

Tender Documentation

Grounds & Sports Pitch Maintenance Contract

April 2026 – March 2029

(updated 22 December 2025)

BACKGROUND AND SCOPE OF THE WORK

Dronfield Town Council is inviting quotations for a three-year contract for the maintenance of seven open spaces as well as a cost breakdown for the maintenance of football and cricket pitches.

The scope of the project includes:

- Grass cutting and hedge cutting
- Maintenance of football pitches
- Maintenance of cricket pitches

It is anticipated that the new contract will start from the beginning of April 2026 and last for three years until March 2029.

Dronfield Town Council currently manages and maintains open green spaces as well as playgrounds across the town.

The Council's objective is to maintain all its green spaces in a good condition with regular grass cutting and hedge trimming throughout the year for residents to enjoy.

Tender submissions should include:

- A breakdown of costs per site
- An additional hourly rate for any extra work required
- Copies of all relevant qualifications and health and safety certificates

Dronfield Town Council intends to award the contract to a suitably qualified and experienced contractor capable of delivering a high-quality and reliable service.

1. INTRODUCTION

Dronfield Town Council (the Council) invites tenders for a three-year contract for grounds and sports pitch maintenance at seven different locations across Dronfield.

All tenders must be submitted in strict accordance with the instructions outlined in this document. Failure to comply may result in disqualification. The Council's decision in such matters shall be final.

While every effort has been made to provide accurate and complete information, it is the responsibility of each tenderer to ensure they fully understand the scope and nature of the works through site visits, document review, and discussions with the Council. Please note with the process of Local Government Reorganisation (LGR) currently taking place within the next three years, there may be the possibility of adding to these areas if the Town Council take on additional sites because of LGR, however this is an unknown factor at this time.

The Council accepts no liability for any errors or omissions in the information provided.

Tender Contact: Joanne Mitchell, Town Clerk, Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, Derbyshire, S18 1PD

Web: www.dronfield.gov.uk

Email: townclerk@dronfield.gov.uk

Tel: 01246 418573

Any questions about the project are to be sent to the Town Clerk by **23rd January 2026** – any questions after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email.

2. SUBMISSION DEADLINE

Tenders must be submitted by **12:00 noon on Friday, 30th January 2026**.

Submissions should be sent via registered post, recorded delivery, in a sealed envelope clearly marked: **“Grounds Maintenance Tender”** (top left corner) or via email to townclerk@dronfield.gov.uk

Delivery Address: Joanne Mitchell, Town Clerk, Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, Derbyshire, S18 1PD

3. GENERAL CONDITIONS

- This invitation to tender does not constitute an offer or contract.
- The Council is not obliged to accept the lowest or any tender, as per their Financial Regulations.
- The Council reserves the right to accept a tender in part.
- No reimbursement will be made for tender preparation costs.
- All queries must be directed to the Town Clerk. If deemed material, responses will be shared anonymously with all tenderers as detailed above.

4. CONFIDENTIALITY

All tender-related documents and communications must be treated as confidential.

Tenderers must not:

- Disclose tender details to third parties (except professional advisers).
- Canvass Council members, officers, or consultants.

Non-compliance will result in disqualification and may affect eligibility for future tenders.

5. TENDER REQUIREMENTS

- No alterations may be made to the invitation to tender document.
- Tenders must be unconditional and free from qualifications. The Council's decision as to whether or not a tender is in an acceptable form will be final.
- All documents must be in English.
- The contract will be governed by the laws of England and Wales.

6. PRICING

- Prices must be fixed and inclusive of all costs, overheads, and obligations.
- Each item must be priced to two decimal places.
- VAT should be excluded from all prices.
- The Council may adjust the scope of works based on budget constraints, any such adjustments will be notified to the tenderers prior to the award of the contract.
- Details of planned invoicing dates must be provided.

7. SITE VISITS

Site visits are essential to evaluate access, gain detailed measurements of the site area and to assess the location of nearby premises. Tenderers may visit the sites at their own convenience and cost. No prior arrangement is required. Maps and What3Word locations can be found in the Appendices.

Tenderers are deemed to have:

- Assessed site conditions and access limitations at each site location.
- Accounted for any logistics and safety considerations.

No claims will be accepted for lack of site familiarity.

8. WORKS SPECIFICATION

The main elements of the work required will consist of the following – full details of the works specification can be found in Appendix B at the back of this document:

- Provide a safe and practicable working environment.
- Provide a suitable means of waste removal from the site, and ensure all waste is disposed of legally.
- Ensure all grassed areas are cut safely and to the required height, using the most appropriate equipment for the area and location.

- Ensure all hedges are cut safely and to a reasonable height, ensuring the most appropriate equipment is used for the location.
- Installation and removal of football posts when required.
- Football pitch marking out when required
- Ensure each site is left clean and in a safe and suitable state for use.

9. MANDATORY SUBMISSION DOCUMENTS

Each tender must include the following:

- Pricing breakdown for each site
- Pricing breakdown for the maintenance of football pitches
- Pricing breakdown for the maintenance of cricket pitches
- Hourly rate for any additional required work
- Proposed annual programme of works (April – March)
- Company profile and relevant case studies
- Health & Safety documentation:
 - Method Statement & Risk Assessments
 - Health & Safety Policy and accident history (past 5 years, incl. RIDDOR)
- Insurance certificates:
 - Public Liability (£10M minimum)
 - Employer's Liability (£10M minimum)
- Subcontractor details (if applicable)
- Declaration of no conflict of interest

Failure to provide any of the above may result in disqualification.

10. EVALUATION CRITERIA

Tenders will be evaluated by members of the Properties Advisory Committee, with a recommendation made to full Council, before the Acceptance of Tender.

A full breakdown of the Evaluation Criteria can be found in **Appendix C** at the back of this document.

Evaluation will focus on:

- Value for money (overall cost)
- Programme of Work
- Health & Safety Management including insurance
- Experience and References
- Waste Management

10. ACCEPTANCE OF TENDER

Until the execution of a formal agreement, the Council's written acceptance of a tenderers signed offer shall form a binding agreement between the Council and the successful tenderer.

All tenderers will be notified in writing of the outcome.

11. VALIDITY PERIOD

Tenders must remain valid for a minimum of **90 days** from the submission deadline.

12. CONTRACT TIMELINE

The contract start date will be agreed upon award but will be during **April 2026**.

14. INSURANCE REQUIREMENTS

Minimum insurance cover required:

Type of Insurance	Minimum Cover
Public Liability	£10 million
Employer's Liability	£10 million
Contract Works Insurance	As appropriate

Proof of insurance must be submitted with the tender and maintained throughout the contract. Failure to do so may result in termination.

15. SUSTAINABILITY & SOCIAL VALUE

The Council encourages proposals that demonstrate:

- Low-carbon transport and efficient site operations
- Responsible waste management

16. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Procurement Act 2023. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most advantageous tender.

The tender process will be by open tender.

APPENDIX A – LOCATION MAPS

Sindelfingen Park (What3Words ///tend.neon.moss)



Dronfield Woodhouse Recreation Ground (What3Words [///wire.sweat.cabin](http://www.wire.sweat.cabin))



Marsh Avenue Recreation Ground (What3Words ///refuse.chains.trendy)



Jubilee Park (What3Words ///librarian.toxic.rally)



Coal Aston Recreation Ground (What3Words ///mason.lace.jars)



Birches Fold Recreation Ground (What3Words ///chain.bleat.wipes)



Hilltop Recreation Ground (What3Words ///images.sheep.swim)



APPENDIX B – GROUNDS AND PITCH MAINTENANCE SPECIFICATIONS

1.0 SITE SPECIFICATIONS

Sindelfingen Park (What3Words ///tend.neon.moss)

Gang mow area fortnightly – March to October 17 cuts per annum

Mow field surrounds, path edges & around trees using ride on triple mower and strimmer

Dronfield Woodhouse Recreation Ground (What3Words ///wire.sweat.cabin)

Gang mow area fortnightly – March to October 17 cuts per annum

Cut field surround with triple mower and strimmer

Mark out 1 football pitch throughout the season (August – May)

Hedge cutting around perimeter

Marsh Avenue Recreation Ground (What3Words ///refuse.chains.trendy)

Gang mow area fortnightly – March to October 17 cuts per annum

Mow field boundary & around trees with Ferris mower and strimmer

Hedge cutting around perimeter

Jubilee Park (What3Words ///librarian.toxic.rally)

Gang mow area fortnightly – March to October 17 cuts per annum

Mow field boundary & round trees with Ferris mower

Hedge cutting around perimeter

Coal Aston Recreation Ground (What3Words ///mason.lace.jars)

Hedge cutting around perimeter

Birches Fold Recreation Ground (What3Words ///chain.bleat.wipes)

Revised Addition - Gang Mow area fortnightly (March-October 17 cuts)

Hedge cutting around perimeter

Hilltop Recreation Ground (What3Words ///images.sheep.swim)

Hedge cutting around perimeter

Note: All hedge cutting to be carried out outside nesting season.

Football Maintenance Schedule (cost per pitch)

Erect/Remove Goalposts

Vertidrain/ Deep spike pitch when conditions allow in November and March

Quadroplay pitches (Roll, Slitter, Brush & Scarify) monthly through winter months (October to March) estimate 6 visits

Scarify and re-seed worn areas of pitch @ 25g/m² (Approximately 2000m²)

Cricket Pitch (cost per pitch)

Separate quote for the maintenance of a cricket pitch based on the Recommended Guidelines for the construction, preparation and maintenance of cricket pitches and outfielders at all levels of the game produced by the ECB, which can be downloaded here [ECB](#)

An hourly rate for any additional work should also be included within the cost breakdown.

2.0 SAFETY

The contractor shall be fully responsible for the health, safety, and welfare of all persons affected by the works, including employees, subcontractors, Dronfield Town Council staff, and members of the public. All activities must be conducted in full compliance with the following legislation and regulations:

- Health and Safety at Work etc. Act 1974
- Manual Handling Operations Regulations 1992
- Any other current and relevant legislation, HSE guidance notes, and industry codes of practice

Before commencement of any work, the contractor must submit to the Clerk for review and approval:

- A full set of Risk Assessments and Method Statements (RAMS) detailing how risks will be controlled when the work is being carried out.

The Clerk will also provide the contractor with a copy of the Council's Contractor Health & Safety Handbook of which the Acknowledgment Slip must be signed and returned before work commences. A copy of the Contractor Health & Safety Handbook can be requested from the Clerk.

Key Safety Requirements:

- The contractor must ensure the worksite is always maintained as a safe and secure environment, free from foreseeable hazards.
- Personal Protective Equipment (PPE): must be worn by all operatives in line with task-specific risk assessments and current health and safety standards. This includes,

but is not limited to: hard hats, hi-vis clothing, protective gloves, safety boots, and hearing/eye protection.

- Machinery and equipment: The Contractor must provide a high standard when maintaining the grounds. The machinery and equipment must be safe, conform to all relevant standards, insured and be used by trained and competent persons.
- No materials, tools, or waste are to be left unattended in a manner that may cause a slip, trip or fall hazard, or which obstructs access routes.
- The contractor must ensure that no access routes or public footpaths are obstructed or restricted without prior written agreement from the Council.

Site Supervision and Reporting:

- Any incidents, near misses, or injuries must be reported immediately to the Council's Outside Services Team Leader and fully recorded.
- The Council reserves the right to halt works if unsafe practices are observed or if the site is not being managed in line with the submitted Health & Safety Plan.

Contractor's Responsibility:

- The contractor remains solely responsible for enforcing safe working practices, ensuring subcontractor compliance, and meeting all applicable legal duties.
- Failure to comply with safety obligations will constitute a breach of contract and may result in removal from the site and disqualification from future Council contracts.

Regular inspections will be carried out by the Outside Services Team Leader (or authorised deputy) throughout the period of the Contract to ensure the work is completed to an appropriate standard and in accordance with the specification in this document and also in accordance with good ground maintenance industry working practice.

3.0 GENERAL REQUIREMENTS

- Prior to grass cutting or strimming any area, the Contractor will ensure that the site is free of any obstacles; and will check, and ensure the safety, of any fauna which may be hiding/hibernating particularly within hedges.
- No mowing or strimming is to be undertaken during adverse weather conditions, without the prior approval of the Outside Services Team Leader.
- The Contractor will ensure that all machines engaged in grass/ hedge cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass or hedging not cut properly, and to the reasonable satisfaction of the Outside Services Team Leader, is to be made good by the Contractor at their own expense.
- The Contractor will always during the period of the contract ensure that machinery is properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles, any person or animal in the vicinity of operations.
- All grass/hedging will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter. Hedges should be

cut to ensure that they are maintained at a reasonable height and do not become overgrown.

- The Contractor will complete work on one location before moving onto the next, and immediately after cutting, the Contractor will ensure, where applicable, that all clippings and other debris are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc.
- The contractor should make it clear within their tender documentation whether grass/hedge cutting collection is to be carried out as part of the contract.
- Mowing will take place on the full area of grass at the site, up to as close as possible with footpaths, boundaries, street furniture and wet pour as is reasonably practicable.
- In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the ground or grass.
- Should the Contractor cause damage to the ground, or create divots during grass cutting operations, the Contractor will at their own expense reinstate such damage to the reasonable satisfaction of the Outside Services Team Leader.
- Mowing/strimming will be carried out as close as possible to fixed obstructions.
- Mowing around obstructions including benches, trees, fence and hedge lines, will be undertaken using methods, tools and machines as appropriate to ensure neat edges.
- Strimmers/brush-cutters must not be allowed to damage any trees, shrubs etc (except overgrowth being cleared) or permanent or removable fittings; particular attention shall be paid to avoiding damage to the bases of any wooden play equipment, in particular.
- All persons operating machinery/equipment must be appropriately trained, and the Council reserves the right to ask the Contractor to provide adequate proof that their operators are well trained, compliant with Health and Safety legislation and competent in their operating methods.
- The Contractor shall work within appropriate daylight hours.
- If site access is restricted the Contractor shall inform the Clerk.

Appendix C – Evaluation Criteria Breakdown

1. COMPLIANCE WITH TENDER REQUIREMENTS (Pass/Fail)

All tenders must comply with the following mandatory requirements to be eligible for evaluation. Failure to meet any of these will result in disqualification.

Mandatory Information for Submission:

- Pricing breakdown for each site
- Pricing breakdown for the maintenance of football pitches
- Pricing breakdown for the maintenance of cricket pitches
- Hourly rate for any additional required work
- Proposed annual programme of works (April – March)
- Waste Management Strategy
- Company profile and relevant case studies
- Health & Safety documentation:
 - Method Statement & Risk Assessments
 - Health & Safety Policy and accident history (past 5 years, incl. RIDDOR)
- Insurance certificates:
 - Public Liability (£10M minimum)
 - Employer’s Liability (£10M minimum)
- Subcontractor details (if applicable)
- Declaration of no conflict of interest

2. EVALUATION CRITERIA (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

Category	Weighting	Scoring Criteria (0–5 Scale)	What we are looking for
1. Value for Money (cost breakdown)	40%	5 = Exceptional value for money 4 = Meets all needs with good value for money 3 = Satisfactory, includes some cost breakdowns 2 = Limited, gaps in cost breakdown and limited value for money 1 = Poor value for money with missing information	Offers value for money and provides a full cost breakdown for each of the locations as well as a cost per pitch for football and cricket and an hourly rate for any additional work required.

		0 = Not addressed	
2. Programme of Work	30%	5 = Fully achieves all requirements with programme of works 4 = Minor acceptable deviations within programme of works 3 = Generally meets but missing details in programme of work 2 = Significant gaps within programme of works 1 = Poor compliance 0 = Non-compliant	Clear evidence that the full grass cutting requirements and hedge cutting can be achieved as well as the maintenance of the football pitch and potential cricket pitch with a well-planned out clear, programme of works.
3. Waste Management Details	10%	5 = Full waste strategy plan and clear on environmental responsibilities 3 = Acceptable strategy with some concerns 1 = Poor information on waste management 0 = No details	A clear and proactive approach to environmental responsibility and an effective waste management plan with emphasis on recycling or reuse. Strong policies and past examples will score higher than generic or unsupported statements.
4. Health & Safety Management	10%	5 = Comprehensive plan and risk mitigation 3 = Acceptable with minor gaps 1 = Minimal evidence 0 = No submission	Comprehensive method statements, risk assessments. Inclusion of any H&S accreditations and insurance certificates will support higher scores.
5. Experience and References	10%	5 = Proven success on 3+ relevant projects 3 = 1–2 projects with references 1 = Limited experience or no references 0 = None provided	Previous experience with similar projects. Strong references from councils or public sector clients will enhance scores.

3. FINAL SCORE CALCULATION

Each category score (0–5) will be divided by the maximum number of marks for that section and will then be multiplied by its weighting percentage and summed to calculate a final score out of 100

For example, the score for a 30% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 30 = 12\%$ for that section.