



City of Hartford * County of Van Buren * State of Michigan

August 19, 2024

Hartford Township
61310 CR 687
Hartford, Michigan 49057

Dear Ronald Sefcik & Township Board Members,

The City of Hartford requests financial assistance decorating Ely Park for the Christmas holiday season. For several years, the Hartford Lions Club and Hartford Township have contracted to decorate Ely Park for the Christmas and New Year holidays. The city received notice from the Hartford Lions Club that they would not take the lead on this project; therefore, the City is taking the lead. In the past, decorating Ely Park has been a joint venture with the Township, the City of Hartford, and Hartford's Downtown Development Authority (DDA).

It is crucial that both entities agree to a contract for Hartford Township to participate in this project. The city has received a discounted quote for \$2,697.44 (see attached quote) from Christmas Décor by Naylor Landscape Management, which includes labor, materials, and equipment. The quote is based on the previous year's decoration plan, which involved providing fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights, and bows for the garland.

The City of Hartford requests assistance from the Hartford Township to continue the partnership and support in Ely Park. The purpose and result of payment from Hartford Township for Ely Park decorations will be promoting the Hartford area, including Hartford Township, for the public good.

We are thankful for your consideration of our request. Your support will benefit the Township and City of Hartford community residents and enhance the holiday experience for families visiting the park. We look forward to the possibility of continuing our partnership with Hartford Township in this important project.

I've attached a draft contract that will be going before our commissioners on August 26, 2024. Please do not hesitate to contact me if I need to attend the Township Board meeting.

Respectfully Submitted,

Nicol Brown

Nicol Brown
City Manager

THIS AGREEMENT was entered into by and between the **Township of Hartford** and the **City of Hartford**. The parties hereto agree as follows:

The City of Hartford and Township of Hartford will partner to decorate Ely Park for the Christmas and New Year holiday season.

The City of Hartford is hiring Christmas Décor by Naylor Landscape Management (the “Contractor”) to provide fascia lighting on the pavilion, lighting on the large Christmas tree, garland on the pavilion, a wreath with lights, and bows for the garland.

The Township of Hartford shall provide to the City of Hartford the sum of \$_____ on or before _____, 2024. The City of Hartford shall use the Township’s contribution to pay the Contractor for the Christmas decoration services described above.

The purpose and result of such payment for Ely Park shall be promoting the Hartford area, including Hartford Township, for the public good.

In Witness Whereof, the parties hereto have agreed on this _____ day of _____ 2024.

Township of Hartford, Supervisor Signature

City of Hartford, City Manager Signature

Roxanne Rodney
 Ely Park - City of Hartford
 19 West Main Street
 Hartford, MI 49057
 cityclerk@cityofhartfordmi.org
 (269) 621-2477



Christmas Decor by Naylor
 Landscape Management
 1300 S. 8th Street
 Kalamazoo, MI 49009
 info@naylorlandscape.com
 www.naylorlandscape.com
 W: (269) 375-0084
 F: (269) 375-0363

Decorating Renewal

Service Address: Ely Park - W. Main Street

Category	Description	Location	Color	N/R	Regular Price	Discounted
Your Current Display (Items Installed Last Season (Early Installation Incentive 7/20/2024 SAVE 20.00%))						
Roof Lighting						
<input type="checkbox"/>	Fascia/Gable C9 LED	F-1- Lighting on sides of canopy & front peak	Warm White LED	R	\$877.76	\$746.10
<input type="checkbox"/>	Fascia/Gable C9 LED	F-2 Gable on Pavilion	Warm White LED	R	\$135.46	\$115.14
Tree/Shrub Light						
<input type="checkbox"/>	T C9 24" Space LED	T-1 20' Spruce Tree	Multi LED	R	\$1,000.15	\$850.13
Garland						
<input type="checkbox"/>	Deluxe Unlit 14"	G-1 Unlit Swagged Garland hung from trusses	Warm White LED	R	\$378.84	\$322.01
<input type="checkbox"/>	Deluxe Wm White 14' LED w picks	G-2 2 Posts @ S. End of Pavilion	Warm White LED	R	\$365.76	\$310.90
Wreath						
<input type="checkbox"/>	Deluxe Wm White 48" LED	WR-1 On Bathroom Gable	Warm White LED	R	\$372.86	\$316.93
Bow						
<input type="checkbox"/>	Small Velvet	B-1 for G-1 (12 Bows for Garland)	Red	R	\$40.64	\$N/C
<input type="checkbox"/>	Red 18" w/gold wire trim	B-2 for G-2 End Posts w/Garland	Red + Gold	R	\$42.62	\$36.23
<input type="checkbox"/>	Red 24" w/gold wire trim	B-3 for WR-1	Red + Gold	R	\$26.05	\$N/C
Reinstallation Total					\$3,240.14	\$2,697.44
Sales Tax					\$0.00	\$0.00
YOUR Total					\$3,240.14	\$2,697.44

Your savings for an early installation: **\$(476.01)**

Payment Options: Deposit Requested	\$1,620.07	\$1,348.72
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Proposed Enhancements (Add Ons) (Early Installation Incentive: 7/20/2024 SAVE 20.00%)

Category	Description	Location	Color	N/R	Regular Price	Discounted
Tree/Shrub Light						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Med. Main St. Trees w/trunk wrap (3)	Warm White LED	N	\$608.00	\$516.80
This is price per tree. 3 medium locust trees located on W. Main Street between the stop light and Ely Park. Price includes canopy and trunk wrap.						
<input type="checkbox"/>	T Canopy w/ Mini LED 6"	Lg. Main Street Trees (5)	Warm White LED	N	\$760.00	\$646.00
This is a price per tree. 5 Large locust trees on W. Main St. between the stop light and Ely Park. Price includes canopy and trunk wrap.						
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-2 Locust	Multi LED	R	\$410.00	\$348.50

Please tell us how we can improve your service at www.naylorlandscape.com. To contact the corporate office www.christmasdecor.net.

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<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-3 Dogwood	Multi LED	R	\$492.00	\$418.20
<input type="checkbox"/>	T Trunk Wrap w/ Mini LED	T-4 Oak	Multi LED	R	\$82.00	\$69.70
<input type="checkbox"/>	T C9 24" Space LED	T-4 Oak	Multi LED	R	\$1,214.50	\$1,032.32
Man Hours/Other						
<input type="checkbox"/>	Other:	Star on Tree T-1		R	\$99.75	\$84.79
Extra						
<input type="checkbox"/>	Lift	Lift for T-1 20' Spruce		N	\$325.00	\$260.00

Needed for T-1 Installation

Earn Elf Dollars for Next Year - 10% of This Season's Purchases!

We are pleased to remind you that you will be earning *Elf Dollars* equal to 10% of every dollar invested in your display this season. *Elf Dollars* can be redeemed and used to add items to your display next season or can be gifted to a friend or family member at any time.

Service Is Included

Your Holiday Decorating Service includes customized installation, service, take down, and storage.

Service Call Policy

Christmas Decor guarantees that your display will be functioning and looking great at the completion of installation. If you see anything that is not working between our Pro-Active service visits, please call to let us know. Except for cases of vandalism, damage caused by acts of individuals or animals, and some extraordinary weather conditions, there is never an additional charge for service required to keep you display working properly.

Scheduling, Incentives, and Approvals

Our schedule fills very quickly. Please initial check boxes for approved items and sign. Please return your order as soon as possible for timely scheduling and early incentives.

Customer Agreement

Naylor Landscape Management, Inc. will do the work automatically. All work is to be completed in a workmanlike manner according to standard practices. I understand that trees and shrubs that have grown may require additional new lights to achieve desired appearance. I agree to pay for additional light sets as needed to complete decor installation.

All charges will be billed on completion of the installation and are payable in 15 days. In the event any portion of the payment not paid when due or any bill is not paid within 30 days of its date, such amounts owing will bear a 2% service charge and in addition Naylor Landscape Management, Inc. reserves the right to cancel this agreement. The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

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Category	Description	Location	Color	N/R	Regular Price	Discounted
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Check One: Visa Master AMX Discover

Card #: _____

Exp. Date: ____/____/____ CVV: _____ Amount: \$_____

Please note: there is a 2% surcharge for all credit card payments.

Signature: _____

Call us at 269-375-0084 if you would like to make an ACH payment.

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