



Accountability - Dedication
Honesty - Integrity - Respect

MEMORANDUM

DATE: July 14, 2026
TO: Tara Vasicek, City Administrator
FROM: Sydney Mroczek, Park and Recreation Director
RE: Approval of Quote and Field Order No. 1 from Great Plains Nursery

RECOMMENDATION:

Approve the Quote and Field Order No. 1 from Great Plains Nursery.

DISCUSSION:

The City of Columbus Parks and Recreation was awarded funding through the Nebraska Inflation Reduction Act Community Forestry Program Grant to expand and enhance the City's urban tree canopy. The city recently worked with JEO, who completed a comprehensive tree inventory. The inventory provides valuable data on the health, species diversity, age, and condition of the City's existing tree canopy. This information will be used to strategically identify planting locations, prioritize areas with limited canopy coverage, replace trees that have been lost or are in poor condition, and promote a healthier, more diverse urban forest.

We received quotes for the purchase of the approved tree species identified as part of the grant project. Great Plains Nursery submitted a quote in the amount of \$26,657.00 and meets the project specifications.

FISCAL IMPACT:

The total purchase price is \$26,657.00 and will be reimbursed through the Nebraska Inflation Reduction Act Community Forestry Program Grant (Grant No. 23-DG-11021600-051).

SIGNATURE:

Concurrence: Betsy Eckhardt, Director of General Services

By: Betsy Eckhardt

Signature: Sydney Mroczek, Park and Recreation Director

By: Sydney Mroczek

Approved: Tara Vasicek, City Administrator

By: Tara Vasicek

City of Columbus, Nebraska Purchase Request Form

This form must be fully completed before any purchase, contract, or expenditure of City funds.

****When sending to Finance: Subject line on email should read- "Purchase Request Form"**

	AMOUNT:				
PROCESS:	\$999 or less	\$1,000 - \$4,999	\$5,000 - \$24,999	\$25,000 - \$74,999	\$75,000
Purchase Request Form		X	X	X	X
2 Quotes		X			
Dept Head Approval		X	X	X	X
3 Quotes			X	X	
City Administrator Approval			X	X	X
Verification of Funds, Finance Director			X	X	X
Form Bidding Required					X
City Council Approval				X	X

1. Requesters Information

Department / Division: _____

Requesting Employee: _____

Supervisor: _____

Department Head: _____

Date: _____

2. Type of Purchase

☐ Goods / Supplies / Equipment

☐ Contractual Services

☐ Professional Services (QBS)

☐ Construction / Capital Improvement

☐ Emergency Purchase

3. Purchase Description:

Fully describe the goods or services and their purpose.

4. Selected Vendor Information:

Vendor Name: _____ Contact Name: _____

Phone: _____ Email: _____

Cooperative Purchasing (State Contract, Sourcewell, etc.): ☐ Yes ☐ No

5. Cost & Budget:

Total Cost: _____

Account Number(s): _____

Funds Available: ☐ Yes ☐ No

6. Number of Quotes obtained: _____

If this is a sole source quote please explain:

7. Approvals

Supervisor / Designee: _____ Date: _____

Department Head: Sydney Mroczek Date: _____

City Administrator (if \$5,000+): _____ Date: _____

City Council Approval (if \$25,000+): _____

Verification of Funds:

Finance Director (if \$5,000+): Christopher A. Nguyen Date: 07/15/26

AS NEEDED: Description of Emergency Purchases

An "emergency" shall be defined as any event that interrupts the normal administration of municipal services, thereby jeopardizing the life, health of citizens.

Describe emergency circumstances and justification.

QUOTE PROPOSAL FOR COLUMBUS TREE REPLACEMENT 2026

Category 1	Quantity	Each	Unit Price	Total Cost
Fir, Douglas	-			
Pine, Eastern White	1	#7	165	\$165
Pine, Jack	-			
Pine, Ponderosa	2	#7	\$165	\$330
Pine, Red	-			
Redcedar, Eastern	-			
Spruce, Colorado (Blue)	2	#7	\$165	\$330
Spruce, Norway	2	#7	\$165	\$330
Number of Trees:	7	TOTAL COST CATEGORY 1		\$1155

Category 2	Quantity	Each	Unit Price	Total Cost
American Elm	2	#15 RT bag	\$240	\$480
Eastern Cottonwood	1	#15 RT bag	\$220	\$220
Hackberry	1	#15 RT bag	\$240	\$240
Honeylocust	1	#15 RT bag	\$240	\$240
Maple, Boxelder	-			
Maple, Norway	-			
Maple, Red	1	#15 RT bag	\$240	\$240
Maple, Sugar	1	#15 RT bag	\$240	\$240
Silver Maple	-			
Sycamore, American	2	#15 RT bag	\$240	\$480
Walnut, Black	-			
Willow, Black	-			
Number of Trees:	9	TOTAL COST CATEGORY 2		\$2140

Category 3	Quantity	Each	Unit Price	Total Cost
Ginkgo	-			
Hickory, Bitternut	-			
Hickory, Shagbark	-			
Oak, Black	-			
Oak, Bur	2	#15 RT bag	\$240	\$480
Oak, Northern Red	2	#15 RT bag	\$240	\$480
Oak, White	1	#15 RT bag	\$240	\$240
Number of Trees:	4	TOTAL COST CATEGORY 3		\$1200

Category 4	Quantity	Each	Unit Price	Total Cost
Euonymus, Winterberry	-			
Hawthorn, Downy	-			
Maple, Amur	-			
Plum, American	2	#7 RT bag	\$150	\$300
Redbud	2	#7 RT bag	\$150	\$300
Serviceberry, Downy (Juneberry)	2	#7 RT bag	\$150	\$300
Number of Trees:	6	TOTAL COST CATEGORY 4		\$900

Delivery Price = \$175

TOTAL COST CATEGORY 1-4	\$5,570
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Delivery date: 9/8/2026 (no later than September 10, 2026)

Quote:

- Quote shall include all work and services associated with the scope of services, delivered and complete in place
- Total is a lump sum fee. No other fees shall be added.
- Do not include sales tax on items or services which are exempt. Awardee to receive tax exempt form, if needed, from the City.
- Delivery location: 3303 12th Street
- **Provide a copy of your license with the Nebraska Department of Agriculture with the bid.**
- **City reserves the right to add additional quantities using the unit prices to meet its budget.**
- City reserves the right not to award a part or any of the project.
- Submittal due: **June 16, 2026, at 2:00 p.m.**
- Submittals shall be labeled on the outside: **Columbus Tree Replacement 2026**
- Submittals shall be mailed or hand delivered to:

City of Columbus
Attn: Engineering Office
2500 14th Street, Suite 3
PO Box 1677
Columbus, NE 68602-1677

- Anticipated Notice to Proceed is on or before July 7, 2026
- Final Delivery shall be on or before September 10, 2026.

Contractor name, mailing address, email address, and phone number:

Great Plains Nursery

3074 County Road i

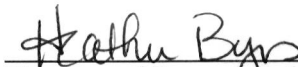
Weston, NE 68070

Email address: **heather@greatplainsnursery.com**

Phone number: **402-540-4801**

Heather Byers

Printed Name of Representative:



Signature of Representative:

Title: **General Manager, Owner**

Date: **5/22/26**

* 1 Year Warranty included

CITY OF COLUMBUS, NEBRASKA

FIELD ORDER NO. 1

DATE: 7/14/2026

PROJECT: Columbus Tree Replacement 2026
SUPPLIER: Great Plains Nursery – Updated tree list.
Description of field order change: Combined quote quantities and tree size availability.

Category 1	Additional Quantities	Unit Price	Total Cost
Pine, Eastern White (#7) #5, 36"	5	\$ 90.00	\$ 450.00
Pine, Ponderosa (#7) #5, 24"	6	\$ 82.00	\$ 492.00
Spruce, Colorado (Blue) (#7)	6	\$165.00	\$ 990.00
Spruce, Norway (#7) #5, 36"	6	\$ 95.00	\$ 570.00
Total Cost Category 1			\$2,502.00

Category 2	Additional Quantities	Unit Price	Total Cost
American Elm (#15 RT Bag)	17	\$240.00	\$4,080.00
Eastern Cottonwood (#15 RT Bag) one as a Male Cottonwood #15 RT	16	\$240.00	\$3,840.00
Hackberry (#15 RT Bag)	2	\$240.00	\$ 480.00
Honeylocust (#15 RT Bag)	3	\$240.00	\$ 720.00
Maple, Red (#15 RT Bag) #10	6	\$240.00	\$1,440.00
Maple, Sugar (#15 RT Bag)	4	\$240.00	\$ 960.00
Sycamore, American (#15 RT Bag)	7	\$240.00	\$1,680.00
Total Cost Category 2			\$13,200.00

Category 3	Additional Quantities	Unit Price	Total Cost
Oak, Bur (#15 RT Bag)	15	\$240.00	\$3,600.00
Oak, Northern Red (#15 RT Bag)	10	\$240.00	\$2,400.00
Oak, White (#15 RT Bag) Swamp White Oak (#7 RT bag)	10	\$150.00	\$1,500.00
Total Cost Category 3			\$7,500.00

Category 4	Additional Quantities	Unit Price	Total Cost
Plum, American (#7 RT Bag) #3 RM	7	\$ 65.00	\$ 455.00
Redbud (#7 RT Bag)	12	\$150.00	\$1,800.00
Serviceberry, Downy (Juneberry) (#7 RT Bag)	5	\$240.00	\$1,200.00
Total Cost Category 4			\$3,455.00

Category 1-4 Additional Cost:	\$26,657.00
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APPROVED

Sydney Mroczek
PARKS AND RECREATION DIRECTOR

DATE: 07/14/2026

ACCEPTED

Heather Byers
SUPPLIER (Authorized Signature)

Heather Byers
Type or Print Name

DATE: 7/14/2026

2026 NURSERY STOCK DISTRIBUTOR LICENSE

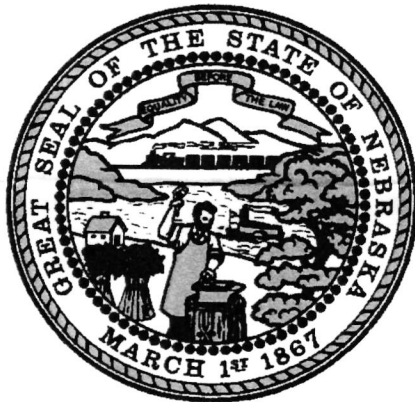
Bob Heimann
Lower Platte North NRD
1616 Co. Rd 17
Wahoo NE 68066

License Number: 1426

Fee Paid: \$140.00

THIS IS TO CERTIFY THAT, in accordance with the Plant Protection and Plant Pest Act, Neb. Rev. Stat. Sections 2-1072 to 2-10,117, this establishment has furnished a signed, written statement which states they shall distribute only nursery stock that has been distributed by a person who is licensed by the Nebraska Department of Agriculture as a nursery stock distributor, or approved by an authorizing agency within the state of origin recognized by the Department. They shall maintain with the Department, a current and complete list of all nursery stock sources, and they are authorized to distribute such nursery stock in the state of Nebraska.

This license is valid through December 31, 2026, unless sooner revoked.



POST THIS LICENSE IN A CONSPICUOUS PLACE.

Nebraska Department of Agriculture, Animal and Plant Health Protection
P.O. Box 94756, Lincoln, NE 68509, (402) 471-2351



3311 18 Street, Columbus, NE 68601 402-564-1345

OUR GUARANTEE

Only quality, healthy nursery stock will be sold at our nursery, and we guarantee such stock to be true to name. If such stock should prove otherwise, we will replace the original purchase value.

Nursery stock is guaranteed, in full for the purchase price, for **one year from the date of purchase**. Perennials will be guaranteed from the **time of planting to October 1st of the same year**. Replacement credit may be used to replace original plant or be used towards other merchandise. It is a one time replacement only!

To make a claim under these terms of this guarantee, **bring evidence of loss along with you copy of the receipt. Losses must be reported within warranty period.**

Under no circumstances will this guarantee cover plant material that fails to grow due to **neglect, vandalism, theft, animal damage, or act of God**. In no case will the stock be replaced more than once.

This guarantee applies to all nursery stock for one full year from purchase date unless noted otherwise on your sales receipt.

Our guarantee does not cover settling of the ground around your foundation or in your yard. This is contractors responsibility to correct, and under no circumstances will be held responsible for damage to your landscape.

Quote:

- Quote shall include all work and services associated with the scope of services, delivered and complete in place
- Total is a lump sum fee. No other fees shall be added.
- Do not include sales tax on items or services which are exempt. Awardee to receive tax exempt form, if needed, from the City.
- Delivery location: 3303 12th Street
- **Provide a copy of your license with the Nebraska Department of Agriculture with the bid.**
- **City reserves the right to add additional quantities using the unit prices to meet its budget.**
- City reserves the right not to award a part or any of the project.
- Submittal due: **June 16, 2026, at 2:00 p.m.**
- Submittals shall be labeled on the outside: **Columbus Tree Replacement 2026**
- Submittals shall be mailed or hand delivered to:
City of Columbus
Attn: Engineering Office
2500 14th Street, Suite 3
PO Box 1677
Columbus, NE 68602-1677
- Anticipated Notice to Proceed is on or before July 7, 2026
- Final Delivery shall be on or before September 10, 2026.

Contractor name, mailing address, email address, and phone number:

Wilke Landscape Center
3311-18th Street
Columbus, NE 68601

Email address: wday8422@gmail.com

Phone number: 402-910-4994

Wyatt E. Day
Printed Name of Representative.

Wyatt E Day
Signature of Representative:

Title: Vice-President

Date: 6-5-2026

QUOTE PROPOSAL FOR COLUMBUS TREE REPLACEMENT 2026

Category 1	Quantity	Each	Unit Price	Total Cost
Fir, Douglas				
Pine, Eastern White	1	389.95		389.95
Pine, Jack				
Pine, Ponderosa	1	389.95		389.95
Pine, Red				
Redcedar, Eastern				
Spruce, Colorado (Blue)	3	432.95		1,298.85
Spruce, Norway	2	495.95		991.90
Number of Trees:	7	TOTAL COST CATEGORY 1		3,070.65

Category 2	Quantity	Each	Unit Price	Total Cost
American Elm	3	259.95		779.85
Eastern Cottonwood				
Hackberry				
Honeylocust	1	287.95		287.95
Maple, Boxelder				
Maple, Norway				
Maple, Red	2	270.95		541.90
Maple, Sugar	2	339.95		679.90
Silver Maple				
Sycamore, American				
Walnut, Black				
Willow, Black				
Number of Trees:	9	TOTAL COST CATEGORY 2		2,289.60

Category 3	Quantity	Each	Unit Price	Total Cost
Ginkgo	1	408.95		408.95
Hickory, Bitternut				
Hickory, Shagbark				
Oak, Black				
Oak, Bur	1	303.95		303.95
Oak, Northern Red	1	344.95		344.95
Oak, White	1	363.95		363.95
Number of Trees:	4	TOTAL COST CATEGORY 3		1,421.80

Category 4	Quantity	Each	Unit Price	Total Cost
Euonymus, Winterberry				
Hawthorn, Downy	1	248.95		248.95
Maple, Amur	1	250.95		250.95
Plum, American				
Redbud	3	389.95		1,169.85
Serviceberry, Downy (Juneberry)	1	262.95		262.95
Number of Trees:	6	TOTAL COST CATEGORY 4		1,932.70

TOTAL COST CATEGORY 1-4	\$ 8,714.75
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Delivery date: September 7th (no later than September 10, 2026)

Tree varieties are subject to availability at time of delivery. Cannot guarantee varieties grower supply varies.

2026 NURSERY STOCK DISTRIBUTOR LICENSE

Wyatt & Jennifer Day
Wilke Landscape Center
3311 18th St
Columbus NE 68601

License Number: 149

Fee Paid: \$140.00

THIS IS TO CERTIFY THAT, in accordance with the Plant Protection and Plant Pest Act, Neb. Rev. Stat. Sections 2-1072 to 2-10,117, this establishment has furnished a signed, written statement which states they shall distribute only nursery stock that has been distributed by a person who is licensed by the Nebraska Department of Agriculture as a nursery stock distributor, or approved by an authorizing agency within the state of origin recognized by the Department. They shall maintain with the Department, a current and complete list of all nursery stock sources, and they are authorized to distribute such nursery stock in the state of Nebraska.

This license is valid through December 31, 2026, unless sooner revoked.

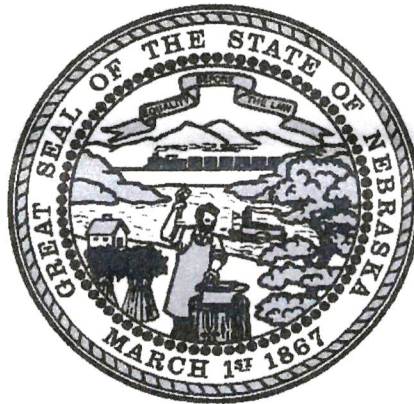
For nursery stock grown by this firm:

THIS IS TO CERTIFY THAT, a representative amount of nursery stock has been officially inspected in accordance with the Plant Protection and Plant Pest Act, Neb. Rev. Stat. Sections 2-1072 to 2-10,117 and found apparently free from injurious plant pests.

Date Inspected: 7/14/2025

County: Platte

Total Acres: 1



POST THIS LICENSE IN A CONSPICUOUS PLACE.

Nebraska Department of Agriculture, Animal and Plant Health Protection

P.O. Box 94756, Lincoln, NE 68509, (402) 471-2351