Brookfield Zoo Chicago to complete such services in order to receive compensation therefor.

[Click here to insert detailed Contractor Fee Schedule.](#)

