



# Request for Quote (RFQ)

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Event Rentals  
FILE NO. 02142014

February 18, 2014

Detroit Zoological Society  
8450 W. 10 Mile Rd.  
Royal Oak, MI 48067  
Attention: Purchasing Department

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## 1. Introduction

The Detroit Zoological Society's (herein referred to as "DZS") purpose of this Request for Quote (RFQ) is to solicit quotes from vendors who have the capacity and necessary resources to provide event equipment and materials for various Detroit Zoo events. The successful bidder (herein referred to as "Contractor") will readily provide (but may not be limited to): tents, tables, folding chairs, shades, bar stools, carpet, lighting, drapes, garment racks and easels as indicated in this RFQ. Responses will be accepted from all rental equipment and material providers, hereafter referred to as Contractor.

## 2. DZS at a Glance

The DZS is a non-profit organization that operates the Detroit Zoo (Zoo) and Belle Isle Nature Zoo (BINZ). The organization has over 52,000 member households, about 210 full and part-time employees, and over 1,100 volunteers, docents and gardeners who donate more than 103,000 hours of service each year. Accredited by the Association of Zoo & Aquariums, the DZS's statement of purpose is "*Celebrating and Saving Wildlife*."

The Zoo is the largest and one of the most beloved family attractions in Michigan with over one million visitors annually. Situated on 125 acres of naturalistic exhibits, it is home to approximately 2,600 animals representing 265 species. Major exhibits include the Arctic Ring of Life, Australian Outback Adventure, Great Apes of Harambee, National Amphibian Conservation Center and Wildlife Interpretive Gallery, among others.

The BINZ sits on many acres of undisturbed natural wetland habitat and provides year-round educational, recreational and environmental conservation opportunities for the community. It features a deer encounter, turtle exhibit with native Michigan turtles and indoor beehive allowing year-round viewing of bee behavior. Future plans include nature trails, small mammal exhibits, Great Lakes aquatic life exhibit, wetland pond and outdoor classroom.

For more information, visit [www.detroitzoo.org](http://www.detroitzoo.org).

## 3. Capabilities

Contractors responding to this RFQ must possess the following capabilities:

1. Experience providing tents, tables, chairs, linen and other rental equipment and materials for special events.
2. Possess the available resources to service the Detroit Zoological Society.
3. Has the capacity to respond to emergency requests within a reasonable timeframe required.
4. Is a registered and active business with the State of Michigan Department of Licensing and Regulatory Affairs.

## 4. SCOPE OF SERVICES (SOs)

The Contractor will be responsible for providing rentals for special events. The Contractor will deliver all rental items to the Detroit Zoo upon request by the DZS Events Supervisor, Marketing Coordinator or other designated DZS personnel, located at 8450 W. 10 Mile Road, Royal Oak, Michigan 48067. The following equipment and materials may be required annually:

- 4.1 400 - 500 tents in the following sizes: 14 X 14, 20 X 30, 30 X 30, 40 X 40, 40 X 60, 40 X 100, and 60 X 100;
- 4.2 800 – 1,000 tables in varying sizes to include, but not be limited to: pedestal (both 36" and 42"), round, square and rectangular tables;
- 4.3 900 – 1,000 black (vinyl & padded) folding chairs;
- 4.4 150 – 200 10 X 10 Pop up Shades;

- 4.5 400 – 500 table linens in various sizes and colors;
- 4.6 100 – 200 black bar stools;
- 4.7 6,000 -7,000 square feet of black carpet;
- 4.8 2,500 – 3,000 flexi-lights;
- 4.9 100 – 200 pipe and drape sets;
- 4.10 100 – 200 banjo drapes;
- 4.11 100 – 200 sand bags
- 4.12 100 – 200 rolling garment racks with wooden hangers;
- 4.13 50 – 100 three leg easels;
- 4.14 Delivery with-in 1 – 2 business days of being ordered.
- 4.15 The ability to set up and breakdown equipment during and outside of normal operating hours (\*including holiday and weekends).

## 5. Selection Process

The DZS will review proposals and select a Contractor(s) based on the following areas:

- Experience providing special event rental services;
- Name, title, address and telephone number of three references within Michigan;
- Company size (number of employees);
- Year in business;
- Location (headquarters and satellite locations)
- Resources (vehicles and equipment available to provide service);
- 2012 and 2013 Sales
- Operating Hours;
- Obstacles encountered supplying products and/or services and how those obstacles were addressed;
- Indicate the name of the individual assigned to the DZS who will be capable of approving and negotiating prices for services;
- Identify additional products or services that your company may provide.
- Indicate if your business has the ability to deliver within one to two business days of an order being placed.
- Indicate if your business has the resources necessary to breakdown equipment during and outside of normal DZS business hours (9 a.m. to 5 p.m.) including holidays and weekends.

Please ensure that your quote encompasses a response for each of the aforementioned criteria in substantially the same order as indicated (please refer to Exhibit A).

## 6. Selection Process Schedule

Indicated below is a proposed schedule for the RFQ process that is subject to change or correction. Any changes to this schedule for the RFQ process will be issued to all respondents via an emailed addendum.

| Process Activity                        | Schedule          |
|---|-------------------|
| RFQ announced/posted to web page        | February 18, 2014 |
| Last day to submit RFQ questions to DZS | February 21, 2014 |

|  |                                 |
|--|---------------------------------|
| Bidders notified via email (successful and unsuccessful) | No later than February 28, 2014 |
| Agreement executed                                       | No later than March 7, 2014     |

## 7. Instructions

All Requests for Quotes (RFQ) must be received by the DZS Purchasing Department no later than the date specified in the aforementioned process schedule. Contractors responding to the DZS RFQ for Rentals shall submit an RFQ in accordance with the following instructions:

1. Provide all information requested by this RFO in a clear and concise, readable document.
2. Submit an electronic response in a pdf. format by the deadline indicated in Section 6.
3. Attach any information that was not requested in this RFQ, but that you believe will add value or you believe is relevant, as an exhibit to this RFQ.
4. Please provide complete contact information when requested, inclusive of the company name, business entity type, business address (inclusive of city, state and zip code), telephone, e-mail address and website if available.
5. The DZS is requesting that Contractors do not provide manual copies of bids/responses.

## 8. Communications

Questions regarding the RFQ process must be directed to the Senior Procurement Specialist via email to [purchasing@dzs.org](mailto:purchasing@dzs.org) as indicated in Section 6 of this RFQ. Questions must be for clarification purposes only. Only questions received by the deadline indicated will receive a response. A response to all questions will be provided to all companies via e-mail as indicated in Section 6 of this RFQ.

The Office for the RFQ Selection process is:

| Name   | <i>January Lee, Senior Procurement Specialist</i>   |
|--|---|
| Address (mailing)                            | 8450 W. 10 Mile Rd.,<br>Royal Oak, MI 48067   |
| Telephone                                    | (248) 336-5702  |
| E-mail                                       | <a href="mailto:purchasing@dzs.org">purchasing@dzs.org</a>  |
| Purchasing Web Page (RFQ/RFP notifications): | <a href="http://www.detroitzoo.org/about/purchasing-information">http://www.detroitzoo.org/about/purchasing-information</a> |

**Exhibit A**  
**QUOTE/BID RESPONSE**

1. An introductory letter should be submitted indicating the Contractor's name (bidder representative), business entity/legal status, contact name (individual authorized to submit a proposal), mailing address, telephone number, fax number and e-mail address. The letter should address the Contractor's understanding of the service required, as indicated in this RFQ. The letter should also include a statement discussing the Contractor's mission (mission statement), interest and qualifications for the type of work proposed.
2. Provide responses/information for the criteria indicated in Section 5 of the RFQ ("Selection Process").
3. Complete the cost table indicated on the next page.

[Remainder of page intentionally left blank]

| Equipment/Material   | Unit Cost<br>(per item)<br><u>Contractor</u><br><u>does not Install</u> | Qty. to<br>obtain<br>discount | Discount<br>(%) | Unit Cost<br><u>Contractor</u><br><u>Installs</u> | Qty. to<br>obtain<br>discount | Discount<br>(%) |
|--|---|-------------------------------|-----------------|---|-------------------------------|-----------------|
| 14' x 14' white canopy tent  |   |                               |                 |   |                               |                 |
| 15' x 15' white canopy tent  |   |                               |                 |   |                               |                 |
| 20' x 30' white canopy tent  |   |                               |                 |   |                               |                 |
| 30' x 30' white canopy tent  |   |                               |                 |   |                               |                 |
| 40' x 40' white canopy tent  |   |                               |                 |   |                               |                 |
| 40' x 60' white canopy tent  |   |                               |                 |   |                               |                 |
| 40' x 100' white canopy tent   |   |                               |                 |   |                               |                 |
| 60' x 100' white canopy tent   |   |                               |                 |   |                               |                 |
| 20' x 30' white canopy tent  |   |                               |                 |   |                               |                 |
| 10' x 10' pop up shade   |   |                               |                 |   |                               |                 |
| 10' x 20' pop up shade   |   |                               |                 |   |                               |                 |
| 30' x 30' pole tent  |   |                               |                 |   |                               |                 |
| 40' x 40' pole tent  |   |                               |                 |   |                               |                 |
| 40' x 60' pole tent  |   |                               |                 |   |                               |                 |
| 40' x 100' pole tent   |   |                               |                 |   |                               |                 |
| 40' x 120' pole tent   |   |                               |                 |   |                               |                 |
| 60' x 90' pole tent  |   |                               |                 |   |                               |                 |
| 60' x 100' pole tent   |   |                               |                 |   |                               |                 |
| 60' x 120' pole tent   |   |                               |                 |   |                               |                 |
| 30" x 72" banquet tables   |   |                               |                 |   |                               |                 |
| 30" x 96" banquet tables   |   |                               |                 |   |                               |                 |
| 42" round table  |   |                               |                 |   |                               |                 |
| 48" round table  |   |                               |                 |   |                               |                 |
| 60" round table  |   |                               |                 |   |                               |                 |
| 72" round table  |   |                               |                 |   |                               |                 |
| 48" x 48" table  |   |                               |                 |   |                               |                 |
| 60" x 72" half-round   |   |                               |                 |   |                               |                 |
| 6' conference table  |   |                               |                 |   |                               |                 |
| 8' conference table  |   |                               |                 |   |                               |                 |
| 30" x 72" banquet tables   |   |                               |                 |   |                               |                 |
| 30" x 96" banquet tables   |   |                               |                 |   |                               |                 |
| 42" round table  |   |                               |                 |   |                               |                 |
| 30" x 72" banquet tables   |   |                               |                 |   |                               |                 |
| 30" x 96" banquet tables   |   |                               |                 |   |                               |                 |
| 42" round table  |   |                               |                 |   |                               |                 |
| 48" round table  |   |                               |                 |   |                               |                 |
| 30" x 72" banquet tables   |   |                               |                 |   |                               |                 |
| 30" x 96" banquet tables   |   |                               |                 |   |                               |                 |
| White vinyl seat and back, metal frame                                   |   |                               |                 |   |                               |                 |
| Black vinyl seat and back, metal frame                                   |   |                               |                 |   |                               |                 |
| Black bar stool with back  |   |                               |                 |   |                               |                 |
| Black chivari bar stool  |   |                               |                 |   |                               |                 |
| Outdoor black carpet (per sq. ft.)                                       |   |                               |                 |   |                               |                 |
| Flexi-lights (50" roll or inches closes to 50)                           |   |                               |                 |   |                               |                 |
| Pipe and drape sets (per set)  |   |                               |                 |   |                               |                 |
| Heavy duty garment rack (74" x 22" x 66-1/4" h or comparable dimensions) |   |                               |                 |   |                               |                 |
| Three leg easels   |   |                               |                 |   |                               |                 |