

**Request for Proposals –
2018 Garden Maintenance Services
Stamford Downtown Special Services District
Stamford, CT
3/1/2018**

Summary

The Stamford Downtown Special Services District (Stamford Downtown) is seeking contract services to install, and maintain, those plant materials associated with Stamford Downtown's year-round Streetscape Beautification Program.

About Stamford Downtown

Stamford Downtown serves as the Business Improvement District for the City's Central Business District. In that role, Stamford Downtown supplements municipal services to ensure Downtown is a welcome, attractive setting.

Scope of Services

In 2018 the Streetscape Program will encompass the following areas:

- a) Garden beds in (3) Downtown parks (Latham, Columbus and Kiwanis park)
- b) Two sidewalk gardens (Burlington and tree planter out front of Avon town hall)
- c) Forty-five (45) street planters plus two pots at bench at Latham Park
- d) (2) Planting Islands in Bedford Street Parking lot
- e) Median strip at bus stop along Bedford Street

The selected vendor will install plant materials (supplied by the Owner) as coordinated and directed by Stamford Downtown's Streetscape Beautification Coordinator.

The selected vendor will perform routine maintenance guidelines created by Stamford Downtown's Streetscape Beautification Coordinator. (See addendum 1)

Stamford Downtown retains a separate firm for the hand watering of all hanging baskets and planters.

The term of the contract is April 1, 2018 – mid-November, 2018 .

Format of Response

Please submit the following:

1. Names and resume's for the team assigned to this project
2. Fee proposal segregated according to the services cited in this proposal
3. Contact information for three (3) references
4. Hourly rates for all positions assigned to this project

A prebid site walk will be held at Columbus Park on Tuesday March 6 at 12:00 pm. To confirm attendance at this meeting email Michael Moore.

Submittals are due by 4:00PM on March 12, 2018. Stamford Downtown reserves the right to conduct interviews of prospective bidders. If necessary, interviews will take place on March 14, 2018.

Address submittals to the following:

Michael Moore
VP of Operations
Stamford Downtown
5 Landmark Square, Suite 110
Stamford, CT 06901

Direct any questions to Michael Moore at moore@stamford-downtown.com

Addendum 1

Inventory of Planters and Streetscape Strategic Plan

Inventory of Planters

Number of Units	Size
Fourteen (14)	29" Diameter
Eight (8)	16" X 39" Rectangular
Eighteen (18)	14" X 67" Rectangular
Five (5)	Tree Planters at Kiwanis Park

2018 Downtown Garden Maintenance Program										
3/1/2018										
Location	work description	March	April	May	June	July	Aug	Sept	Oct	Nov
planters,	remove winter greens, cultivate soil for pansy planting	26								
all garden areas	Prep garden areas and edge beds **	26								
planters, garden areas	Pansy planting *		3							
all garden areas	perennial/shrub replacment/dividing and pruning		9							
Latham Park	remove tulips (rain dates in brackets, typical)**			7						
Planters, Burlington	remove pansies, cultivate burlington for summer annuals			21						
All Planters	Plant annuals *			24,25						
Garden areas	Plant annuals *			24,25						
all garden areas	garden and planter maintenance (every 2 weeks)				X	X	X	X	X	
Latham Park	plant fall bulbs *									1
planters	remove annuals** and fill winter planters with evergreens *									15
	* plant materials to be supplied by DSSD									
	** bill disposals as an extra									

