



Leger Education Trust  
Refurbishment works at Ridgewood School  
**Request for Proposal**  
May 2026

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## **1. INTRODUCTION**

### **1.1 About Leger Education Trust**

Leger Education Trust was formed in November 2018 from the development of Campsmount Academy into a sponsor Multi Academy Trust. The founding schools include Campsmount Academy and three primary schools: Askern Littlemoor Infant Academy, Askern Moss Road Infant Academy and Spa Academy Askern. Since its inception, the Trust has grown to include Ridgewood Academy, Castle Hills Academy, Barnburgh Academy, Toredale Academy and Vega College. All are based in Doncaster, South Yorkshire.

The development and growth of our Trust is based on collaborative working and setting high expectations of ourselves and others. This relates to creating a positive school culture where students achieve excellent outcomes whilst becoming well-rounded individuals through a distinct character development programme

### **1.2 About this Request for Proposal**

Leger Education Trust require proposals for refurbishment works at Ridgewood school

RFP Issued	Tuesday 12 <sup>th</sup> May 2026
Deadline for Receipt of Proposal	Friday 29 <sup>th</sup> May 2026
Notification of Decision	Wednesday 3 <sup>rd</sup> June 2026

### **1.3 Overview of Requirements**

Leger Education Trust are looking to carry out the refurbishment of one of its buildings at Ridgewood school in Scawsby, Doncaster.

The Hargreaves building is a small building which comprises of 8 classrooms and some smaller office spaces. The spaces are split in to two and are accessed by two external doors. We are looking to remove the store spaces which sit in the central part of the building on both levels and replace this with a central corridor which runs through the building.

The current doors which split the classrooms require blocking up and turning into storage space as they will no longer be required with the new corridor.

The current cleaning cupboard on the ground floor will be converted into a single accessible toilet

All of the spaces require new carpets, LED lighting (including emergency lights), suspended ceiling and decoration, with specifications to be proposed by the contractor.

The two current gas boilers are required to be replaced but the rest of the heating system will remain in place.

The fire alarm is to be upgraded to an L1 system and a new Advanced panel is required so it meets the standard of system which is present across the the rest of the site.

The tender will be split into three parts Hargreaves refurbishment, fire alarm upgrade and gas boilers replacement. We encourage contractors to quote for all elements however a contractor can quote for either a single item or multiple items and we may award the work separately. If any of the works are split we will require these to be completed at different times

We require the contractor to undertake the design element of the works including the principal designer and principal contractor roles. The proposal should include undertaking a building control application and obtaining the final sign off.

### **Asbestos**

An asbestos refurbishment survey will be undertaken for this works and any substances will be removed before this works commences. The result of this survey will dictate the earliest start date for the project

### **Waste**

All waste created should be removed from site. The contractor will be responsible for removing the waste created from site

### **Access**

Ridgewood school is a complex site in regards to access and in particular this building is in the middle of the site. Contractors should consider what they require to carry out this works and ensure they have included it in the proposal

### **Schedule**

We require these works to be completed by 21<sup>st</sup> August 2026. The works can start as early as the contractor requires but the building must be handed back over to the school by this date

### **DBS**

If the proposal includes undertaking works during school time then all operatives on site must possess an Enhanced DBS.

### **Site visit**

Site visits should be made directly with the school through the Site manager Neil Roberts  
[NRS@ridgewood.school](mailto:NRS@ridgewood.school)

The provider will agree and provide: Pricing as detailed in Appendix C – Specification of Services required and Appendix D Pricing Schedule.

## **1.4 Objective of Process**

Leger Education Trust wishes to achieve the following objectives following this process:

- Ensure that the supplier can provide a suitable solution to meet the needs of the academy
- Meet all compliance standards with the final work and the installation
- Ensure we are achieving excellent value for money

## **1.5 Instructions to Suppliers**

It is essential that all suppliers submitting a proposal read all of the instructions in this section very carefully and comply with all of them. Failure to do so may result in suppliers being excluded from the process. Queries relating to this RFP can be submitted in writing to Aaron Lethem, Trust Estates Manager [alethem@legereducationtrust.com](mailto:alethem@legereducationtrust.com) prior to closure of the process. If the answer contains information of material significance, then those answers will be shared with all companies involved in the RFP process.

Proposals must be submitted in accordance with all instructions contained within this document. Please read the RFP document very carefully and answer all questions asked and provide all of the required information in sufficient details to allow the Leger Education Trust procurement team to make an informed decision. Failure to do so may result in suppliers being excluded from the process, or marked down in any scoring exercise.

Completed proposals must be returned electronically via email to: [alethem@legereducationtrust.com](mailto:alethem@legereducationtrust.com)  
 All responses must be received by Friday 29<sup>th</sup> May no later than 12 noon, and must be provided in an electronic format.

The Trust reserves the right to cancel the RFP process at any point. The Trust is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those participating. Late submissions will not be accepted.

### 1.6 Award Criteria and Evaluation

Leger Education Trust will then select a supplier based on the most economically advantageous proposal, not necessarily the lowest price. The following criteria will be used to appoint a preferred supplier.

Overall Award Criteria	Sub Criteria	Weighting
Pricing (65%)	Project Price	65%
Qualitative (35%)	Specification of the works	10%
	Credentials of the organisation	5%
	Credentials of the warranty period	3%
	Timescale of delivery	10%
	Experience of similar projects	3%
	Relevant References	4%

Qualitative questions will be scored based on the following criteria:

Score	Criteria
0	Question not answered
1	Response provided but is significantly below expectations and/or does not address significant parts of the question.
2	Response is below expectations with a number of notable shortcomings
3	Response is below expectations with some minor shortcomings
4	Response is slightly below expectations with very minor shortcomings
5	Response fully meets expectations

Responses will be weighted on the above scoring methodology. For example, a question with a 10% weighting that scores four out of five will result in an 8% weighting.

## **1.7 Freedom of Information and Data Protection**

The Freedom of Information Act (FOIA) 2000 applies to all information held by public bodies.

Leger Education Trust is a designated body under the FOIA, and subject to the disclosure requirements and therefore all of the information the Trust holds about a company is potentially covered by the FOIA. Examples of the types of information which are within the scope of the legislation include:

- Information which we might gather in the run up to a procurement exercise.
- Information provided by prospective suppliers as part of the process.
- Contracts and associated documents, such as the correspondence connected with negotiating a contract.
- Information supplied by the contractor during the delivery of a contract, and information relating to our monitoring of the contract.

Requests for this type of information have to be handled like any other FOIA request and therefore must be provided unless a valid exemption applies.

The Supplier shall process Personal Data in performing the Services as notified by Leger Education Trust only for as long as required and for no longer than the term of this Contract. In addition to this, we would expect a copy of the winning bidder's data sharing agreement, and what policies are in place, and what the process is for safeguarding student's data.

The Supplier warrants that it shall:

- (a) Process the Personal Data in compliance with Law; and
- (b) Take appropriate technical and organisational measures against Data Breach.

The Supplier agrees to indemnify and keep indemnified and defend at its own expense the Leger Education Trust against all costs, claims, damages or expenses incurred by the Trust or for which the Trust may become liable due to any failure by the supplier or its employees/agents to comply with any of its obligation under this clause.

## **1.8 Modern Slavery Act – Conditions of Supply**

By participating in this process Suppliers and Contractors are confirming compliance with the Modern Slavery Act 2015 as a supply condition of supply for goods/services provided in this proposal.

## **2. SPECIFICATION**

### **2.1 Contract Duration**

The contract for is for the specified works only

### **2.2 Invoicing & Payment Terms**

Leger Education Trust's payment terms are 30 days from date of invoice. If the supplier wishes to propose different terms, this must be set out clearly in the proposal

For the pricing section, please provide a price for the core requirements set out in Appendix C.

Set out key assumptions made about the work involved to inform your pricing. We are expecting a single price for the initial project that encompasses all the work required to deliver to the core requirements set out in Appendix C.

All prices quoted must exclude VAT

### **3. YOUR PROPOSAL**

It is essential that all bidders read in full the instructions provided to ensure they provide their submission in the required structure.

#### **3.1 Templates**

One template has been provided by the Trust to include with the submission

- Appendix D –Pricing Schedule

**APPENDIX A – INFORMATION ABOUT LEGER EDUCATION TRUST**

<b>Address</b>	Leger Education Trust, Ryecroft Road, Norton, Doncaster, DN6 9AS
<b>Main Switchboard</b>	01302 700002
<b>Company Number</b>	07736364
<b>Date of Incorporation</b>	10/08/2011
<b>Chief Executive</b>	Mr Adam Dale
<b>Chair of Trustees</b>	Miss Nicky Bailey
<b>Chief Operating Officer</b>	Mrs Rebecca Grange
<b>Chief Financial Officer</b>	Mr Andrew Haliwell

## **APPENDIX B – INFORMATION REQUIRED IN PROPOSAL**

### **About the Firm**

- Briefly outline your firm/companies credentials to provide these services
- Demonstrate your firm/companies competencies in relation to providing these services for example accreditations
- Provide public liability insurance certificate for the period of works

### **About the Personnel**

- Please specify the personnel who would be assigned to complete the work
- Please provide the qualifications and competencies of the personnel undertaking the work

### **Project Approach**

- Basic approach to the project and proposed timings
- What is expected of the Trust
- Explain the ongoing maintenance requirements for the spaces after installation

### **Specification**

- The specification of each proposed material item should be included in the submission. For example flooring, ceiling tiles, Boilers etc

### **Warranties**

- Please set out what warranties are provided with the equipment and installation

### **Project and on-going Fees**

- Please complete the attached Pricing Schedule (Appendix D) and confirm that fees quoted are fixed

### **References**

- Please give names and addresses of two referees where you have undertaken similar work

## APPENDIX C – SPECIFICATION OF SERVICES REQUIRED

### *Building Refurbishment works*

#### **Item 1 -Replacement gas boilers**

The two existing gas boilers are to be removed and replaced with two gas boilers which have the capacity to supply the Hargreaves building. The existing boilers also supply a building which is to be demolished and is currently mothballed. The supply to that building should be disconnected and made safe but then any other work will form part of the demolition work which is to be undertaken at a later date, with another contractor. The specification of the new boilers should be put forward by the contractor in the submission

#### **Item 2- Hargreaves building refurbishment**

##### *Central Corridor*

There is currently no central corridor running through the building on either level and this space is occupied by two large storage cupboards. We require these storage cupboards to be converted into a central corridor. The classrooms are currently interconnected and due to the introduction of the central corridor these connections are no longer required. The doors should be removed and storage introduced

##### *Toilet*

On the ground floor the cleaning cupboard is to be converted into a self contained accessible toilet

##### *Flooring -All spaces*

Flooring replaced throughout. Carpet tiles are required in the classrooms/offices and vinyl flooring in the communal areas and new toilet. The specification of these should be put forward by the contractor but for both we require standard products which can be readily available should spares be required.

##### *Suspended ceiling – All spaces*

There is currently a 1200 x 600 grid in most areas. This should be changed so it is a 600 x 600 grid. The specification of the tiles should be put forward in the proposal however this needs to be a standard product which can easily be purchased if spares are required

##### *Lighting – All spaces*

All existing light fittings are to be removed and lighting should be upgraded to LED fittings with daylight colour. Emergency lights should be designed and installed across the building. In the classrooms and offices these should be switched. In the communal areas and toilets these should operate off a PIR

##### *Decoration – All spaces*

All spaces are to be decorated. Colour to be confirmed however the product should be wipeable and easily available for when touching up is required.

#### **Item 3 – Fire alarm system**

Replace the fire panel to an Advanced MXpro 5 and upgrade the fire alarm in the building to meet the requirements of an L1 system. This should be connected back to the fire alarm for the rest of the site

#### **Item 4 Building regulations, design & project management**

The project will require building control approval and the contractor should include a cost to undertake this for the project. This can be through the local authority or an approval inspector of the contractor's choice. We require the design, management and all aspects of the CDM regulations to be included for the project.



## APPENDIX D – PRICING SCHEDULE

All Prices Ex VAT

Area	Description	Fee
Hargreaves	Fixed fee for services outlined in Appendix C Item 1	
	Fixed fee for services outlined in Appendix C Item 2	
	Fixed fee for services outlined in Appendix C Item 3	
	Fixed fee for services outlined in Appendix C Item 4	
	Other costs	
	Total Fee	