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Tender

Grounds Maintenance Contract

Seaford Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-072140

Procurement identifier (OCID): ocds-h6vhtk-05dd0a ([view related notices](#))

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Scope

Reference

STCGMC25

Description

Seaford Town Council invites tenders for the provision of grounds maintenance services across various sites within the Town Council's boundaries. The aim is to ensure all sites are maintained to a consistently high standard, meeting the requirements detailed in the specification.

Contract term: Initial term of three (3) years from the start date, with an extension option. The Council may, at its sole discretion, extend the contract for up to two (2) additional years.

Contract Lots: This contract is divided into three Lots. Contractors may bid for one, two, or all three Lots:

Lot 1: Grounds Maintenance

Lot 2: Verges & Pathways

Lot 3: Planting & Decorative Displays

Contractors can submit applications:

Through this website, or

By visiting Seaford Town Council, or

By emailing projectsandfacilities@seafordtowncouncil.gov.uk

Please ensure you have read and completed the following documents before applying:

Invitation to Tender

Contract Specification

Contract Application Form

Confidentiality Agreement

Terms and Conditions

Pricing Schedule

Total value (estimated)

- £850,000 excluding VAT
- £1,020,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 April 2026 to 31 March 2031
- 5 years

Options

The right to additional purchases while the contract is valid.

Section 7 - Variation of Services

- STC may add or remove sites or areas from the contract during the contract term.
- Any additional work added will be paid to the Contractor, calculated using the rates submitted in the Pricing Schedule.
- If sites or areas are removed, the Contractor will not be paid for work no longer required.
- Any changes to the contract will be communicated with one (1) month's written notice.

Main procurement category

Services

CPV classifications

- 77300000 - Horticultural services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England

- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Lot constraints

Description of how multiple lots may be awarded:

Bidders are advised that this contract is divided into three Lots:

- Lot 1 - Grounds Maintenance
- Lot 2 - Verges & Pathways
- Lot 3 - Planting & Decorative Displays

You may submit a tender for:

- One (1) Lot,
- Two (2) Lots, or
- Three (3) Lots.

Each Lot will be evaluated and awarded separately against its own published criteria.

- Submissions for different Lots will not be scored together or carried across.
 - Bidders should therefore ensure their responses and supporting evidence are tailored to the specific Lot(s) they wish to be considered for.
 - STC reserves the right to award some or all Lots, and may award to different Contractors for each Lot.
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Lot 1. General Grounds Maintenance

Description

A. Grass Cutting & Litter Collection

The Contractor must carry out grass cutting (either standard 'cut and drop' or 'cut and collect' - please specify in the application) and litter picking across all designated sites, ensuring that grass does not exceed the agreed height limit of 10cm.

Using the map and documents in Appendix 1 and 2, all the sites under this Lot are detailed. Areas highlighted green must be maintained so that grass never exceeds 10cm, and vegetation encroaching on pathways must be cut back to the path edge to ensure full and unobstructed use of the path. The blue areas are designated wildlife zones and must only be cut once per annum in September/October (weather dependent and may take place earlier in cases of wildfire risk). The areas in purple indicate the location of a sports pitch; dark blue shows the cricket outfield; yellow indicates the dual-use pitch, pink shows the areas to be cut twice per-annum, orange pins indicate playgrounds, green pin shows our tennis court and lastly, the blue pins show site specific info.

The Contractor is also responsible for routine cutting back of vegetation (as detailed in Appendix 1 and 2 and any other locations that may arise within the areas already covered under this Lot.) to ensure the footpaths, signage or sightlines are not encroached upon, as well as to maintain safe access and a tidy appearance. This excludes specialist arboricultural works (e.g. major tree surgery, felling, or works at height requiring a qualified tree surgeon), which will be instructed separately if necessary.

All trees, benches, and other fixed structures within green spaces must be actively avoided to ensure they are not damaged. Any damages must be reported to STC according to section 4J. The Contractor must also make themselves aware of any trees subject to Tree Preservation Orders (TPOs) as any works on these require prior written permission from STC.

B. Playground Maintenance

At the following sites:

- The Salts Playground
- The Salts Skatepark
- The Crouch

Contractor must maintain playgrounds and associated areas:

- Maintain the sandpit by topping up with certified play-grade sand, ensuring safety and compliance with relevant playground standards.
- Cut grass in play areas as soon as it exceeds 10cm in height or sooner.
- Maintain up to date records/logs of all maintenance carried out, including:
 - o Date of work performed
 - o Description of tasks completed
 - o Any issues identified and actions taken
 - o Photographic evidence of completed work
 - o Records must be available for inspection by STC.

C. Sports Pitch Management

The Contractor shall manage the Council's sports pitches and associated facilities. This contract does not include the provision of fine turf or specialist grounds services (e.g cricket squares, bowling greens). Works are limited to maintaining safe, playable grass surfaces for football, rugby, cricket outfield, and stoolball, as set out below, ensuring all areas are maintained to a safe, playable and visually acceptable standard. For the purposes of this contract, 'playable' and 'match-ready' refers to the Grounds Management Association's standards - see Standards and Guidance section below.

Responsibilities are:

- Football (STFC at the Crouch and Premier Football at The Salts):
 - o Prepare pitches to a match-ready standard, including line marking and top-ups, which must only be carried out when instructed by STC, using the Contractor's own marking equipment unless otherwise directed.
 - o Maintain grass at an appropriate height for football (during August-May, maximum 20-35mm).
 - o Inspect & repair pitches regularly for hazards, including litter, broken glass, holes, divots, waterlogging or other obstructions.
 - o Undertake seasonal maintenance: mowing, aeration, reseedling, fertilising, sanding,

rolling, and topdressing to ensure safe, playable surfaces.

- o Observe a rest period for grass from mid-May to August to support regrowth and pitch health.

- o Provide pre-season preparation, including seeding, sanding, scarifying and rolling, prior to the start of the playing season.

- o Water, provided by STC, may be accessed at the point indicated in Appendix 1 and 2. The Contractor shall provide all necessary equipment, including hoses of sufficient length to service the designated work areas.

- Rugby (at The Salts):

- o Prepare pitches to a match-ready standard, including line marking and top-ups, which must only be carried out as instructed by STC, using the Contractor's own marking equipment unless otherwise directed.

- o Remove and securely store rugby posts at The Salts Recreation Ground, outside of playing season.

- o Strim around goal storage areas and inspect and remove hazards (including litter, broken glass, or damage to posts).

- o Maintain grass at appropriate playing height (typically 25-75mm) through regular mowing.

- o Repair divots, bare patches and high-wear areas to maintain a safe and playable surface, as well as keeping the pitch and surrounding areas clean, removing litter and debris.

- o Undertake seasonal maintenance and end-of-season renovation (overseeding, aeration, fertilisation) as agreed with STC.

- o Report any damage to rugby posts, sockets, or equipment and agree remedial action agreed with STC and stakeholders.

- o Water provided by STC may be accessed at the point indicated in Appendix 1 and 2. The Contractor shall provide all necessary equipment, including hoses of sufficient length to service the designated work areas.

- Cricket (at The Salts):

- o Maintain the outfield throughout the cricket season (April-September).

- o Prepare the outfield to a match-ready standard, ensuring grass does not exceed 25mm and is free of hazards (e.g divots or broken glass) and debris.

- o Repair bare patches and high-wear areas to maintain a safe and playable surface.

- Dual-Use Pitches

- o Appendix 1 identifies the area of The Salts highlighted in yellow. This area is a dual-use pitch and must be prepared for cricket during the summer months and for rugby during the winter months. It is the Contractor's responsibility to ensure that this area is maintained, prepared and presented to a match-ready and playable condition for all scheduled fixtures.

- Tennis (at The Salts):

- o Sweep tennis courts weekly to maintain a safe, debris-free surface.

- Changing Rooms & Facilities (The Salts):

- o Unlock, clean, and prepare changing rooms and associated facilities prior to use, and lock and secure them after use.

- o Ensure all facilities are left in a clean, safe and serviceable condition, in line with fixture schedules notified by Authorised STC Officer.

- Method, Programme and Reporting:

- o Contractor is responsible for determining methods, schedules and resources required to achieve the specified outcomes.

- o Tender submissions must include proposed approaches, equipment list and indicative timetable.

- o Maintain an up-to-date schedule of works for STC, ensuring that STC (and relevant stakeholders where appropriate) are notified in advance of any significant changes.

- Standards & Guidance:

- o Follow professional guidance and best practice as recommended by the Ground Management Association: GMA Home - Grounds Management Association.

- o Maintain records of maintenance activities, inspections and any issues identified.

- Contractor Storage Facility

A storage hut located at The Crouch is available for the Contractor's use during the contract period. The following conditions apply:

- o The hut may be used solely for the storage of equipment and materials required for delivery of the STC grounds maintenance contract.
- o The Contractor is responsible for keeping the hut secure at all times, including the safe management of any keys or access codes provided.
- o The Contractor must maintain the hut in a clean and tidy condition and ensure no hazardous substances are stored without the Council's prior written consent.
- o The Council accepts no liability for any loss, theft, or damage to the Contractor's property stored in the hut.
- o Use of the hut is conditional on the Contractor vacating it immediately upon the end of the contract or upon request by the Council, leaving it in good condition.

D. Watering

For both the rugby and football pitches:

- Water may be accessed at the points indicated in Appendix 1 and 2, at The Salts Recreation Ground and The Crouch. The Contractor shall provide all necessary equipment, including hoses of sufficient length to service the designated work areas.

E. Emergency Works

- Within your tender application please make clear what hours of call out cover you intend to offer and how you will staff this. We're happy to accept proposals that do not include Christmas Day and New Years Day. We will also accept proposals that aren't able to offer a full 24 hour cover.
- Make unsafe areas safe within 2 hours of notification.
- Maintain Heras fencing in their depot for immediate use if necessary.
- Carry out emergency repairs to playground equipment within 24 hours where reasonably practicable or otherwise within a timescale agreed with STC.

Lot value (estimated)

- £660,000 excluding VAT
- £792,000 including VAT

Same for all lots

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

Lot 2. Verge Cutting

Description

STC manages approximately 129,378 m² of grass verges. Contractors are required to cut urban grass verges, as shown on the maps in Appendix 3 and 4, four times per annum (April, June, August, and October).

Contractors must also:

- Ensure vegetation does not encroach onto footpaths, signage, or sightlines, so as not to create hazards or reduce visibility for pedestrians, cyclists, or drivers.
- Remove and lawfully dispose of all debris resulting from cutting (e.g. grass clippings, leaves). Debris must not be left on pathways, roads, or neighbouring properties.
- Take care to avoid damage to trees, benches, and other fixed structures within green spaces. Any damages must be reported to STC according to section 4J.

Lot value (estimated)

- £140,000 excluding VAT
- £168,000 including VAT

Same for all lots

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

Lot 3. Planting & Decorative Displays

Description

Full site map can be found in appendix 5.

a) Plant and maintain visually pleasing seasonal displays within:

- War memorial beds
- Town planters (23 planters & 13 pole planters)
- Decorative boat planter
- Beds outside Morrisons
- Crouch Peace Gardens

b) Maintain the upkeep of the Crouch Peace Gardens by:

- Cultivating all existing beds and borders, in particular:
 - o Weeds:
 - ? Hoe emerging annual weeds
 - ? Remove perennial weeds by hand, especially from the middle of shrubs and perennials
 - ? Remove bindweed according to Lewes District Council's policy
 - Prune shrubs at the appropriate time and recommended way for each variety and renovate when necessary.
 - Deadhead perennials to prolong flowering.

- Lift and divide congested perennials at the appropriate season.
 - Feed any plant that shows signs of poor growth.
 - Maintain soil quality to a high level. Mulch (50-75mm) with organic matter once a year.
 - Replacement of dead or disappeared plants to avoid gaps in planting where possible.
 - Undertake thorough watering during dry periods, with particular attention to newly planted stock and plants in sunny or exposed locations, ensuring adequate soil saturation to maintain plant health and presentation.
 - Weeding and sweeping of paths & regular litter picking.
- c) All bulbs, seeds and plants to be included in the tendered price.
- d) Maintain planted areas by watering and de-weeding a minimum of 10 visits per year, plus additional as required depending on weather conditions and other factors affecting presentation.
- e) Use only non-chemical fertilisers.
- f) Remove weeds and cuttings prior to replanting.
- g) At least one staff member on site at all times who holds NVQ Level 1 in Horticulture or RHS Level 1 / 2 qualification or equivalent.
- h) Subject to agreement with STC, the Contractor may be required to support modifications for existing beds, including (but not limited to) the conversion of one bed to a wicking system, should funding become available. The Contractor shall also water and maintain as required and undertake seasonal replacement planting to restore the quality of display.
- i) Water may be accessed through the access point at the War Memorial. The Contractor shall provide all necessary equipment, including hoses of sufficient length to service the designated work areas.

Lot value (estimated)

- £50,000 excluding VAT

- £60,000 including VAT

Same for all lots

CPV classifications, contract locations, contract dates and options are shown in the Scope section, because they are the same for all lots.

Participation

Particular suitability

Lot 1. General Grounds Maintenance

Lot 2. Verge Cutting

Small and medium-sized enterprises (SME)

Lot 3. Planting & Decorative Displays

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

1 December 2025, 11:59pm

Tender submission deadline

7 December 2025, 11:59pm

Submission address and any special instructions

Contractors can submit applications:

Through this website, or

By visiting Seaford Town Council <https://www.seafordtowncouncil.gov.uk/contracts-and-tenders/>, or

By emailing projectsandfacilities@seafordtowncouncil.gov.uk

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

9 January 2026

Award criteria

Name	Description	Type	Weighting
Quality	For full criteria please see contract spec and application form.	Quality	60%

Name	Description	Type	Weighting
Price	For full criteria please see contract spec and application form.	Price	40%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Light touch

Documents

Associated tender documents

[Terms and Conditions.docx](#)

[Confidentiality Agreement.docx](#)

[Contract Specification.docx](#)

[Lot 1 Map Details.pdf](#)

[Lot 2 Map Details.pdf](#)

[Lot 3 Map Details.pdf](#)

[Contract Application Form.docx](#)

[ITT.docx](#)

[Pricing Schedule REVISED.xlsx](#)

Pricing Schedule REVISED - Previously did not include pathway clearance (shrubs & hedges) in 4.2a.

Contracting authority

Seaford Town Council

- Public Procurement Organisation Number: PDRY-2957-PNJY

37 Church Street

Seaford

BN25 1HG

United Kingdom

Telephone: 01323 894870

Email: projectsandfacilities@seafordtowncouncil.gov.uk

Website: <https://www.seafordtowncouncil.gov.uk/>

Region: UKJ22 - East Sussex CC

Organisation type: Public authority - sub-central government