



Specification

Sport Pitch Service and Maintenance

Date 12/05/2020

Contents



	1
1. Definitions	3
2. Introduction	4
3. Background	4
4. Scope	4
5. Statement of Requirements	5
6. Service Conditions	5
7. Quality Requirements	6
8. Contract Management and KPIs	7

1. Definitions

“Agreement”

means: The Framework Agreement or Contract for the provision of the Services, Supplies or Works, which will be awarded to a successful Supplier.

“Contract”

means: The Framework Agreement or Contract for the provision of the Services, Supplies or Works, which will be awarded to a successful Supplier.

“Services”

means: the provision of Sport Pitch Service and Maintenance for Plymouth Marjon University as described in this Specification.

“Supplier/Provider”

means: any person or persons, firm or firms or company or companies applying to tender for the Services, Supplies or Works, or, where there is more than one organisation applying, the lead organisation.

“Supplies”

means: The Supplies or materials as described in this Specification.

“Works”

means: The Works as set out in this Specification in relation to Sport Pitch Service and Maintenance for Plymouth

“Plymouth Marjon University Contract Manager”

means: the representative of Plymouth Marjon University responsible for arranging and leading Contract Review Meetings

“The Supplier’s Contract Manager”

means: the representative of the Provider/Supplier responsible for attending Contract Review Meetings and actioning any changes

2. Introduction

This specification:

- sets the parameters of the service provision
- makes clear the outcomes expected as a result of service delivery
- forms part of the contract with the Supplier

The Marjon Sport and Health centre has 3 synthetic pitches and 2 grass pitches. The pitches are used for the purpose of student teaching and community club activities including sports training and league fixtures. It is expected that the supplier will ensure the pitches are playable to league standards and that the 3G pitch will be successfully re-registered on the FA register for approved pitches.

3. Background

The current Agreement expires on the 31st July 2020. Plymouth Marjon University proposes to enter-into a “Contract” for a period of two (2) years. This term is subject to any termination rights contained within the Contract.

4. Scope

The following is an example of the services carried out for the synthetic pitches for a guide only. The Suppliers Schedule of works, submitted with their ITT will form the framework for the annual maintenance programme:

Weekly – Visual inspections, drag brushing (average of 3 per week per pitch depending on usage), leaf clearing and top up of high use areas

Bi-Monthly – Power sweeping, decompaction and vegetation treatment

Annually – Granular top up (not supplied), deep clean (if required) inspection and maintenance review with a written report

The following line markings will need to be painted once a year (typically in June/July) with a guarantee of them lasting 12 months based on visibility for their intended sports

3G Pitch – 1 x full sized Lacrosse in red, 3 x 7-a-side football pitches in black, 2 x 9v9 football pitches in blue, 2 x ten metre lines for a full-sized rugby pitch, 2 x technical boxes in white

Hockey Pitch (McCormick) – 1 x full sized Lacrosse in red, 2 x 7 a-side hockey pitches in blue

Hockey Pitch (Ansley) – 2 x 7 a-side hockey pitches in blue

The following is an example of the services carried out for the synthetic pitches for a guide only. The Suppliers Schedule of works, submitted with their ITT will form the framework for the annual maintenance programme:

Fortnightly (March – October) – Cutting, 50mm-25mm cut and collecting, depositing of arisings, visual inspection and removal of stones

Monthly (November – February) - Cutting, 50mm-25mm cut and collecting, depositing or arisings, visual inspection and removal of stones

Annually – initial markings for rugby, adult football and junior football. Inspection and maintenance review with a written report

2 per month – overmarking's for rugby, adult football and junior football

5. Statement of Requirements

The aim of this service is for Plymouth Marjon University Sports and Health Centre to provide outdoor activities such as rugby, football and hockey on pitches that are of a high standard and where appropriate meet the requirements of external assessment bodies.

Service Objectives

The objectives of this service are:

- To maintain the artificial pitch surfaces to ensure the life span of the surfaces are maximised.
- Ensure all pitches are safe and suitably maintained for the activities they are used for.
- The 3G pitch meets the requirements of the FA assessment in 2021.
- Pitch use is maximised through appropriate maintenance schedules and flexible arrangements for servicing and maintenance where possible.

6. Service Conditions

Access to the pitches will be arranged in advance via the Sports Centre Manager. Whilst we would work with the supplier to make this as regular as possible, we cannot guarantee the same access times continually for the life of the contract, particularly when access is required after 0900.

The Supplier will where possible arrange all maintenance and servicing during times that do not impact the use of the pitches.

The Sport and Health centre opens from 0630-2200 weekdays, with teaching typically starting from/after 0900.

At weekends the Sport and Health centre is open Saturdays 0800-1800 and Sundays 0800-1800, typically during the playing season access may be arranged during opening times only when absolutely necessary. Outside of the playing season there is greater flexibility for weekend access.

The following shows the average usage of the pitches over a 1-year period. A maintenance plan should be based around this usage as a minimum.

3G Pitch	
September - Easter Usage (average per week)	
Weekdays before 5pm	21 hours (mainly light use)
Weekdays after 5pm	18 hours
Weekends	15 hours
Easter - August Usage (average per week)	
Weekdays before 5pm	8 hours
Weekdays after 5pm	12 hours
Weekends	8 hours

Hockey (and Lacrosse) Astro McCormick	
September - Easter Usage (average per week)	
Weekdays before 5pm	14 hours
Weekdays after 5pm	18.5 hours
Weekends	9 hours
Easter - August Usage (average per week)	
Weekdays before 5pm	No usage
Weekdays after 5pm	9 hours
Weekends	24 hours - August only

Hockey Astro Ansley	
September - Easter Usage (average per week)	
Weekdays before 5pm	2.5 hours
Weekdays after 5pm	18.5 hours
Weekends	10 hours
Easter - August Usage (average per week)	
Weekdays before 5pm	No usage
Weekdays after 5pm	9 hours
Weekends	24 hours - August only

Grass Pitches	
September - Easter Usage (average per week)	
Weekdays before 5pm	2.5 hours
Weekdays after 5pm	No usage
Weekends	3 hours
Easter - August Usage (average per week)	
Weekdays before 5pm	No usage
Weekdays after 5pm	5 hours
Weekends	2 hours (excluding 1 month for rest)

7. Quality Requirements

Staff Training - The supplier must ensure that all staff are suitably qualified for the works being completed and that this can be demonstrated through staff training records.

All staff should have an on-going training plan to ensure competency is maintained.

Risk Assessments will be carried out by the Supplier in advance of works being completed (for both facility, equipment and people hazard) and these documents should be provided upon request.

National and local guidance is to be complied with, including guidance by the relevant sporting National governing bodies.

FA assessment criteria will be known and considered by the Supplier to support the achievement of the FA pitch standard for the 3G sports pitch.

8. Contract Management and KPIs

Contract monitoring reviews will be held every 6 months in April and October. The meeting will be held at Marjon Sport and Health Centre and dates will be agreed by the Supplier and the Sports Centre Manager a minimum of two months in advance of the meeting.

The following information should be provided by the Supplier at the Contract Management meeting:

- 1) General overview of the previous 6 months works
- 2) Number of visits completed with dates for each pitch and the works completed
- 3) Surface plan and assessment
- 4) Assessment summary
- 5) Visual evidence (i.e. granular level check)
- 6) Preventative and corrective maintenance quotation
- 7) Details of any works not completed with details on why
- 8) Suggestions for improved service for the following periods

9. Visits to Site, Access and Security

Notice for site visits - The Supplier will inform the Contract manager of ALL site visits that are planned.

Reporting and working on site - All staff reporting to the campus on behalf of the Supplier will:

- have suitable protective work wear which must always clearly be labelled with the Supplier's name and worn whilst on Site.
- All Suppliers and Sub-Suppliers staff shall carry personal identification, issued by their employers.
- Report to the Sport and Health centre at the reception desk. Giving their name, position and ID badge; vehicle registration number.
- All contractors are issued with a Contractor Pass from the Sport and Health Centre which they must wear at all times whilst on site and hand back when they leave campus or at the end of each day.

Site Security - The University shall reserve the right to deny access to or remove immediately from the University's site any such staff found not to be carrying the appropriate identification.

10. Vehicle Control

Whilst on campus the Supplier shall observe all Road Traffic Regulations, including the University's traffic regulations, Statutory, Institution or manufacturers' regulations and recommendations in respect of the operation and maintenance of vehicles used for the provision of the Services.

11. Parking on Site

The Supplier is responsible for ensuring that their staff are aware of the parking arrangements at the campus.

Parking on site is managed by ANPR. The driver should input the vehicle registration into the tablet at the Sport and Health centre reception for 3 hours parking. Parking required for longer than 3 hours should be arranged in advance via the Sports Centre Manager, Vehicles that are not registered are highly likely to be issued with a parking ticket that will be the responsibility of the Supplier to pay or appeal.

Please be aware the Sport and Health Centre and the Main campus systems are ran independently of each other.

12. Behaviour onsite

The Supplier shall ensure that all staff reporting and working on the campus are considerate to staff, students and general public. This includes the use of radios, inappropriate language or conversation directed at staff, students or general public and or behaviour targeted towards staff, students or general public.

13. Insurance

The Supplier shall produce evidence of adequate insurance, Employer's and Public Liability cover before any Contract is awarded. Plymouth Marjon University shall be responsible for insurance of the Site during the contract period.

The Supplier shall submit copies of insurance Certificates on renewal of the relevant policies and in respect of any material changes to the insurance cover in respect of the Supplier's business as it relates to the Contract to the University Procurement Department.

14. Plant and Equipment

The Supplier shall supply all plant and equipment required to undertake the services related to this Contract and shall ensure that all current legislative requirements are adhered to for all equipment and machinery including but not limited to; staff being suitable trained to use the equipment.

15. Environmental Issues

The Supplier is to comply with all relevant legislation, especially in regard to waste removal and documentation, which may be required.

Specification for Sport Pitch Service and Maintenance

The Supplier shall ensure that there is an auditable trail for the collection, transfer and disposal of waste. The full process must be open for inspection by the University if they so wish.

16. Advertisements

The Supplier shall not display any advertisement on site, unless agreed in writing by the University.

17. Audit Access

The Supplier will make available any documentation relating to this Contract that is requested for audit purposes.

If you would like this information
in another format, please contact:

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