



# CITY OF MANITOWOC

WISCONSIN, USA

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**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 8<sup>th</sup> 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 10<sup>th</sup> Street to mirror 8<sup>th</sup> 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 8<sup>th</sup> Street) and 42 hanging baskets (66 currently on 8<sup>th</sup> 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