

Sports Turf Tender & Procurement Schedule

Use this schedule to help prepare and evaluate a sports turf project brief. It sets out the playing requirements, site conditions, system interfaces, technical documentation and project responsibilities that should be clear before final selection.

01 Project brief requirements

01	Project pathway	New field, hard-base conversion, existing synthetic-field replacement or resurfacing / upgrade.
02	Sport and programme	Primary sport, playing level, secondary sports, user groups and expected weekly / annual utilisation.
03	Field geometry	Field or court dimensions, line-marking layout, perimeter conditions and equipment interfaces.
04	Site information	Country / location, climate, exposure, survey / levels, construction access and target programme.
05	Base and drainage	Existing or proposed base construction, falls, drainage system, known ponding, settlement or cracking.
06	Surface preferences	Infill strategy, shock / elastic layer, line marking and any known surface-system requirements.
07	Maintenance	Available maintenance staff, equipment, operating budget and intended maintenance programme.
08	Technical requirements	Consultant, tender, governing-body, product-test or finished-field testing requirements.

02 Scope responsibilities

01	Civil / base works	Design and construct earthworks, sub-base, base, kerbs, edges and finished tolerances.
02	Drainage	Design, construction, discharge and testing responsibility.
03	Surface installation	Turf, shock layer, infill and line-marking installation responsibility.
04	Sports equipment	Goals, nets, sockets, fencing, containment and equipment interfaces.
05	Testing / certification	Who arranges and pays for any required finished-field testing or certification.

03 Required technical submittals

01	Current technical datasheet	Should identify the exact proposed turf construction and the technical characteristics relevant to the project.
02	System schedule	Turf, infill, shock / elastic layer, backing, drainage interface and line-marking construction.
03	Current test reports	Reports should identify the tested product / system and the applicable test scope.
04	Certification evidence	Where applicable, identify whether evidence relates to the product, system or completed field.
05	Warranty	Current written warranty, duration, exclusions, maintenance conditions and destination / use limitations.
06	Installation guidance	Current handling, storage, seam, infill, shock-layer and installation requirements.
07	Maintenance guidance	Routine cleaning, brushing / grooming, infill management, repairs and inspection requirements.
08	Climate evidence	Relevant current UV / weathering, heat, rainfall or exposure data where required.
09	Fire / chemical evidence	Provide where relevant to the project, local requirements or tender.
10	Product identification	Product and manufacturer references should be clearly identified in the technical submission so documents can be matched to the offered system.

Certification note

Where FIFA, FIH, ITF or another formal standard is relevant, confirm that the current document applies to the exact proposed product or system and understand whether the project also requires completed-field testing.

04 Tender evaluation checks

01	Technical compliance	Compare the offered construction against the project brief and declared performance / documentation requirements.
02	Exceptions schedule	Ask bidders to identify deviations, substitutions, missing documents and assumptions clearly.
03	Document match	Confirm that test reports and certificates correspond with the offered turf, infill and shock-layer construction.
04	Lifecycle fit	Review maintenance demands, replacement strategy, repairability and warranty conditions.
05	Commercial scope	Separate supply, freight, installation, civil works, testing, taxes and local responsibilities.
06	Delivery readiness	Confirm roll quantities, packaging, receiving access, storage, handling and project sequencing.

05 Post-award / pre-delivery information

01	Final system schedule	Turf, infill, shock-layer and accessory schedule aligned with the confirmed order.
02	Final datasheets	Current revision of each applicable technical document.
03	Production / batch information	Where traceability is required, record the relevant production references for supplied material.
04	Packing / loading information	Roll schedule, weights, dimensions and receiving / storage information.
05	Installation information	Installation method, seam / adhesive details, infill plan and line-marking information.
06	Maintenance information	Handover maintenance instructions and warranty conditions.

06 Project closeout records

01	Installation record	Record the installed system identity, quantities, relevant production references and approved substitutions.
02	Testing record	Retain completed-field test reports and certificates where required by the project.
03	Warranty record	Issue the final warranty together with maintenance conditions, exclusions and start date.
04	Maintenance information	Provide operator instructions, recommended equipment and maintenance frequencies.
05	As-built information	Retain final line layout, drainage / base information and relevant installation records.
06	Defects / repair process	Identify the contact route, repair method and responsibilities for defects or damage.

07 Procurement milestones

01	Before bid close	Confirm the project-specific information needed to assess whether the offered system meets the brief.
02	Before award	Resolve outstanding technical details, exclusions and scope responsibilities.
03	Before production	Confirm the final construction, colours, line marking, quantities and technical documents.
04	Before dispatch	Confirm packing, loading, receiving, storage and installation information.
05	At handover	Receive as-built system information, testing records where required, warranty and maintenance documentation.

Procurement principle

A strong procurement process compares systems on the same project brief and keeps the technical documentation, commercial scope and supplied construction aligned from tender through handover.