



## ITT1: Invitation to Tender for the Renovation of Parkfield Pavilion

---

To be supplied to Ruskington Parish Council  
7-9 High Street North  
Ruskington  
SLEAFORD  
Lincolnshire  
NG34 9DY  
Email: [clerk@ruskington-pc.gov.uk](mailto:clerk@ruskington-pc.gov.uk)

Project	<i>Renovation of Parkfield pavilion to include a community café and an overflow carpark</i>
Release Date	<b>Wednesday 6 May 2026</b>
Issuer	Kathryn Locke – Clerk to Council
Document File	Tender Document
Supplier Response Date	<b>Friday 26 June 2026</b>

6 May 2026

Ruskington Parish Council  
7-9 High Street North  
Ruskington  
Sleaford  
NG34 9DY

### **Invitation To Tender for the Renovation of Parkfield Pavilion**

You are invited to submit a tender to provide a quote to Ruskington Parish Council.

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of the Ruskington Parish Council requirements, which you should take into account in your response. Please acknowledge via email safe receipt of this letter within five working days together with your confirmation of your intention to tender.

To simplify exchange of information regarding this Invitation to Tender (ITT) please nominate a Bid Manager (together with their deputy) and relevant contact telephone, and email addresses.

Please direct any questions regarding the ITT content or process to the Ruskington Parish Council representative named below. You should not contact other personnel unless directed to do so by the Ruskington Parish Council representative. Ruskington Parish Council reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.

Only communications made by your Bid Manager (or their deputy) to our named representatives, Kathryn Locke – Clerk to Council or Kirsty Sinclair - Responsible Finance Officer will be taken into account during the pre-contract tender period.

As part of this tender process Ruskington Parish Council makes no obligations in any way to:

- (i) pay any vendor for any ITT response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any ITT information received from vendors; or
- (iv) include vendors responding to this ITT, in any future invitation; or

(v) any other commitment to vendors whatsoever.

I look forward to receiving your response.

Yours sincerely,

A handwritten signature in black ink that reads "K. H. Locke".

Name: Kathryn Locke  
Title: Clerk to Council  
Ruskington Parish Council  
Email address: [clerk@ruskingtonpc.gov.uk](mailto:clerk@ruskingtonpc.gov.uk)  
Tel: 01526834483

**Ruskington**  
Parish Council



## **Tender Document**

This document is proprietary to the Ruskington Parish Council and the Information contained herein is confidential.

Without Ruskington Parish Council's prior written permission, this document, either in whole or part, must not be reproduced in any form or by any means or disclosed to others or used for any other purposes. It may not be disclosed to any third party outside of the agreed Confidentiality Agreement with regard to 'Permitted Recipients.'

Whilst care and attention have been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

Any disputes that arise will be dealt with under English Law.

## Table of Contents

Document History	2
ITT Letter	2
Introduction & Overview	6
Company background	6
Background to project	6
Timetable	6
Respondent Instructions	6
Response Guidelines	7
Tender Assessment	8
Evaluation criteria	8
Commercial	8
Service capability	8
Financial	8
Level of compliance with ITT	8
Information required	9

## 1. Introduction & Overview

### a. Company Background

Ruskington Parish Council (RPC) is a local authority that was formed in the 1930s and made up of 13 members. The parish council is responsible for providing the parish of Ruskington with several different amenities including play areas, allotments, and a cemetery.

### b. Background to the Project

Following purchase of the parish office property in 2021 and gaining planning permission in 2022, RPC has agreed to convert the rear of the property into office spaces (individual offices and shared hot-desking spaces) for use by local businesses who may require office space. The rooms may also be available for use by community groups.

## 2. Timetable

General	
Confirmation of receipt of this document	Email confirmation :
Deadline for submissions	12 noon on Friday 26 June 2026
Evaluation of Tenders	w/c 29 June 2026
Notification of Result	Week commencing 14 July 2026
Contract implementation date	
Email copies of this document	If you would like a Word copy of this document, please email Kathryn Locke on <a href="mailto:clerk@ruskington-pc.gov.uk">clerk@ruskington-pc.gov.uk</a> Or, Kirsty Sinclair – <a href="mailto:rfo@ruskington-pc.gov.uk">rfo@ruskington-pc.gov.uk</a>
Questions	Questions arising from this document should be given to Kathryn Locke, or in her absence, Kirsty Sinclair
Full contact details	<b>Ruskington Parish Council</b> Kathryn Locke – Clerk to Council 7-9 High Street North Ruskington Sleaford NG34 9DY <a href="mailto:clerk@ruskington-pc.gov.uk">clerk@ruskington-pc.gov.uk</a> 01526 834483

## 3. Respondent Instructions

This section provides detailed instructions to be followed in responding to this ITT. Included are Response Guidelines and Ruskington Parish Council Contact Information.

## **a. Response Guidelines**

You will be required to submit a written proposal as part of the response in the form set out. You should submit two hard copy sets of written responses, one of which should be unbound and also an electronic copy of the document, which should be labelled clearly. Responses should be on A4 paper, with sequential page numbering. Your Bid Manager should sign all responses. The sections should use the same paragraph numbering system as this ITT and should specifically address all sections onwards.

Please deliver the two written responses and electronic copy to:

Kathryn Locke  
7-9 High Street North  
Ruskington  
Sleaford  
NG34 9DY  
[clerk@ruskington-pc.gov.uk](mailto:clerk@ruskington-pc.gov.uk)  
01526 834483

Ruskington Parish Council reserves the right to disregard any response submitted after the timetable deadline.

You are expected to supply all required information, or clearly state the reason for being unable to do so.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g.; maps, brochures, organisation charts, etc. should be included.

Questions relating to clarification of the ITT will only be accepted in writing to the representative. Likewise, all responses from Ruskington Parish Council will be written and may also be made available to other vendors (subject to confidentiality). In the event that any answer materially affects the ITT specifications, an amendment to the original requirement will be escalated to all vendors. Ruskington Parish Council will attempt to answer any question within 3 working days of receipt of that request; otherwise it will respond within that timescale notifying you of the estimated time to obtain the information.

Ruskington Parish Council reserves the right to modify the provisions of this ITT at any time prior to the scheduled date for written responses. Additional scope and requirements can be added. Notification of such changes will be provided to all vendors.

Should you wish to propose a deviation from the specification please ensure that you clearly identify and highlight where appropriate in your response.

By submitting a response, you are committing to an understanding that you understand the requirement and have sufficiently addressed all aspects of the tender and information contained within the data room and that you have checked all stated details, such as prices, to be correct and as intended.

All information supplied by Ruskington Parish Council in this tender to date, and any further information supplied during the tender process is subject to the confidentiality agreement you have signed.

#### **4. Tender Assessments**

##### **a. Evaluation Criteria and Process**

A set of detailed evaluation criteria has been prepared by Ruskington Parish Council. Within each stage, an initial evaluation will consider whether or not every instruction and requirement contained within the ITT has been fulfilled.

The evaluation criteria will be based upon some or all of the following aspects of the Bidders' proposals in (not in order of significance):

##### **b. Commercial**

- i. Competitive price
- ii. Price clarity
- iii. Management information provisions
- iv. Contractual compliance

##### **c. Service Capability**

- i. Service delivery experience
- ii. Service delivery models
- iii. Quality
- iv. Compliance with Service Levels
- v. Culture and ability to work with Ruskington Parish Council
- vi. Ability to adapt to changing business requirements
- vii. Continuous improvement plans

##### **d. Financial**

- i. Financial strength demonstrated across the Bidder's group structure.
- ii. An established financial track record demonstrated

##### **e. Level of Compliance with ITT**

- i. Understanding of all parts of the ITT
- ii. Proposals / bids provided are in accordance with the Instructions
- iii. Adherence to the timescales to send back responses

You are reminded that throughout the process Ruskington Parish Council will continually assess all contact with the bidder's organisations including compliance to the process, presentations and on-site representatives. Ruskington Parish Council reserves the right at its sole discretion to disqualify without further consideration any submission that does not satisfy this basic requirement

## 5. Information Required

Tenderers are asked to indicate:

- a. Their proposed methodology for fulfilling the Contract and meeting the Specification;
- b. A contract timetable which the Tenderer proposes to adhere to;
- c. A project management structure and principal point of contact for the Council who will be Contract Manager;
- d. The proposed personnel identified for the provision of the Contract and whether they will be exclusively deployed to the Council and any other resources which will be used.
- e. Tenderers must complete the Pricing Schedule set out in Schedule 3 to provide all of the obligations under the Contract.
- f. All Prices shall be stated in pounds sterling and exclusive of VAT