



**Community Renewal Team, Inc. (CRT)  
Request for Quotation  
Specification Sheet**

**March 13, 2025**

**Landscaping Services**

**Introduction**

The fiduciary procedure for securing quotes follows CRT's Request for Quotation guidelines. Local firms found available for the work, including those with a work history with CRT, are contacted for work detail and cost statements.

**Scope of Work**

CRT is looking to obtain quotes from landscaping companies to provide landscaping services at fourteen (14) of our properties, Scope of Work includes the following:

- Weekly Services - mowing/weed whacking/weeding (weeding mulched areas, walkways, parking lots around the site) to begin in June- unless otherwise communicated by CRT Contact)
- Hedge/tree trimming – ground level (as needed)
- Mulching (at selected locations – contractor to remove existing mulch install weed barrier fabric and new mulch);
- Planting flowers at the entrance and in flowerpots (555 Windsor Street ONLY) Flowers at entrance and pots to be changed by season Spring, Summer and Fall (total 6 large flowerpots provided – contractor to provide flowers and soil)
- Spring cleanup (one time);
- Fall cleanup (Final Service – may require multiple visits – billable as one service);
- A schedule of lawn services must be presented and approved by CRT Contact.
- Contract term April 2025 – November 2026 with the option to extend with the approval by both parties.

In addition, we would be looking for the contractor to make recommendations (outside of the contract scope of work) to keep our properties looking well maintained and aesthetically pleasing. (ex: overgrown bushes that are not CRT property, but coming over on our property are is needed to clean up this area. Contact CRT contact and submit a quote as this would be outside the contract scope of work)

**Landscaping Services Per Location**

Location	Weekly Services (mowing, weeding, weed whacking)	Hedge/Tree Trimming (as needed)	Mulch	Flower/Flower Pots Spring, Summer & Fall	Spring Cleanup (one time)	Fall Cleanup (one time)
555 Windsor Street (including parking lot across the street)	X	X	X	X (Entrance and pots at front, side, rear entrance)	X	X
565 Windsor Street	X	X	N/A	N/A	X	X
711 Garden Street	X	X	X	N/A	X	X
170 Douglas Street	X	X	X	N/A	X	X
395 Wethersfield Avenue	X	X	X	N/A	X	X
8 Stonington Street	X	X	X	N/A	X	X
32-38 Wethersfield Avenue	X	X	X	N/A	X	X
1443 Main Street (including vacant lot 1447-1449 Main Street)	X	X	N/A	N/A	X	X
1921 Park Street	X	X	N/A	N/A	X	X
330 Market Street	X	X	X	N/A	X	X
35 Clark Street (Including Grandfamilies Campus Barbour/Capen)	X	X	X	N/A	X	X
207 Brainard Road	X	N/A	N/A	N/A	X	X
385 Main Street, East Hartford	X	X	N/A	N/A	X	X
22 Colt Street, East Hartford	X	X	X	N/A	X	X

Please see the additional document titled CRT Site information for more information about the sites.

### **Walk-through**

We encourage you to visit the site, please contact Jeanette Dunbar at [dunbarj@crtct.org](mailto:dunbarj@crtct.org) with the date and time you plan to visit the property(s).

### **Selection Criteria**

The contractor that best fits the key elements of **availability, reasonable cost, and proven capacity** will be chosen for the projects. CRT reserves the right to split the award if it is in the organization's best interest.

### **Pricing**

Please complete the attached pricing grid for each location. The Community Renewal Team, Inc., is exempt from taxes.

### **Documents to be submitted**

- Pricing Sheet
- Proof of Insurance Amounts considered acceptable by CRT are as follows:
  - General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate)
  - Automobile Liability (\$1,000,000 each accident)
  - Umbrella Liability (\$1,000,000 each occurrence)
  - Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit)
  - CRT listed as an additional insured.

### **Deadline**

Please submit a quote by, Friday, March 28, 2025 – 9:00am by electronic mail to CRT Bids [crt-bids@crtct.org](mailto:crt-bids@crtct.org). Once quotes are reviewed, notifications will be sent to the selected company and a contract will be forwarded for review. The selected company will be required to submit the signed contract, Certificate of Insurance with acceptable amounts by CRT and a W-9 Form prior to commencement of work.

**For any questions, please contact Jeanette Dunbar [dunbarj@crtct.org](mailto:dunbarj@crtct.org).**

**Pricing Sheet Landscaping Services Per Location  
2025 Season**

*Please enter a dollar amount for each service needed for the location as applicable.*

**Company Name:** \_\_\_\_\_

Location	Weekly Services (mowing, weeding, weed whacking)	Hedge/Tree Trimming (as needed)	Mulch	Flower/Flower pots (Summer/Fall) Includes potting soil and flowers for all seasons	Spring Cleanup (one time)	Fall Cleanup (one time)
555 Windsor Street						
565 Windsor Street			N/A	N/A		
711 Garden Street				N/A		
170 Douglas Street				N/A		
395 Wethersfield Avenue				N/A		
8 Stonington Street				N/A		
32-38 Wethersfield Avenue				N/A		
1443 Main Street (including vacant lot 1447-1449 Main Street)			N/A	N/A		
1921 Park Street			N/A	N/A		
35 Clark Street (Including Grandfamilies Campus Barbour/Capen)				N/A		

330 Market Street				N/A		
207 Brainard Road		N/A	N/A	N/A		
385 Main Street, East Hartford			N/A	N/A		
22 Colt Street, East Hartford				N/A		

**Pricing Sheet Landscaping Services Per Location  
2026 Season**

**Please enter a dollar amount for each service needed for the location as applicable.**

Location	Weekly Services (mowing, weeding, weed whacking)	Hedge/Tree Trimming (as needed)	Mulch	Flower/Flower pots (Spring/Summer/Fall) Includes potting soil and flowers for all seasons	Spring Cleanup	Fall Cleanup
555 Windsor Street						
565 Windsor Street			N/A	N/A		
711 Garden Street				N/A		
170 Douglas Street				N/A		
395 Wethersfield Avenue				N/A		
8 Stonington Street				N/A		
32-38 Wethersfield Avenue				N/A		
1443 Main Street (including vacant lot 1447-1449 Main Street)			N/A	N/A		
1921 Park Street			N/A	N/A		
35 Clark Street (Including Grandfamilies)				N/A		

Campus Barbour/Capen)						
330 Market Street				N/A		
207 Brainard Road		N/A	N/A	N/A		
385 Main Street, East Hartford			N/A	N/A		
22 Colt Street, East Hartford				N/A		

Please indicate what is included in Spring & Fall Cleanup:

Legal Business Name	
Business Address	
Phone #	
Email	
Print Name & Title of Authorized Agent	
Signature/Date	