



Leger Education Trust
Refurbishment Works at Leger Court
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 Leger court

RFP Issued	Friday 22 nd May 2026
Deadline for Receipt of Proposal	Friday 5 th June 2026
Notification of Decision	Wednesday 10 th June 2026

1.3 Overview of Requirements

Leger Education Trust require some refurbishment works at their Leger court premises. The requirements are set out below:

Item 1 – Additional toilets

On the first floor the existing kitchen area should be split to create a kitchenette and dining area which is accessed through the existing door. In the remaining space two individual toilets should be created with one being part M compliant. Doors to both toilets should be created off the large open plan space. The work should include all plumbing works to the spaces but exclude electrical and mechanical

Item 2 – Additional classrooms

Two additional rooms are to be created between the existing offices which are at either end of the room. The space should be divided equally so the rooms are the same size. Each room should have an entrance onto the open plan space. All rooms including the two existing rooms should be decorated white and have the ceiling tiles replaced where they are missing. M&E and flooring should be excluded from this section of the quote

Item 3- Flooring

The flooring across the open plan area and the classrooms should be replaced with new carpet tiles. The new toilets should have a safety vinyl floor.

Item 4 – Fire doors

There are three sets of double fire doors which are required to be replaced with a 60 minute door set. All door sets should open into the corridor only. Currently they swing both ways. The door sets should be certified that they meet the requirements for building regulations. One door set is located on each level off the stairwell into the open plan spaces.

Item 5 - Building regulations/Planning permission & project management

The project will require building regulations and the contractor should include a cost to undertake this for the project. The contractor should include to explore this and manage this if it is required. The contractor should include from the project management of the project including ensuring it meets the requirements of the CDM regulations 2015.

M&E and Fire

Mechanical, electrical and fire alarm upgrades will be undertaken by our own maintenance contractors

Asbestos

An asbestos management survey has been completed for the site and no areas of asbestos have been found. There may be a requirement for further surveys to be completed. The client will commission these and any associated works so do not include any cost for these in your submission.

Waste

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

Site visit

Site visits should be made directly with the school through the finance team
finance@legereducationtrust.com

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 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
All responses must be received by Friday 5th June 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

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

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

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

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APPENDIX D – PRICING SCHEDULE

All Prices Ex VAT

Area	Description	Fee
St Leger Court	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	
	Fixed fee for services outlined in Appendix C Item 5	
	Other costs	
	Total Fee	