

**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 to three nurseries for the purchase of street trees for the 2025 Street Tree Planting Program for the City of Sheboygan.

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

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**REPORT DATE:** October 9, 2024

**MEETING DATE:** October 15, 2024

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item: 400300-641150  
Budget Summary: Capital Projects –  
Public Works – Trees  
Forestry  
Budget Expenditure: \$66,366.00  
Budgeted Revenue: N/A

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

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**BACKGROUND / ANALYSIS:** The City typically issues a Request for Bids for street trees each fall in order to commit to purchasing the trees for spring of the next year. The City issued Request for Bids # 2064-24 which included quantities of trees needed, along with specifications for the species of trees to be purchased in order to coincide with the overall street tree plan created by the City Forestry Division. The bids from several nurseries were received and reviewed. The City Forester has formulated a recommendation for award comprised of 696 trees from three commercial nurseries:

• Schichtels Nursery; Springville, NY	316	\$29,431.00
• Chestnut Ridge Nursery; Orchard Park, NY	308	\$29,367.00
• Leaves Inspired Nursery; Chilton, WI	72	\$7,568.00
<b>Total</b>	<b>696</b>	<b>\$66,366.00</b>

**STAFF COMMENTS:** The recommendation by the City Forester was based upon species and quantity availability from each nursery and the lowest cost submitted for each particular tree. In addition, the City is eligible for reimbursement following the purchase for a total of \$ 19,909.00 courtesy of a grant from the State of WI Department of Natural Resources through the Federal Inflation Reduction Act.

**ACTION REQUESTED:** A motion to recommend the Common Council adopt Res. No. 102-24-25 authorizing the Purchasing Agent to issue purchase orders to three nurseries

for the purchase of street trees for the 2025 Street Tree Planting Program for the City of Sheboygan.

**ATTACHMENTS:**

- I. Res. No. 102-24-25
- II. 2025 Street Tree Selections