

**REQUEST FOR PROPOSALS**

Regenstein Small Mammal-Reptile House Life Support Room – Split Unit Installation

**Introduction**

Lincoln Park Zoo is a historic, 49-acre zoo located in the heart of Chicago. Lincoln Park Zoo cares for more than 170 species, employs almost 300 full-time and seasonal workers, and welcomes 3.6 million visitors annually from around the world. It is committed to Chicago’s communities, offering camps, programs, and events year-round.

**Overview**

Lincoln Park Zoo is seeking proposals from qualified vendors for the procurement and installation of an AC split unit in the zoo’s Regenstein Small Mammal-Reptile House Life Support Room.

**Scope**

1. Life Support Room:
	* Procurement of one (1) AC split unit.
	* Provision of power connections for the unit.
	* Installation of condenser.
	* Installation of split unit.
	* Testing and commissioning of new unit to ensure proper functionality.

**Logistics**

* Project Schedule
	+ RFP Released: September 4, 2024
	+ Proposals Due: September 27, 2024
	+ Decision communicated: Week of October 14, 2024
	+ Installation Goal: Fall/Winter 2024
* Submission Requirements
	+ Provide an overview of the company’s organization, resources, and support capabilities.
	+ Provide detailed specifications of equipment including brand, model, capacity, energy efficiency ratings, and warranties.
	+ Give a detailed breakdown of costs including equipment, labor, materials, and any additional expenses.
	+ Include installation plan and timeline.
	+ Provide information regarding bidder’s status in the Business Enterprise Program (BEP): Minority Business Enterprise, Women Business Enterprise, etc. Contractors certified as such are preferred.
	+ Include your company’s Diversity Statement or policy.
	+ Provide a list of current and past projects employing your company’s services that have similar requirements to those of the zoo’s proposal.
	+ Successful bidders must comply with the Illinois Prevailing Wage Act.
	+ The preferred format for submission is PDF.
* Submission Inquiries and Delivery
	+ A site walkthrough may be scheduled if prospective bidders are interested. Please reach out to Project Manager Hannah Sorich via email at hsorich@lpzoo.org for scheduling, or if you have any questions.
	+ Please submit your proposals via email to Senior Accountant Emily Stroebel at estroebel@lpzoo.org and Project Manager Hannah Sorich at hsorich@lpzoo.org by September 27, 2024. Late proposals will not be accepted.

**Selection Criteria**

Selection criteria will include, but not be limited to, the following:

* Quality and suitability of the proposed equipment and installation plans
* Qualifications and experience
* Current and previous comparable projects
* Timeline and budget