



CITY OF TORRINGTON

REQUEST FOR QUOTATION - INQUIRY ONLY

This NOT an order

DATE: October 10, 2008

FROM: CITY OF TORRINGTON

Pennie Zucco
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Torrington, CT 06790

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The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

**INQUIRY NUMBER: #CPF1009 FALL/WINTER GARDEN CARE AND MAINTENANCE
COE MEMORIAL PARK**

To receive consideration your quotation must be received by: OCTOBER 17, 2008, 10:00 AM

Contact name _____
Company name _____
Address _____
City, State, Zip _____

Phone # _____
Fax # _____
Address email _____

Coe Memorial Park – Fall and Winter Garden Care and Maintenance

Engagement of Contractor

The City of Torrington wishes to engage a contractor to perform systematic maintenance and winterization of the gardens and surrounding areas of Coe Memorial Park as depicted on the attached map of the park for the following timeframe – October 20 – December 5, 2008.

Fall Garden Care

- Pick up and remove off site any debris within Garden Beds.
- Remove annuals (mums) from Garden Beds without damaging perennials and dispose of materials off-site.
- Dead-head all Perennials.

Winterizing Gardens – “Putting the Gardens to Bed”:

- Prune back summer flowering as needed (shaping only, no shearing), shrubs and cover as needed and remove all pruned materials off site.
- Remove selection of flowers from garden beds that need to be stored for winter and prepare them for storage.
- Organic feeding of bulbs.
- Soil to be amended in areas where needed.
- Cover beds with compost and spruce boughs for winter protection and aesthetics. Other winterizing measures: Cover areas susceptible to winter conditions and related winter maintenance of walkways and common areas. Use burlap or other appropriate materials for protecting plants subject to winter burn in the winter as required.
- Stake Gardens throughout park for delineation of garden beds.

Performance Standards

1. All activities performed under this contract shall be performed by a fully insured and bonded contractor.
2. The Contractor shall submit references and contacts with their proposal.
3. Independent walk-through recommended.
4. An additional walk-through may be requested prior to award being made.
5. Inquiries may contact Superintendent of Parks and Recreation J. Brett Simmons, CPRP at (860) 489-2385 or fax (860) 489-2270.

TOTAL COST FOR LABOR AND MATERIALS

\$ _____

Park or Facility

COE MEMORIAL PARK

The City of Torrington
PARKS AND RECREATION

