



CHICAGO BOTANIC GARDEN

**Request for Proposal
Catering for the Harvest Ball
Saturday, September 17, 2016
Issued by Chicago Botanic Garden**

RFP Issue Date: Monday, May 23, 2016
Proposal Due Date: Monday, June 13, 2016

I. Description of Project

Notice is hereby given that the Chicago Botanic Garden ("Garden") is soliciting Bids for the above referenced project. This project calls for the catering of the Garden's annual Harvest Ball hosted by the Guild of the Chicago Botanic Garden on Saturday, September 17. This event features a cocktail reception in McGinley Pavilion and an elegant dinner in a 60'x130' tent on the Esplanade. The event draws approximately 350 attendees.

The proposal should include passed hors d'oeuvres for cocktail hour and a three-course dinner. All wine and spirits have been donated for the event. We will need to work with a caterer to determine beer options. Questions regarding the event can be directed to Kelly Studdert at (847) 835-6958.

Brief Timeline

Friday – September 16

Option for cater to begin dry set-up in reserved rooms in the Regenstein Center
Time and set-up locations to be mutually agreed upon with caterer and the Chicago Botanic Garden

Saturday – September 17

6:00 p.m. Cocktail hour begins in McGinley Pavilion at the Chicago Botanic Garden.
7:15 p.m. Guests move from cocktails to dinner in a tent located on the Esplanade.
7:30 p.m. The first course is typically already placed as guests arrive to their seats. A live auction takes place during the first course.
8:15 p.m. First course cleared and dinner is served
Following dinner, dessert is placed and the band begins.
Event concludes at 12:00 a.m.

The general theme for food the co-chairs are trying to achieve is chic, upscale French bistro. Their inspiration is Balthazar in NYC and Brasserie Lipp in Paris. They would like the food simple, delicious, and a crowd pleaser. Purchasing fresh produce from one the Garden's Green Youth Farm or Windy City Harvest programs is preferred.

Cocktail Hour

- Passed signature cocktail: Kir Royale and "manlier" bourbon cocktail
- Like the idea of incorporating a chic cheese table (no stinky cheeses)



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- Passed, small bite (1" round size) – no skewers, spoons, forks, etc.
 - Ideas: mini croque monsieur, gougeres, tartlets...

Dinner Menu

- First Course
 - Lyonnaise Salad or French Onion Soup. Please note first course is usually preset.
 - Bread service – individual baguettes with classic French salted butter
- Main Course
 - Steak with au poivre, bernaïse, and bordelaise sauce options
 - Pommes frites (served in an interesting way – example truffle fries in individual cones)
 - Or gratin daupinois
 - Haricots Verts with herbed butter on top
- Dessert Course
 - The co-chairs have discussed several dessert options. At the moment neither are individually placed. We would like your thoughts on how this has worked in the past.
 - On each table: Selection of tarte aux framboises, eclairs, pot de creme, tarte au citron, creme brulee etc at the table, inspired by Cafe Vanille
<http://www.vanillepatisserie.com/Individual-Pastries/>
 - Dessert Bar (with same choices as above) and Espresso Bar
 - If a placed dessert is recommended, please suggest a French themed option that can be placed (ex. Crème brûlée)
- Late Night
 - Crepes station or passed (flavors- nutella, classic with sugar, raspberry/strawberry jam, savory option)

II. Important Information regarding catering at the Chicago Botanic Garden

Cocktails will take place on McGinley Pavilion and a tent located on the Esplanade. Catering must take place out of the Pullman (previously referred to as Fairchild) and Linnaeus rooms in the Regenstein Building.

Regenstein User Guidelines

- Please provide your own hand soap and paper towels for hand sinks
- Please supply your own brooms, mops, mop bucket, soaps, sanitizer and trash cans
- There is a sink available for ware washing
- You are responsible for bringing your own ice for your event, so as not to deplete the ice supply for the Garden's daily use. However, should you need a small amount of ice in an emergency, please use only the plastic scoop supplied
- The coffee brewing equipment is not available to use. Coffee equipment needs to remain filled with water and kept on as it was left



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- When using any carpeted room in the Regenstein Center, plastic must be laid in advance.
- Sweep / Mop kitchen floor
- Remove all trash / break down all cardboard boxes to appropriate receptacles at Dock C
- Clean and dry all sinks including hand sinks
- Clean and sanitize all work tables
- Turn off all lights
- You will be held liable for any equipment that is broken or damaged. Should the kitchen or other rooms not be left clean / swept, mopped / trash removed / vacuumed- a \$300 cleaning fee will apply.

There is no kitchen available to cater this event. A small kitchen is available for items listed above. The caterer is responsible for bringing in all appropriate equipment. All equipment is stored in the Pullman and Linnaeus Room where cooking takes place. The caterer is responsible for putting down plastic to protect all floors. For more information regarding the process of catering at the Chicago Botanic Garden please contact Kelly Studdert, Development and Special Events Manager at (847) 835-6958.

At the end of the evening, the caterer is responsible for cleaning spaces used. Cleaning fees will apply.

III. **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 over 1,000,000 annual visitors. It has 50,000 members – the largest membership of any U.S. botanic garden.

The Board of Directors of the Society has adopted the following Mission Statement:

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

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

IV. **Proposal Due Date and Submission of Proposals**

Please submit your proposal on or before **3 p.m. (CST), Monday, June 13, 2016 to:**

Kelly Studdert
Development and Special Events Manager



CHICAGO BOTANIC GARDEN

(847) 835-6958

kstuddert@chicagobotanic.org

V. **Minority and Women Owned Business participation goals**

The Garden recognizes its responsibility to the communities which 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: Minority Business Enterprises and Women-Owned Business Enterprises. The Garden has established goals for certified minority and women owned businesses participation for 2016 at 25% 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 at (847) 835-6879 or edunn@chicagobotanic.org.

VI. **Selection Criteria and Process**

All bidders shall provide a detailed description of the bidder's experience, organization and qualifications to perform the work involved. The determination that a bidder is qualified to perform the contract shall be based upon the information submitted by the bidder and the Garden's independent investigation.

The Garden reserves the right to reject any and all proposals and seek new proposals when such procedure is deemed reasonable and in its best interest. The Garden further reserves the right in its sole discretion to accept the proposal it considers most favorable to the Garden's interests.

VII. **Format for Proposals**

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.



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B. 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.

C. Fees and Budget

1. **The catering and rental budget for the event is a total \$65,000 based off of 350 guests.**
2. Specify the project cost and supplies you expect to use.
3. Rentals regarding to catering items (plates, flatware, glasses, linens, chairs, etc.) should be included in your quote as an estimates – in the past, we have spent approximately \$20,000. The chosen caterer will work with the Event Designer on the exact rentals that pertain to the tablescape.
4. Indicate whether or not your company will accept MasterCard for payments.

D. References

1. Provide three references from similar businesses or organizations, including client name, the name of the event, the location of the event, and the amount of guests in attendance.

E. Other

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

VIII. Confidentiality of Quote Process

This quote and the information contained in it or provided in connection with the quote are proprietary and confidential and may only be used solely for preparing its proposal 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 quote please destroy the quote immediately and notify the Garden that you do not intend to respond to the quote. At the conclusion of the evaluation and selection process, your company must continue its ethical and professional obligations to keep the quote and any related information confidential.



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

IX. **Time of Event**

Set-up for the event may begin on Friday, September 16, 2016, times to be agreed upon by the caterer and the Chicago Botanic Garden. Load in and deliveries can only take place beginning Thursday, September 15, 2016. **Plastic must be laid prior to any load in or delivery.**

Please note that set-up for the event may take place Friday, September 16, 2016 within designated rooms if it does not interfere with the public. Screens should be used to block the area from the public.

Anything related to the event must be cleared on Saturday, September 17 following the event. Load out may begin at approximately 12:00 a.m. Nothing can remain at the Garden overnight.

The Garden will not provide carts for load in and load out. Please be sure to plan accordingly.