



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:** 1st May 2026
- **End Date:** 31st March 2029
- **Tender Submission Deadline:** 19th 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 m²

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 m²

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:

Criterion	Weight
RAMS & Health & Safety compliance	15%

Local Business	10%
Quality of work & relevant experience	20%
Price	40%
Reliability, resources & workforce capability	15%

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

RECREATION FIELD – ARIEL VIEW



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

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