



CITY OF TORRINGTON

Addendum # 1

The following Addenda #1 is a modification to RFP #CPG-040-112608 Horticultural & Related Services for Coe Park Gardens based upon questions asked.

RFP# CPG-040-112608 HORTICULTURAL & RELATED SERVICES FOR COE PARK

GARDENS

Date of bid opening: November 26, 2008

Time: 2:00 PM

Location: Room 109A, City Hall

MUST SUBMIT 1 ORIGINAL AND 9 COPIES OF RFP.

MUST SUBMIT SIGNED ADDENDUM WITH SUBMITTED RFP.

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Dated in Torrington: November 19, 2008

Purchasing Agent _____
Pennie Zucco

Bid Submitted By: _____

Name of Company _____

Signature _____

Date _____

Title _____

Questions received through email:

1. What does F.O.B. mean on the cover sheet?
2. Is there a "line item budget worksheet" included in the RFP (please clarify these letters too please) or am I responsible for creating one?
3. Are there any "sample sheets" of what the quarterly and yearly reporting requirements look like for the purposes of helping to figure out additional administrative costs?
4. How do I get a list of existing inventory/perennials, etc. as well as existing number of planters and if possible, past quantity of annuals that were put in seasonally? This will be a key component in looking at a design for spring. It would seem impossible to create a design and work sheet not knowing what is already there. I would need to know what plants come up in each garden as well so we can determine bloom times. I also don't see how a bidder can adequately address costs for the City without a specific list of current plantings.
5. Is there any existing documentation that can give us an idea of what the annuals costs are of replacements due to vandalism/trampling, etc.? I understand the company that gets this contract would be responsible-out of pocket- for these incidents. How do we know if something has been damaged and/or killed if we don't even know what was there in the first place?
6. From the press that was covering the Goddess, we understood that she was paid \$52,000 per year plus \$33,000.00 for plant material per year. I just wanted to be clear that the new requirement for everything needs to come in at under \$65,000.00 per year all inclusive which is obviously considerably less. I am wondering whether it is even possible to fill those bid shoes of the Goddess and her company at a \$20,000 disadvantage – and when I think about the increase in costs of plant material over a three year period on top of that – it seems to be prohibitive. I do understand the decrease – as far as our economy stands right now – and understand the need to pull back after the overage that took place on her watch – but I don't know if the powers that be may think the new company is less competent or less creative working with that much less money. It seems to me that all eyes will be on the park to see if the new guys are cutting it. Just a thought.
7. What is planted in the beds and their location, how many bulbs are already planted, was there plants taken from the sight for winterizing and where and what they are so that they can be implemented into the designs of the submitted proposal?
8. Does the City of Torrington have copies of any designs, plans or layout of the existing gardens at Coe Park?

9. If there were plants taken from the sight for winterizing, where and what are they so that they can be implemented in to the design?

Answer to question (1) pertaining to F.O.B.

1. There will be no charges to the City of Torrington for items delivered to the vendor for the purpose of Horticultural and Related Services of Coe Park Gardens referenced in this RFP.

Answer to question (2) pertaining to “RFP” and “line item worksheet”

1. There is “no line item budget worksheet” included in the RFP. As stated in the RFP (Request for Proposal) under proposal content – The City of Torrington is requesting proposals to retain a contractor for a multi-year contract with an annual budget not to exceed \$65,000.00 for the following project “RFP#CPG-040-112608, HORTICULTURAL AND RELATED SERVICES FOR COE MEMORIAL PARK GARDENS. The City is requesting a Lump Sum Fee as stated in the RFP...Fee: The undersigned hereby proposes to furnish all materials, supplies, transportation, tools, equipment and to perform all necessary labor for providing the following services in conformity with this Request for Proposal, including all documents referred to therein, for and in consideration of the following for the attached Lump Sum Fee.

Answer to question (3) sample sheets.

1. There are no “sample sheets” for the reports. The reports should outline the work completed during the specified time period. These reports should include a synopsis of the work completed including; details on the information requested in the proposal under 4a, 4c; all related expenses for the specified time period; weather conditions for the specified time period; photo documentation, etc.

Answer to question (4) for list of inventory.

1. You may request this information through FOI (a charge of 50 cents a page) and get the information pertaining to the quantities and items that were purchased from them. You can also visit this website; www.coeparkgardens.com where there is information pertaining to the gardens.

Answer to question (5) for replacements due to vandalism/trampling, etc.

1. In case of unforeseen circumstances, such as, but not limited to vandalism, natural disasters or irrigation problems, not caused by the negligence of the Contractor, upon approval by the Superintendent of Parks and Recreation, or his designee, the Contractor shall provide an hourly rate for pre-approved work necessary to repair the damages to the gardens which will not exceed the scope of work outlined in this RFP.

Answer to question (6) pricing.

1. As stated in the RFP (Request for Proposal) under proposal content – The City of Torrington is requesting proposals to retain a contractor for a multi-year contract with an annual budget not to exceed \$65,000.00 for the following project “RFP#CPG-040-112608, HORTICULTURAL AND RELATED SERVICES FOR COE MEMORIAL PARK GARDENS. The City is requesting a Lump Sum Fee as stated in the RFP...Fee: The undersigned hereby proposes to furnish all materials, supplies, transportation, tools, equipment and to perform all necessary labor for providing the following services in conformity with this Request for Proposal, including all documents referred to therein, for and in consideration of the following for the attached Lump Sum Fee.

Answer to question (7) for the bed details.

1. As mentioned in answer to question (4), you may request the information through FOI (a charge of 50 cents a page) pertaining to the quantities and items that were purchase from them. You can also visit this website: www.coeparkgardens.com where there is information pertaining to the gardens.

Answer to question (8) for information to layout.

1. You can review information on the website: www.coeparkgardens.com for a description of plant locations in the Coe Park Gardens.

Answer to question (9) pertaining to winter storage of plants.

1. The City of Torrington will coordinate with the current vendor who is storing these plants over the winter for delivery to the vendor who is awarded the contract for RFP “#CPG-040-112608, Horticultural and Related Services for Coe Memorial Park Gardens.”

