



CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org

DATE: May 2, 2024
TO: Board of Public Works
FROM: Kait Piazza, Community Development
RE: Downtown Planters and Hanging Basket Flower Contract

The City of Manitowoc Community Development Office requested quotes for a three-year contract to provide plantings for existing and proposed planters and hanging baskets in downtown Manitowoc. Hartman's Greenhouse, who held the previous three-year contract, was the only proposal received and we have been extremely satisfied with the quality of the work and product they have provided over the past three years.

The number and location of the plants for the base bid includes all existing locations including 8th Street, Quay Street, Burger Boat Park and Washington Park. The alternate bid items are the proposed locations for future planters and hanging baskets, based on a five-year Downtown Streetscape Master Plan that the Community Development Department is in the process of implementing.

The details of each year from 2024-2026 are attached. However, it came to our attention that there were questions about the substantial increase in cost for 2026 and clarification was needed.

The base bid cost remains the same for the three-year contract with the add alternate proposals increasing the total cost each year based on the number of planters and/or hanging baskets proposed. In 2026, raised planters and hanging baskets are proposed along 10th Street to mirror 8th Street. The thought process behind the design is that these two roads are the major travel ways around the downtown and function as bookends to the primary concentration of downtown commercial activity. While specific plans have not yet been established, it is estimated that there would be approximately 48 raised planters (63 currently exist on 8th Street) and 42 hanging baskets (66 currently on 8th and Quay Streets) for a total added cost of \$8,845.50 beginning in 2026.

The contract does state that quotes should be based on quantities listed and final quantity may differ with the final cost being adjusted accordingly. So, if plans should change or need to be adjusted, there is flexibility as there was in the previous contract.

If there are any additional questions or clarifications needed, I would be happy to provide more information.

Thank you,
Kaitlin Piazza
Housing and Business Development Planner

From: [Kaitlin Piazza](#)
To: [Mackenzie Reed](#)
Cc: [Jennifer Swokowski](#)
Subject: RE: May 8th Public Works Meeting
Date: Tuesday, May 7, 2024 1:53:51 PM
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)

Those numbers are correct.

Sorry, I thought the totals were on the contract but it only includes the base bid numbers.

Kait Piazza | Housing and Business Development Planner
Community Development
City of Manitowoc | 900 Quay Street, Manitowoc, Wisconsin
P: 920.686.6935 | manitowoc.org

Please be aware I will be working Tuesday-Thursday until the end of June 2024 .

City Hall Hours
Monday – Thursday: 7:30am – 5pm | Friday: 7:30-11:30am

From: Mackenzie Reed <mreed@manitowocwi.gov>
Sent: Thursday, May 2, 2024 5:02 PM
To: Kaitlin Piazza <KPiazza@manitowoc.org>
Cc: Jennifer Swokowski <jswokowski@manitowoc.org>
Subject: RE: May 8th Public Works Meeting

Thank you, Kait!

Do you have anything that shows the total amounts that each year will cost? I understand it's all itemized out on the quote, but I think the Board will want to see 3 sets of numbers (for 24, 25, 26) in addition to the itemized cost.

Or, if these are correct I can include on the agenda item:

2024: \$14,748.90
2025: \$15,264.15
2026: \$24,603.90

The memo is super helpful!

Thanks!

Mackenzie

From: Kaitlin Piazza <KPiazza@manitowoc.org>

Sent: Thursday, May 2, 2024 4:55 PM
To: Mackenzie Reed <mreed@manitowocwi.gov>
Cc: Jennifer Swokowski <jswokowski@manitowoc.org>
Subject: RE: May 8th Public Works Meeting

Hi Mackenzie,

Please see attached. I think you have all of the other information but I'm attaching just in case!

Thanks!

Kait Piazza | Housing and Business Development Planner
Community Development
City of Manitowoc | 900 Quay Street, Manitowoc, Wisconsin
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City Hall Hours
Monday – Thursday: 7:30am – 5pm | Friday: 7:30-11:30am

From: Mackenzie Reed <mreed@manitowocwi.gov>
Sent: Tuesday, April 30, 2024 11:52 AM
To: Kaitlin Piazza <KPiazza@manitowoc.org>
Cc: Jennifer Swokowski <jswokowski@manitowoc.org>
Subject: RE: May 8th Public Works Meeting

Yes, no problem.

I think a memo will be incredibly helpful for the Board, there's a lot going on with the detailed breakdown and I think at the end of the day the majority of the board is looking for total annual cost.

Next Monday would be fine for getting that memo if that works for you!

Thanks!

-Mackenzie

From: Kaitlin Piazza <KPiazza@manitowoc.org>
Sent: Thursday, April 25, 2024 4:57 PM
To: Mackenzie Reed <mreed@manitowocwi.gov>
Cc: Jennifer Swokowski <jswokowski@manitowoc.org>
Subject: May 8th Public Works Meeting

Hi Mackenzie,