

**Request For Qualifications & Pricing
Roll-Up Blanket
Issued by Chicago Botanic Garden**

RFQP Issue Date: Monday, March 24, 2014
Due Date: Friday, April 18, 2014

Contact Name for Delivery and Questions:

Anne Boynton, Director, Membership & Annual Giving

Email: aboynton@chicagobotanic.org

Web Site: www.chicagobotanic.org

I) Introduction

The Chicago Botanic Garden (Garden) has historically utilized the services of different vendors to provide membership premiums for renewing members and for some special acquisitions offers.

The Garden has designed this RFQP process to evaluate potential vendors capable of providing the best product for the Garden. As you will see from the questions contained in the RFQP, the Garden would like to receive information regarding your company's qualifications, service capabilities and typical fees charged. Your timely and complete response to this RFQP will allow the Garden to properly evaluate your qualifications and pricing.

II) Background and Organization Overview

The Chicago Horticultural Society operates the Chicago Botanic Garden on land owned by the Forest Preserve District of Cook County. The 385-acre Garden features 26 distinct gardens and three native habitats, uniquely situated on nine islands surrounded by lakes. The Garden is one of the most-visited botanic gardens in the U.S., with approximately one million annual visitors. It has 48,000 members – one of the largest membership of any U.S. botanic garden.

The Chicago Botanic Garden's mission adopted by The Board of Directors is:

We cultivate the power of plants to sustain and enrich life.

More information is available at www.chicagobotanic.org and on the Garden's Form 990 at www.guidestar.org.

III) Minority and Women Owned Business participation goals

The Garden recognizes its responsibility to the communities that it serves, and is committed to a policy of nondiscrimination. It is the policy and commitment of the Garden not to discriminate on the basis of race, color, national origin, or sex in the award and performance of any Garden contract or in the administration of the Garden's Supplier Diversity Program. The Garden will take all necessary and reasonable steps to assure that certified minority and women owned businesses shall have a fair opportunity to participate in Garden contracts. The Garden has established goals for certified minority and women owned businesses participation for 2014 at 15% of the Garden's total expenditures.

Bidders with questions about the Garden's minority and women owned businesses program, please contact Beth Dunn, Director of Government Affairs and Coordinator of the Garden's Supplier Diversity Program at (847) 835-6879 or edunn@chicagobotanic.org.

IV) Specifications Required

- Size when rolled: 11 ½ inches wide x 6 inches high
- Size when unrolled: 48 inches wide x 53 inches high
- Material: 100% polyester fleece, 340 gsm/piece
- Print: 2 color screen print

V) Selection Criteria and Process

The Garden seeks an optimum mix of quality, service capabilities, and cost. Proposing companies shall demonstrate how they will provide a roll-up blanket. Documents submitted must contain sufficient information to allow the reviewers to adequately assess the contractor's qualifications and experience. The director of membership will review qualifications and pricing submissions.

The following criteria will be used by the Garden in evaluating the documentation received in response to this solicitation:

- Quality of producing a fleece blankets.
- Exemplary customer service, especially towards Garden staff.

- Minority Business Enterprise (MBE) or Women Business Enterprise (WBE) certification.
- Related pricing information.

The Garden reserves the right to reject any and all pricings submitted and seek new RFQP's when such procedure is deemed reasonable and in its best interest.

VI) Due Date and Submission Information

Please submit your documents on or before 5:00 p.m. (CDT), April 17, 2014, by **electronic submission ONLY** via informal email to:

Anne Boynton
Director, Membership & Annual Giving
aboynnton@chicagobotanic.org

VII) Format for Submission

Respond to this request in the following format so as to facilitate comparisons between respondents.

A. History, Ownership, and Organization

1. Provide your company's complete name, address, telephone, and website.
2. Provide a brief history of your company (including date founded) and affiliated organizations, if any.
3. Describe the ownership structure of your company, including specific details with regard to parent or affiliated companies.
4. Identify and provide background information on the key person or personnel who take the most active role(s) in the administration and management of the company.

B. Personnel

1. How many employees does your company employ?
2. How many minorities and women does your company employ?
3. What is the average number of accounts handled by your company during one calendar year?

C. Conflicts of Interest

1. Disclose any potential conflicts of interest, or appearance of conflict, which might arise if your company is selected.
2. Provide an affirmation statement that the company is independent of the Garden and its Board of Directors.

D. Cost

1. Specify the cost structure and with any additional fees, if any, would be charged (shipping for example)
2. Quote needed on 5,000 and 10,000
3. Indicate whether or not your company will accept MasterCard for payments.

E. Documentation

1. Pricing must include completion of the Chicago Botanic Garden Substitute Form W-9 Vendor Registration Form. Minority owned enterprises and women owned enterprises are requested to identify themselves and include current certification documents.

F. Other

1. Identify all MBE/WBE sub-contractors that your company engages for professional services.

G. Confidentiality of RFQP Process

This RFQP and the information contained in it or provided in connection with the RFQP are proprietary and confidential and may only be used solely for preparing its pricing to the Garden. Your company may not use the Garden's name or logo or the name or logo of any direct or indirect subsidiary of the Garden without prior written authorization.

If you are unwilling or unable to treat such information as confidential or do not intend to respond to this RFQP, please destroy the RFQP immediately and notify the Garden that you do not intend to respond to the RFQP. At the conclusion of the evaluation and selection process, your company must continue its ethical and professional obligations to keep the RFQP and any related information confidential.

The Garden commits to maintain in strict confidence any information you submit in response to this RFQP and will destroy your response at the end of the RFQP process if you are not selected.