Catering for Harvest Party

Issue Date: Thursday, February 27, 2020
Due Date: Monday, March 16, 2020

Contact Name for Delivery and Questions:
Meaghan Shanahan, Auxiliaries Coordinator
Email: mshanahan@chicagobotanic.org
847-835-6958
Web Site: www.chicagobotanic.org

I. Description of Project

The Garden has designed this RFP process to evaluate the recommended structures and potential suppliers and select one most capable of providing the best service for the Garden. The Garden would like to receive information regarding your firm’s service capabilities. Your timely and complete response to this RFP will allow the Garden to properly evaluate your services and cost proposal for final supplier selection in April 2020. We greatly appreciate your investment in time to complete this RFP and look forward to your response.

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 fourth annual fall fundraiser hosted by the Guild of the Chicago Botanic Garden on Thursday, September 10th. This event features a cocktail reception taking place in the English Walled Garden, and a dinner in the McGinley Pavilion tent. The event draws approximately 225 attendees.

The Guild of the Chicago Botanic Garden was founded in 1998, and is comprised of more than 100 enthusiastic civic leaders from Chicago and its surrounding suburbs. They are committed to assisting the Chicago Botanic Garden by promoting it to a larger audience, raising funds for its support, and providing services that advance the Garden’s mission.

All proceeds from Harvest Party benefit Windy City Harvest, the Garden’s urban agriculture, education, and jobs training initiative. This program serves to help grow a local food system, create healthier communities, and build a greener economy.

Using the Garden’s fall beauty as the backdrop of the party, the co-chairs of the event envision a creative and beautiful farm-to-table, autumnal menu. The proposal should include passed hors d'oeuvres for cocktail hour and a family style or buffet dinner and dessert as well as late night food for guests to enjoy on their way out. Purchasing fresh produce from the Windy City Harvest programs is suggested. They are looking to achieve a casual yet elegant feel for the evening. All spirits donations for the event are confirmed. Wine and beer should be included with your Request for Proposal response. Caterer should include all rentals in proposal as well, there will be no décor company used for this event.
The Harvest Party 2020 invitation suggests all guests wear cocktail attire.

Caterer must be flexible working with other food and drinks providers.

**Brief Timeline – To be confirmed as we get closer**

**Thursday – September 10, 2020**

Caterer to begin set-up in McGinley Pavilion Kitchen/McGinley Pavilion - Time to be mutually agreed upon with caterer and the Chicago Botanic Garden

3:00 p.m. - English Walled Garden closes to the public, begin setup

6:30 p.m. - Cocktail hour begins at in English Walled Garden

7:30 p.m. - Guests move from cocktails to dinner in McGinley Pavilion.

7:45 p.m. - Co-chairs welcome guests

8:00 p.m. - Dinner begins at approximately

8:45 p.m. - Auctioneer beings live auction and paddle raise

9:15 p.m. - After live auction and paddle raise, guests are welcome to stay and mingle.

10:30 p.m. - Event concludes

II. **Important Information regarding catering at the Chicago Botanic Garden**

Cocktail location is in the English Walled Garden. Dinner will take place in the McGinley Pavilion.

**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 in Burnstein Hall available for ware washing
- No ware washing is allowed in the public restrooms
- 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.
- When using any carpeted room in the Regenstein Center, plastic must be installed 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
- Locate Security to lock door at end of event
• 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.

The caterer will be using McGinley Pavilion kitchen for this event and will be allowed to use the coolers and ovens. The caterer is responsible for bringing in any other appropriate equipment that might be needed. For more information regarding the process of catering at the Chicago Botanic Garden please contact Meaghan Shanahan, Auxiliaries Coordinator, 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 27 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 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 Monday, March 16, 2020 at 5 p.m. to:

Meaghan Shanahan
Auxiliaries Coordinator
(847) 835-6958
mshanahan@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 2020 at 35% (25% with MBE and 10% with WBE) 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 will 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. Cost
   1. The budget for this event is $30,000
   2. Please include your estimate budget for this event for 225 guests. This number should include an estimated all equipment rental, plates, flatware, glasses, linen, chairs, tables, etc. Please contact the Garden with specific questions regarding rentals.
   3. Specify the project cost and supplies you expect to use.
   4. Indicate if your company will accept MasterCard for payments, without additional fees.

B. Proposed timetable

C. 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.
D. 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.

E. 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.

F. 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.

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 should begin on Thursday, September 10th, 2020 time TBD. Load in and deliveries will be coordinated with the Chicago Botanic Garden.

Please note that set-up for the event may take place at an agreed time with the Garden the week of the event 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 Thursday, September 10th, 2020 following the event. Load out may begin at approximately 11 p.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.