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Our ref: - Q0530

16th August 2019

For the attention of: Graham West

RE: Swaffham Christmas Lights

Dear Graham

Thank you for giving CJM Electrical Specialists Ltd the opportunity to quote for the Christmas lights installation.

Following the documents and information provided by yourself I am pleased to enclose our most competitive price for the works required to produce all documents listed within our tender summary.

The area intended to be worked in will need to be cordoned off at all times for the safety of CJM operatives. The work area will be cleared of any debris at the end of each day and once all works are complete the area will be cleaned.

The area intended to be worked in will be clear of any goods belonging to the customer, CJM Electrical Specialists Ltd will not be accountable for any damage to goods left within the work area once work commences.

Proposal

Date 16th August 2019

Our Reference Q0530

FAO Graham West – Works Manager
Swaffham Town Council
Town Hall
4 London Street
Swaffham
Norfolk
PE37 7DQ

Tender summary

- Install and check timers on 12nr "S" decorations
- Check and set timers on 10nr trees and replace a section of lights
- Install lights above Assembly rooms, set and check timers
- Wrap the main Christmas tree and set and check timers
- Install lights above Precinct
- Check and set timers on Buttercross lights
- Position trees on Town Hall/Museum, check and set timers

Price

Boom lift hire;	£581.40 + VAT
Lights installation;	£1,987.18 + VAT

Lead times

Equipment lead times may vary depending on when the order is placed, however normally we can start on site within 4 weeks of order being placed.

Payment

To be agreed prior to order, all prices are excluding VAT.

Assumptions

- Unimpeded access to the working area between normal working hours
- Unobstructed power supply at source.
- Continuity of work. Any non-productive time resulting from delay in materials or access equipment to be recorded separately and charged pro-rata as necessary.
- Any deviations from the specified items of works made by the client which may suffer additional costs to CJM will be passed onto the customer and OHP added to these values.
- Town Council to supply a member of staff to work with our electrician at all times as stated within the specification.
- All items of kit will be transported to the final position by a second member of council staff as stated within the specification.
- We have included to supply a section of lights that require replacing.
- Assumed parking available on site

Terms

It is an express condition of this quotation that any contract which may result from this offer, would be subject to our terms and conditions available on request.

Acceptance

Signed for the client

Signed for CJM Electrical Ltd

We aim to keep you informed throughout the job and provide careful project management so you will always be kept up to date on the progress of your contract.

All work shall be carried out in a good workman like manner, and all electrical installation work shall comply with BS7671: 2008 18th edition.

We hope this quotation is to your satisfaction and that we will hear from you soon. However, should you require any additional information, please do not hesitate to contact me. If you would wish us to proceed please confirm in writing and we shall contact you to arrange a convenient time and date.

Yours sincerely

Craig McColl
Managing Director
CJM Electrical Specialists Ltd