

Stocksfield Parish Council

Grass Maintenance of Stocksfield Multi-User Sports Fields – Contract for Services 01/04/2026 – 31/03/2028

1. Introduction

The Parish Council is responsible for the maintenance of the Multi-User Sports Field in Stocksfield. The Council, in conjunction with the Football Foundation are aiming to improve the quality of the grass across Stocksfield Sports Fields.

This procurement exercise is intended to establish a priced schedule of maintenance activities following a pitch inspection and condition report by the Football Foundation. The Parish Council does not have sufficient funds to commit to each of the items in this tender in any single year.

Instead, it is the Parish Council's intention to:

- Obtain fixed prices for each activity relating to each aspect of the grass maintenance.
- Appoint a capable and suitable contractor
- Use the fixed price list to develop an annual maintenance plan which links to the Parish Council budget, with the expectation that prices may be negotiable depending on the volume of work each year.

No guarantee is given as to the volume, frequency or value of works instructed in any year.

No conditions or standard requirements either expressed or implied in contractors' submissions and quotations shall override this Scope of Work, the Specification and any other contract documents issued by the Council.

2. Contractor's obligations under the agreement

2.1 Provision of services

In accepting the Council's invitation to provide the services described herein for the agreed tender sum, the Contractor takes responsibility for:

- (i) fulfilling the contract to the standard laid down by the Council for a two-year term
- (ii) allocating the physical and financial resources required for a two-year term
- (iii) supervising their own staff to ensure the delivery of (i) and (ii) above.

In the event that performance is found on inspection by the Council to fail to reach the standard required, following inadequate or non-existent remedy on the part of the contractor, the Council will consider itself entitled to withhold all or part of the payment(s) under the contract on the ground of constructive non-performance and the contract will be terminated.

Future proposed costs should increase by no more than the level of inflation for the year ending in September as stated in the Consumer Price Index (CPI), published by the Office for National Statistics. These proposals shall be subject to the approval of the Council's Ordinary Meeting as a condition of the contract proceeding to term.

2.2 Payment for services

The default arrangement is for the contractor to submit monthly invoices for work undertaken, however an alternative payment schedule (either quarterly or annual invoice in arrears or twelve equal monthly payments of the annual fee) can be agreed with the Council.

2.3 Health and Safety

The contractor must ensure compliance with the Health and Safety at Work Act 1974 (as amended), operating at all times with due regard for the health and safety of the public.

2.4 Remedial works

The Council reserves the right to require the Contractor to carry out free of charge any remedial works arising from the contractor's failure to fulfil their obligations under any part of the contract. Specifically, where the maximum grass length is exceeded, the contractor is

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required (subject to ground conditions) to undertake cutting of the affected area within 72 hours of notification by the Council.

2.5 Expenses

The Contractor is normally required to supply all equipment (including the provision of tools, fuel, other equipment, safety clothing and transport) required for work carried out under the contract at their own expense. The Parish Council will have some equipment which contractors may wish to use, see point 5.

2.6 Insurance and certification

The Contractor will be expected to demonstrate that they have appropriate insurance cover (including public liability insurance) and that they hold appropriate certificates in the use of professional pesticide products.

2.7 Meetings and Reporting

The Contractor shall, on reasonable notice attend meetings with representatives of the Council to address any issues arising under the contract and shall from time to time on demand submit such reports as may be relevant to the performance of their obligations under the agreement. The Contractor will be expected to attend timely meetings with representatives of the Council, to agree future years' schemes and budgets.

2.8 General Conditions

The Contractor is responsible for removal and disposal of all waste and rubbish produced as a result of this contract. Any damage should be reported to the Council as soon as possible.

3. Compliance with financial regulations and standing orders

The Council's Financial Regulations require the Council to ensure that value for money is obtained in respect of all contracts for the supply of goods and services, and to ensure that set procedures for the obtaining of tenders and quotations are adhered to. The Council's Standing Orders require all decisions and resolutions by the Council, including those agreeing to the award of contracts, to be taken by the public meeting of the Council in a form prescribed by law.

4. Scope of work

Tenderers must provide separate prices for each activity listed below. These prices will be used by the Parish Council to prioritise and programme works annually. The order below reflects the Council's current priority but does not imply commitment. Where appropriate, prices must state if it is per visit to the pitches.

Each of the items listed below can be priced for individual pitches or for all the pitches combined, this must be made clear in any submission. The pitches comprise Mini, Junior and Senior pitches. The pitches are currently all various conditions, ranging from poor to good standard.

4.1 Goal Mouth Repairs

- Renovation of worn and damaged goal mouths
- Reseeding or returfing as necessary

4.2 Decompaction

Spring and/or Autumn operation

- Deep spiking
- Linear Aeration

4.3 Deep Slitting

Typically, Autumn / Winter operation

- Slitting to depths of approx. 150-220mm

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4.4 Surface Grooming

- Brushing to disperse worm casts
- Raking and light surface aeration
- Organic matter and surface management

4.5 Overseeding (out of season renovation)

- Disk seeding in multiple directions
- Perennial Ryegrass Seed
- Focus on worn and high-use areas

4.6 Application of Fertiliser

Spring and/or Autumn applications

- Controlled or slow-release granular fertiliser

4.7 Application of Selective Herbicide

- Weed treatment by a qualified professional, working in conjunction with the grass cutting schedule.

5. Equipment

The Parish Council at the commencement of this contract will own some equipment which Contractors may wish to use. Contractors can use their own equipment, Parish Council equipment or a combination of both. If it is intended for the Parish Council equipment to be used, Contractors must explicitly state this in their tender. Parish Council insurance requires users of the equipment to have LANTRA training. Should Contractors wish to use Parish Council equipment, proof of a LANTRA training course must be provided.

The Parish Council equipment comprises:

- Compact Tractor with turf tyres
- Turf Groomer
- Deep Slitter
- Spray Marker
- Soil Sampler

6. Contractor Responsibilities

Tenderers must:

- Have demonstrable experience in sports turf maintenance
- Hold relevant insurance
- Ensure qualified operators (including spraying and fertilising)
- Work around fixtures, public access and grass cutting
- Provide method statements and risk assessment when requested

7. Pricing and Submission Format

Tenderers shall submit:

- A completed schedule of rates for each activity
- Confirmation of intended use (if any) of Parish Council equipment
- Details of experience
- Confirmation that the prices are fixed for the contract period but may rise by CPI each year.

The Parish Council reserves the right to:

- Procure any, all or none of the listed activities
- Combine or phase works