

**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](mailto: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](mailto:estroebel@lpzoo.org) and Project Manager Hannah Sorich at [hsorich@lpzoo.org](mailto: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