



# **PULBOROUGH PARISH COUNCIL GROUNDS MAINTENANCE CONTRACT**

## **Contract Summary**

- **Contracting Authority:** Pulborough Parish Council
- **Service Required:** Grass cutting, strimming, edging, pathways, and general grounds maintenance
- **Contract Duration:** 3 years
- **Start Date:** 1<sup>st</sup> May 2026
- **End Date:** 31<sup>st</sup> March 2029
- **Tender Submission Deadline:** 19<sup>th</sup> April 2026 at 5pm
- **Site Visit:** Available upon request

The proposed contract period is three years, with scheduled maintenance visits to be carried out fortnightly on a Thursday during the grass growing season, March to October with flexibility for movement of cuts and additional cuts if required.

Estimated visits per year: 18

Total visits across 3 year contract: 54

## **Contract Overview and Sites Included**

**Quotations for the maintenance of the following Pulborough Parish Council sites:**

### **Pulborough Recreation Ground**

Approx. 41,318 m<sup>2</sup>

Works include:

- Ride-on mowing of the main recreation ground
- Pedestrian mowing around the cricket square surrounds
- Grass cutting around the children's play park
- Strimming around trees, benches, fencing and play equipment.
- Strimming of embankment mounds surrounding the recreation ground (as required)
- General presentation and tidying of the site during each visit

### **Cousins Way Ground**

Approx. 15,920 m<sup>2</sup>

Works include:

- Mowing of the large open grass area (approximately football pitch size)
- Cutting of grass pathways through conservation / rough grass areas
- Strimming where required to maintain path access

The surrounding rough grass areas will remain uncut during routine visits and will be cut twice a year at the appropriate times.

### **Cousins Way Allotments**

Works include:

- Grass path cutting using a small ride-on zero-turn mower
- Strimming of path edges where required
- Maintaining safe and accessible pathways within the allotment site

### **Method and Service Delivery**

Demonstrate a clear, practical methodology for delivering the works safely, efficiently and with full environmental consideration. Submissions should outline the proposed approach to cutting and vegetation management, including appropriate scheduling, work sequencing and contingency planning for adverse weather or equipment failure. Contractors must use suitable, well-maintained machinery and ensure all operatives wear the correct PPE in line with industry standards.

Environmental sensitivity is essential; tenderers must show how they will protect habitats, avoid sensitive wildlife seasons. Proposals should also detail how public safety will be maintained through signage, barriers and controlled access where required.

### **Quality and creativity**

Demonstrate a high-quality and creative approach to service delivery, showing clearly how they will add value beyond the core specification. Submissions should outline methods for proactive problem-solving, innovation and continuous improvement, including examples such as biodiversity-friendly practices, sensitive habitat management, and environmentally considerate techniques. Contractors are expected to show initiative through flexible scheduling, efficient communication, and a willingness to adapt their methods to site conditions or community needs. Proposals should detail how regular meetings will be used to address issues promptly, share ideas and maintain strong collaboration with the client team. Tenderers are also encouraged to identify opportunities for community-minded activity, such as minimising disruption, protecting public access routes, or enhancing local natural assets where appropriate.

### **Environmental Responsibility**

Contractors must detail robust waste-handling and disposal procedures, ensuring all arisings are managed responsibly, recycled where possible and disposed of in accordance with environmental regulations. Proposals should highlight measures to reduce emissions across all aspects of service delivery and explain how operations will actively support local biodiversity

### **Football Pitches and Cricket Square**

Pitch cutting at Pulborough Recreation Ground and Cousins Way Recreation Ground.

Grass cutting and pitch maintenance at Pulborough Recreation Ground (1x cricket out field and football pitches) and Cousins Way Recreation Ground (1 x adult pitch) as follows:

- Aeration – slitting during playing season (star slitter, not agricultural slitter).
- Decompaction – autumn and spring.
- End of season renovation works, including scarification and aeration.

### **Council Machinery Access**

The contractor will be able to utilise the existing machinery located within and around the current storage facility, including all machinery and equipment stored within the building and surrounding storage area currently used for maintaining the grounds.

The contractor will assume responsibility for routine maintenance, servicing, repairs and fuel. It will also supply it's own insurance for the machinery.

### **Machinery maintenance responsibilities**

- John Deere Golf Mower
- Strimmer

### **To undertake routine machinery maintenance including:**

- Annual servicing
- Tyre repairs or replacements
- Blade sharpening and replacements
- Supply of all operational fuel
- Routine adjustments required for safe and efficient operation
- Repair of minor wear and tear items
- Repair of minor damage to bodywork, panels and lights caused through normal operational use.

The contractor will **not** be responsible for major mechanical failures of council machinery including:

- Engine failures
- Hydraulic faults
- Major electrical issues
- Major drivetrain failures

All tenders must include:

### **Company Profile**

- Company name, address, and contact details
- Years in operation
- Summary of relevant experience
- Key personnel and qualifications

### **Insurance Documentation**

Minimum requirements:

- **£10 million Employers' Liability**

- **£5 million Public Liability** (or higher)
- Professional Indemnity (if providing advisory services)

Copies of certificates must be provided.

### **Risk Assessments & Method Statements (RAMS)**

Including:

- Machinery operation
- Working in public areas
- Slopes and uneven ground
- Flying debris
- Noise
- Lone working
- Traffic and pedestrian interface

### **Health & Safety Policy**

A full corporate Health & Safety Policy or equivalent must be submitted.

### **Contractor Requirements**

Contractors **must** demonstrate:

- Competent and trained operatives (NPTC/LANTRA desirable)
- Reliability and ability to meet the scheduled frequencies
- Appropriate machinery and equipment
- Environmental responsibility in waste management
- Strong understanding of safety in public areas

### **Evaluation Criteria**

Tenders will be assessed based on:

<b>Criterion</b>	<b>Weight</b>
RAMS & Health & Safety compliance	15%

Local Business	15%
Quality of work & relevant experience	30%
Price	20%
Reliability, resources & workforce capability	20%

### **Pricing Schedule**

An itemised breakdown covering:

- Cost per site
- Cost per visit
- Annual total

### **Site Maps**

To arrange a site visit or ask questions, please contact:

Oliver Last  
clerk@pulboroughparishcouncil.gov.uk  
01798 873532



COUSINS WAY & ALLOTMENT GARDENS - ARIEL VIEW



## **Submission Instructions**

All tenders must be submitted **in writing** by the stated deadline:

### **Clerk to Pulborough Parish Council**

Village Hall  
Swan View  
Lower Street  
Pulborough  
West Sussex  
RH20 2BF

Or by email to: [clerk@pulboroughparishcouncil.gov.uk](mailto:clerk@pulboroughparishcouncil.gov.uk)

### **Your tender must include:**

- Signed cover letter
- Full tender proposal
- Insurance documents
- RAMS
- Health & Safety Policy
- Pricing schedule

Late submissions will not be considered.

### **Pulborough Parish Council Rights**

The Council reserves the right to:

- Discontinue the procurement process
- Reject any or all submissions
- Not accept the lowest or any tender
- Request additional information if needed