

**Tewksbury Public Schools
Tewksbury, Massachusetts**

REQUEST FOR QUOTATION

**FY26-27 LANDSCAPE MAINTENANCE AT
TEWKSBURY MEMORIAL HIGH SCHOOL
JOHN F RYAN ELEMENTARY SCHOOL
CENTER ELEMENTARY SCHOOL**

April 3, 2026

BID IS DUE BY Monday, April 21, 2026 AT 11:00AM

A. LOCATION OF SERVICES

- a. Tewksbury Memorial High School, 320 Pleasant Street, Tewksbury, Massachusetts 01876
- b. John F. Ryan Elementary School, 135 Pleasant Street, Tewksbury, Massachusetts 01876
- c. Center Elementary School 139 Pleasant Street, Tewksbury, Massachusetts 01876

B. BLACKOUT TIMES FOR WORK COMPLETION

- a. All work must be completed at times when school is NOT in session; i.e. AFTER SCHOOL HOURS on school days, or ANYTIME on Holidays/days off and weekends. School calendars HERE: <https://www.tewksbury.k12.ma.us/calendar/>
Note that calendars may be subject to change.

<u>School</u>	<u>End Time</u>	<u>OK to Start</u>		<u>End Time</u>	<u>OK to start</u>
	<u>Regular Day</u>	<u>Work</u>		<u>Early Release</u>	<u>Work</u>
TMHS*	1:50	2:30		10:40	11:00
Center/Ryan Schools	2:30	3:00		11:20	12:00
HOLIDAYS AND WEEKENDS - WORK MAY BE PERFORMED AT ANY TIME					
*exception to BLACKOUT days for TMHS Maintenance ONLY for Graduation Ceremony each year. Graduation maintenance to be performed 1-3 days prior to Graduation Ceremony, which is typically held on a Friday.					

C. SPRING CLEANUP

- a. Rake and broom all lawn areas as necessary, removing all debris generated and dispose of offsite.
- b. Clean beds of all leaves and winter debris.
- c. Prune broken or damaged shrubs.
- d. Edge all beds that were previously edged.

D. SWEEPING

- a. Mechanical sweep all roads and parking areas.
- b. Dispose of all sand offsite.

E. MULCH

- a. Deliver and spread a premium blend bark mulch to all bed areas.

F. WEEKLY LAWN MAINTENANCE

- a. Mow and trim all lawns beginning the first week of May and continuing through October on an as needed basis.
- b. Vertical string trim curbs, walks, and mulch areas on a monthly basis.
- c. Blow all walks clean of clippings and debris.
- d. All clippings to be removed from site.
- e. Weed plant beds as necessary on a weekly basis.

G. TREE AND SHRUB PRUNING

- a. Prune and trim all evergreen and deciduous shrubs to remove new growth to maintain the natural character of the plant.
- b. Lightly prune low limbs on ornamental trees.

H. FALL CLEANUP

- a. From October through November, as weather permits, rake, vacuum, and remove leaves throughout the complex. All materials to be disposed of offsite.

I. AERATION OF ALL LAWN AREAS

- a. Aerate all lawn areas annually.

J. Instructions/Information

- a. Contract starts on May 1, 2026 and ends on April 30, 2027.
- b. **Deadline for submitting quote: 11:00 a.m., Tuesday, April 21, 2026**
- c. Return quote to: Dave Libby, dlibby@tekwksbury.k12.ma.us, Center School, 139 Pleasant Street, Tewksbury, MA 01876
- d. Quotes are to be scanned and emailed, hand delivered or sent via U S Mail by the time and date above.
- e. Bid price must include all labor costs, all material costs and all other expenses. There will be no reimbursable expenses allowed in the contract.
- f. All landscaping supplies, tools, and equipment necessary for the work described should be included in bids.
- g. Tewksbury Public Schools reserves the right to reject any and all bids and to waive minor informalities as provided under Massachusetts General Law.
- h. Required attachments are attached to the RFB and are required to be submitted with bid:
 - i. Bid Form
 - ii. References
 - iii. Contact Information
 - iv. Bid Certification - Non-collusion/State Tax Cert
- i. Site Inspection: Call Jon Marchand at 978-360-1492
- j. Certificate of Liability Insurance required after bid award.
- k. CORI Forms are required for all employees working at any of our sites.

TEWKSBLTRY PUBLIC SCHOOLS
139 Pleasant Street
Tewksbury, Massachusetts

BID FORM

The undersigned proposes to provide the services described herein to the Tewksbury Public Schools for the contract price specified below.

Total of items outlined in the request for proposal dated April 3, 2026:

\$ _____

NAME OF FIRM: _____

ADDRESS: _____

PHONE # _____ EMAIL ADDRESS _____

SIGNATURE _____

PRINTED NAME & TITLE: _____

TEWKSBLTRY PUBLIC SCHOOLS
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Tewksbury, Massachusetts

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A (b).

Signature of person submitting bid or proposal

Name of business

Date:

FID#

TEWKSBLTRY PUBLIC SCHOOLS
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REFERENCES

All bidders must complete the following questions to the best of their ability and submit them with their bids.

1. List three (3) recent contracts completed within the past 18 months.

Name: _____

Address: _____

Phone #: _____ Total Contract Amount: _____

Name: _____

Address: _____

Phone #: _____ Total Contract Amount: _____

Name: _____

Address: _____

Phone #: _____ Total Contract Amount: _____

2. Have you been business more than three (3) years? YES _____ NO _____

Signature of individual submitting bid or proposal

Name of business