



CITY OF TORRINGTON

PURCHASING DEPARTMENT
140 Main Street, Room 206
Torrington, CT 06790

Pennie Zucco, Purchasing Agent
Phone: (860)-489-2225
Fax (860)-489-2547
Email: pennie_zucco@torringtonct.org

March 28, 2018

Mayor Elinor Carbone
Members of the City Council

RE: Extension of #DGM-011-040517 Maintenance of Downtown Garden Beds & Planters


Mr. Jeremy Stickney of Still River Gardens, LLC submitted his request regarding the above referenced Request for Proposal. Mr. Stickney would like to renew the bid contract but with a price increase for the maintenance and care of the beds and planters. The price increase would be as follows:

Increase from \$10,467.00 to \$13,500.00

Still River Gardens has been a vendor with the City since 2009. Over the years, they received multiple contracts for the Maintenance of the Coe Park Gardens.

It is the recommendation of this department that City Council authorize the Mayor to award the extension of this contract for the maintenance of the Downtown garden beds and planters for another year with the increase requested to \$13,500.00 by Mr. Stickney for FY 2018/2019.

Thank you for your consideration on this matter.


Pennie Zucco
Purchasing Agent

STILL RIVER GARDENS LLC.

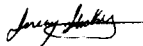
Pennie Zucco
Purchasing Agent
City of Torrington

3/27/2018

Dear Pennie Zucco:

Thank you for the opportunity to work with the City of Torrington and maintain the beauty of Main Street. I, Jeremy Stickney, a partner of Still River Gardens LLC accept the extension of RFP#DGM-011-040517, Maintenance of Downtown Garden Beds and Planters. However, because the need for additional labor and plant material for the Garden Beds and Planters, we are requesting an increase to the contract price from \$10,467 to \$13,500. Attached is the actual labor and materials expenses from the 2017 season.

Sincerely,



Jeremy Stickney



PO Box 1566
22 Wheeler Road
Litchfield, CT 06759

PHONE 860-806-2090
EMAIL jls@stillrivergardens.net
WEBSITE www.stillrivergardens.net

Table 1

plant material cost		3185
MULCH + FERT		100
	total	3285
13 street pots planted	spring set up and planting	13
13 street pots planted	fall set up and planting	13
13 street pots planted	winter set up and planting	13
plant up 4 large island planters	spring set up and planting	8
plant up 4 large island planters	fall set up and planting	8
plant up 4 large island planters	winter set up and planting	8
City hall parking beds	3 seasonal changes set up	15
water through season		90
Maintenance may-november	deadheading , fertilizing and weeding of 13 sidewalk pots .5 hours/pot , 4 large island pots 1 hour /pot, and city hall parking beds. Also includes spring 2.5 hours and fall clean-up 5 and mulching 10 and tree/ shrub pruning 2 of parking beds	59
one time total		
labor hours		227
labor total		10215
labor plus plant material		13500



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Farm Family Casualty Insurance Co Scott M. Keneston 499A Bantam Road Litchfield, CT 06759		CONTACT NAME: Scott M. Keneston PHONE (A/C, No, Ext): 860-567-4060 FAX (A/C, No): 860-567-9816 E-MAIL ADDRESS: scottkenestonagency@farm-family.com	
		INSURER(S) AFFORDING COVERAGE INSURER A : Farm Family Casualty Insurance Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Still River Gardens, LLC PO Box 1566 Litchfield CT 06759		NAIC # 13803	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0603L6370	04/01/18	04/01/19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			0601C0582	08/26/17	08/26/18	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	0603W6349	04/01/18	04/01/19	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Landscape gardening and maintenance

City of Torrington is listed as an additional insured in regard to the care & maintenance of Coe Park, Torrington, CT.

CERTIFICATE HOLDER

CANCELLATION

City of Torrington 140 Main Street Torrington, CT 06790 Attn: Pennie Zucco Email: pennie_zucco@torringtonct.org	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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DGM-011-040517
Maintenance of Downtown Garden Beds Planters

VENDOR	Non-Collusion	Addendum	Labor/Materials 13	Labor/Materials 2	Labor/Materials 2 Beds	TOTAL COST
			Street Pots	Island Beds	Peace Garden	Maintenance/Supplies
Still River Gardens Litchfield, CT	yes	yes	\$5,527.00	\$3,956.00	\$984.00	\$10,467.00
U.S. Lawns Bloomfield, CT	yes	yes	\$10,680.00	\$5,700.00	\$4,800.00	\$21,180.00
Northeast Horticultural Svcs. Stratford, CT	yes	no	\$555.00/ea. - \$7,215.00	\$7,950.00/ea. - \$11,550.00	\$5,600.00	\$24,365.00