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Amendment #2
Contract 20170679

City of Springfield Contract Tracer Document

The purpose of this document is to provide continuous responsibility for the custody of **CONTRACTS** during the processing period.

INSTRUCTIONS: Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the contract, please initial and date in the forwarding section and deliver to the next department.

| DEPARTMENT | DATE RECEIVED | | DATE FORWARDED TO NEXT DEPT. | |
|-----------------------|---------------|---------|------------------------------|---------|
| | Initials | Date | Initials | Date |
| Community Development | cm | 8/16/19 | cm | 8/20/19 |
| City Comptroller | LU | 8.20.19 | LU | 8.20.19 |
| Law | PT | 8.21.19 | PT | 8.21.19 |
| CAFO | Jmm | 8.23.19 | Jmm | 8.23.19 |
| Mayor | CG | 8/23/19 | CG | 8/23/19 |
| City Comptroller | | | LU | 8.27.19 |
| Community Development | | | | |
| | | | | |
| | | | | |
| | | | | |

Vendor No.: 10169 Contract No.: 20170679 Contract Date: 6/7/2017

Contract Amt.: \$0.00 Issue Date: 8/16/19 Renewal Date:

Appropriation Code1: n/a
 Appropriation Code2:
 Appropriation Code3:
 Appropriation Code4:

Description of Funding Source: CDBG-NDR

Bid No.: Requisition No.: 17014737 PO No.: 17013232

Vendor Name: Regreen Springfield

Contract Type: AMENDMENT #2

Contract Purpose: To reorganize the Citizen Tree Steward Program & Citizen Science Initiative Line Items within the Budget

Originating Dept.: Office of Disaster Recovery & Compliance

Expiration Date: 9/30/19 Amendment Date: Extension Date:

TYPE OF DOCUMENT (Please select at least one):
 New Renewal Amendment #2 Extension

AMENDMENT #2 to CITY CONTRACT #20170679

SUBRECIPIENT PARTNERSHIP AGREEMENT WITH REGREEN
SPRINGFIELD TO ADMINISTER A COMMUNITY TREE STEWARD
PROGRAM AND A CITIZEN SCIENCE INITIATIVE.

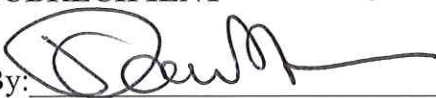
WHEREAS, on or about August, 16, 2019, the City of Springfield, Massachusetts, acting by and through its Office of Community Development and Disaster Recovery & Compliance, with the approval of its Mayor (hereinafter referred to as the "City"), entered into an Agreement referred to as City Contract No. 20170679 ("Agreement") with the REGREEN SPRINGFIELD., with an address of 1 Federal Street, Springfield, Massachusetts (hereinafter referred to as the "Sub recipient"), to administer a Community Tree Steward Program and a Citizen Science Initiative ("Program"); and

NOW, THEREFORE, the parties hereto agree to amend the Agreement on the following terms and conditions:

- 1) This Amendment #2 is executed pursuant to Article IV, Section (G) of the Agreement.
- 2) Appendix B, Section III, the previous budget shall be replaced with revised budget as detailed in Exhibit A. The total contract amount of \$300,000.00 remains the same.
- 3) Article I, Section (D)(1), Time of Performance, is hereby amended by extending the completion date from December 31, 2018 to September 30, 2019.
- 4) All other terms and conditions of the Agreement, not amended herein, shall remain the same.

IN WITNESS WHEREOF, the Borrower and the City have executed this Amendment on this 16 day of August, 2019

SUBRECIPIENT

By: 
Its: President
Date: August 16, 2019

CITY OF SPRINGFIELD

By: 
Timothy Sheehan
Chief Development Officer


Tina Quagliato Sullivan
Office of Disaster Recovery

lll

APPROVED AS TO APPROPRIATION:

pla

[Signature]
City Comptroller, [Signature] 8/20/19

Reviewed:

[Signature]
Chief Administrative and Financial Officer

APPROVED AS TO FORM:

[Signature]
City Solicitor
Law Department

APPROVED:

[Signature]
Domenic J. Sarno
Mayor
Date Signed [Signature] 8/23/19

Exhibit A

| Tree Steward | Description | Budget | Amended Budget |
|---|--|-------------------|-------------------|
| Marketing and Recruitment - Staff | | Total | |
| Project Supervisor | Matt Poehler | 8,160.00 | 4,278.43 |
| Project Coordinator | Joseph Pellegrino | - | 4,377.60 |
| Project Interns - combined | Hourly Salary | 14,410.00 | 17,081.77 |
| FICA, Insurance and Fringe | Based on Salary Sub-Total | 4,514.00 | 3,911.58 |
| Sub Total Marketing and Recruitment - Staff | | 27,084.00 | 29,649.38 |
| Marketing and Recruitment - Expenses | | Total | |
| Door to Door Direct Mail | targeted direct mail postcard | 1,440.00 | 1,440.00 |
| Door Hanger Tags | Printing Cost | 810.00 | 810.00 |
| Posters | Printing Cost | 264.00 | 264.00 |
| Post Card Printing | Printing Cost | 800.00 | 800.00 |
| Sub Total Marketing and Recruitment - Expenses | | 3,314.00 | 3,314.00 |
| Building Space and Office Expenses | | Total | |
| Monthly Rent | cost per month | 6,750.00 | 6,750.00 |
| Utilities | Internet, Phone, Wireless | 3,038.00 | 3,038.00 |
| Payroll Services | cost per month | 525.00 | 708.39 |
| Insurance | general liability coverage | 2,340.00 | 2,340.00 |
| Copier, Printer, Office and Production Supplies | cost per month | 792.00 | 1,416.41 |
| Sub Total Building Space and Office Expense | | 13,445.00 | 14,252.80 |
| Transportation | | Total | |
| PVTA Bus Passes | as needed for all participants | 375.00 | 375.00 |
| Parking | as needed for Director | 904.00 | 904.00 |
| Sub Total Transportation | | 1,279.00 | 1,279.00 |
| Educational Expenses | | Total | |
| MA Assn of Landscape Professionals | Membership Fee | 760.00 | - |
| Study Guide for MA Assn Landscape Professional Exam | Exam Review Materials | 2,850.00 | - |
| MA Assn Landscape Professional Exam | Exam Fee | 2,250.00 | - |
| Notebooks, Binders, Pens, Paper | Participant Classroom Supplies | 450.00 | 450.00 |
| Home Depot Field learning/building Supplies | Participant Classroom Supplies | - | 3,610.00 |
| Apple Projector Input Cord | Participant Classroom Supplies | - | 2,250.00 |
| Sub Total Educational Expenses | | 6,310.00 | 6,310.00 |
| Contracted Services | | Total | |
| Design Services for Marketing Campaign | contracted lump sum | 200.00 | - |
| Educational Training Program Design and Instructions | development and delivery of training program | 87,000.00 | 87,000.00 |
| Fiscal and Grant Reporting Coordinator | contracted lump sum | 9,000.00 | 5,787.18 |
| Sub Total Contracted Services | | 96,200.00 | 92,787.18 |
| Safety Gear and Science Products | | Total | |
| Hard Hat | one for each participant | 300.00 | 300.00 |
| Field Survey Safety Vest | one for each participant | 180.00 | 180.00 |
| Safety Glasses | one for each participant | 90.00 | 90.00 |
| Safety Shirt | one for each participant | 450.00 | 450.00 |
| Hand Pruner | one for each participant | 450.00 | 450.00 |
| Hand Saw | one for each participant | 450.00 | 450.00 |
| Equipment Bag | one for each participant | 449.00 | 358.24 |
| DBH Measuring Tape | one for each participant | - | 65.40 |
| Top Soil, Cedar Chips | one for each participant | - | 25.36 |
| Voss Signs - Tree ID Tags, Arrow Signs | Participant Classroom Supplies | - | 35.45 |
| Ondrick Natural Earth - Bucket | Participant Classroom Supplies | - | 3.19 |
| Sub Total Safety Gear and Science Products | | 2,368.00 | 2,407.64 |
| Total Expenses | | 150,000.00 | 150,000.00 |

Exhibit A - Continued

| Citizens Science | Description | Budget | Amended Budget |
|---|--|-------------------|-----------------------|
| Marketing and Recruitment - Staff | Description | Total | |
| Project Supervisor | Matt Poehler | 3,400.00 | 3,400.00 |
| Project Coordinator | Joseph Pellegrino | - | 4,377.60 |
| Project Interns - combined | Hourly Salary | 5,500.00 | 19,180.75 |
| FICA, Insurance and Fringe | Based on Salary Sub-Total | 1,837.75 | 4,048.95 |
| Sub Total Marketing and Recruitment - Staff | | 10,737.75 | 31,007.30 |
| Marketing and Recruitment - Expenses | Description | Total | |
| Door to Door Direct Mail | targeted direct mail postcard | 90.00 | 443.17 |
| Door Hanger Tags | Printing Cost | 45.00 | 45.00 |
| Copy Cat - Marketing Print | Printing Cost | 11.00 | 11.00 |
| Post Card Printing | Printing Cost | 75.00 | 75.00 |
| Sub Total Marketing and Recruitment - Expenses | | 221.00 | 574.17 |
| Building Space and Office Expenses | Description | Total | |
| Monthly Rent | cost per month | 3,375.00 | 4,941.09 |
| Utilities | Internet, Phone, Wireless | 1,518.75 | 2,509.41 |
| Payroll Services | cost per month | 262.50 | 750.62 |
| Insurance | general liability coverage | 1,170.00 | 1,170.20 |
| Copier, Printer, Office and Production Supplies | cost per month | 396.00 | 780.73 |
| Sub Total Building Space and Office Expense | | 6,722.25 | 10,152.06 |
| Transportation | Description | Total | |
| PVTA Bus Passes | as needed for all participants | 150.00 | 211.65 |
| Parking | as needed for Director | 904.00 | 904.00 |
| Sub Total Transportation | | 1,054.00 | 1,115.65 |
| Educational Expenses | Description | Total | |
| Field Data, Notebooks, Binders, Pens, Pencils | Participant Classroom Supplies | 750.00 | 750.00 |
| Verizon Wireless Air Time | For Ipad ESRI Data Collector Field Data Collection | 1,040.00 | - |
| Field Guide | Participant Classroom Supplies | 2,460.00 | - |
| Apple Projector Iput Cord | Participant Classroom Supplies | - | 1,040.00 |
| Supplies - Home Depot - Tool Bag | Participant Classroom Supplies | - | 2,460.00 |
| Participant Classroom Supplies - Harbor Freight | Participant Classroom Supplies | - | 26.72 |
| US Flag | Participant Classroom Supplies | - | 19.60 |
| Copy Cat Print - Printing of Classroom Materials | Participant Classroom Supplies | - | 321.36 |
| Ben Meadows - Executive D Tape | Participant Classroom Supplies | - | 45.87 |
| Sub Total Educational Expenses | | 4,250.00 | 4,663.55 |
| Contracted Services | Description | Total | |
| Design Services for Marketing Campaign | contracted lump sum | 200.00 | 200.00 |
| Educational Training Program Design and Instructions | development and delivery of training program | 88,000.00 | 88,350.00 |
| Science Field Technical Support | contracted lump sum | 25,000.00 | 9,122.28 |
| Fiscal and Grant Reporting Coordinator | contracted lump sum | 9,000.00 | - |
| Sub Total Contracted Services | | 122,200.00 | 97,672.28 |
| Safety Gear and Science Products | Description | Total | |
| Hard Hat | one for each participant | 150.00 | 150.00 |
| Field Survey Safety Vest | one for each participant | 1,125.00 | 1,125.00 |
| Safety Glasses | one for each participant | 45.00 | 45.00 |
| Safety Goves | one for each participant | 285.00 | 285.00 |
| Safety Shirt | one for each participant | 225.00 | 225.00 |
| DBH Measuring Tape | one for each participant | 300.00 | 300.00 |
| Soil Knife/ Trowel | one for each participant | 165.00 | 165.00 |
| Classroom Water Testing Laboratory Kit | kit for entire class | 550.00 | 550.00 |
| Misc. Sample Collection Bags, Containers, Virals | one for each participant | 238.00 | - |
| Top Soil, Cedar Chips | one for each participant | - | 238.00 |
| Compass Educator Kit | kit for entire class | 180.00 | 180.00 |
| LaMotte Soil Test Kit | one for each participant | 525.00 | 525.00 |
| Classroom Air Pollution Test Kit | kit for entire class | 450.00 | 450.00 |
| Tangent Tree Heigl Gauge | one for each participant | 293.00 | 293.00 |
| Measuring Tape | one for each participant | 150.00 | 150.00 |
| Flagging Tape Kit | one for each participant | 134.00 | 134.00 |
| Sub Total Safety Gear and Science Products | | 4,815.00 | 4,815.00 |
| Total Expenses | | 150,000.00 | 150,000.00 |