

**CITY OF SHEBOYGAN**

**REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** A resolution authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works & Forestry Division.

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**REPORT PREPARED BY:** Bernard R. Rammer, Purchasing Agent

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**REPORT DATE:** September 18, 2023

**MEETING DATE:** September 26, 2023

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item: 400300-641150  
Budget Summary: Capital Projects –  
Public Works  
Projects –  
Trees/Forestry  
Budget Expenditure: \$67,538.00  
Budgeted Revenue: N/A

Wisconsin Statutes: N/A  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:** The Forestry Division of the Department of Public Works has included in their budget funding, the purchase of street trees to be received and planted in the spring of 2024. Due to strong demand for trees, the order needs to be placed now to assure trees of the desired size and species are available. The City issued a request for bids for the purchase of the trees. A plan has been formulated to purchase trees from three separate nurseries in order to fill the list of trees having the desired characteristics. Delivery to the City is included in the cost. The trees and any request for payment will not be received until the spring of 2024.

**STAFF COMMENTS:** Based upon availability of the desired species and sizes, the City will purchase the trees as follows:

Chestnut Ridge Nursery, Orchard Park NY	188	Trees	\$18,214.00
Schichtels Nursery, Springville NY	479	Trees	\$43,974.00
Leaves Inspired, Chilton WI	50	Trees	\$5,350.00
<b>Total</b>	<b>717</b>	<b>Trees</b>	<b>\$67,538.00</b>

**ACTION REQUESTED:** Motion to recommend the Common Council adopt Res. No. 60-23-24 authorizing the Purchasing Agent to issue purchase orders for the purchase of 717 trees to be received and planted in the spring of 2024 by the Department of Public Works & Forestry Division.

**ATTACHMENTS:**

- I. Res. No. 60-23-24