



## **Queens Botanical Garden High Quality Café Request for Proposals**

### **Queens Botanical Garden Mission**

Queens Botanical Garden is an urban oasis where people, plants and cultures are celebrated through inspiring gardens, innovative educational programs and demonstrations of environmental stewardship.

### **Request for Proposals (RFP)**

The Queens Botanical Garden (QBG) requests proposals for the operation of a high quality café at The Queens Botanical Garden's Visitor and Administration Terrace (Licensed Premises). QBG is seeking proposers with significant experience in the food service industry,

### **The Term**

QBG is seeking a concessionaire for one (1) year term. Longer terms may be considered. This concession will be operated pursuant to a license issued by QBG, no leasehold or other proprietary right is offered.

## **I. Project Background**

### **A. Description of Queens Botanical Garden**

The Queens Botanical Garden is a private non-profit cultural institution located on 39 acres of New York City public land in Flushing, NY. QBG provides botanical and environmental education as well as a beautiful open space resource. Located in one of the most ethnically diverse counties in the United States, QBG serves over 280,000 visitors each year and strives to keep programs accessible to all audiences. In 2007, QBG celebrated the grand opening of a new, LEED Platinum certified Visitor & Administration Building.

### **B. Existing Conditions**

The proposed concession site is located on the Visitor and Administration Building Terrace. No café is presently operated on this site. QBG offered limited food service during 2007, offering coffee, tea, and a limited selection of baked goods, and snacks.

### Menu

QBG envisions a high quality café that will give Garden patrons a place to eat without having to leave the Garden and also serve a destination for people who want a place to enjoy the scenery while enjoying quality food. The food and service provided must be high quality, yet affordable. Proposers should submit a menu with their proposals and should include some low-cost food items on their menus. Menu items should include an ethnically diverse menu, vegetarian, as well as other easily prepared food choices. All menu items and prices are subject to QBG's prior written approval. QBG encourages a "Green" theme by practicing environmental stewardship with materials used.

The concessionaire will be required to maintain adequate inventory to ensure a constant supply of food and beverages. Any staff assigned by the concessionaire to sell food and beverages to the public must possess all Federal, State, and City, authorization and possess, and at all times display, appropriate New York City Department of Health and Mental Hygiene ("DOHMH") permits. **The concessionaire may only operate the food service facility if he or she has obtained the appropriate, valid permits, and authorization required by DOHMH.**

**The selling and/or advertisement of alcohol, cigarettes, cigars, and any other tobacco products are strictly prohibited.**

### Visual Schematic / Tables and Chair Design

All proposers should include a menu/price list with their proposals, and a visual schematic of what they envision the exterior will look like and what the general lay-out will look like. The Garden does have an allotment of small round tables and metal chairs designated for use of the terrace café. The exact number, design and location of tables and chairs are subject to the Gardens prior written approval. The Garden views favorably proposals that demonstrate a commitment to both the Garden and its patrons.

### Hours and Days of Operation

The concessionaire will be required to open and operate the Licensed Premises a minimum of two days per week, weather permitting. The exact hours of operations are subject to the Gardens prior written approval.

### Prices & Rates

All rates and prices are subject to the prior, written approval of The Garden.

### ADA Compliance

The concessionaire shall be required to comply with Americans with Disabilities Act ("ADA") accessibility guidelines, including, but not limited to, providing ADA signage and providing ADA compliant sales and service counters to ensure ADA-compliance.

The concessionaire shall comply with all New York City, state and federal requirements to provide safe and accessible recreational opportunities for everyone, including persons with disabilities. The concessionaires is encouraged to exceed accessibility requirements whenever possible, and not simply provide the minimum level required.

Please send all RFPs to Patty Kleinberg, Director of Visitor Services and Education, at:  
pkleinberg@queensbotanical.org.