



Ref: TD/SC/Q10743R1

FAO Graham West
Swaffham Town Council
4 London Street
Swaffham
Norfolk
PE37 7DQ

Energy House 11a Theatre Street
Swaffham Norfolk PE37 7HF
Tel: (01760) 721328
Email: admin@thedrakesgroup.com

Monday 9th September 2019

Electrical Quotation

Re: Christmas Lighting

Dear Graham,

Thank you for your enquiry regarding the installation of Christmas lighting around the town. As requested, we are providing a quotation for the proposed works.

We will make available one of our electrical engineers (Daniel Cawthorne) to assist your team in the installation of Christmas lighting and their removal at the end of the festive period. However, please note that this price assumes that a council employee would be able to assist Daniel throughout the works as we would not allow a member of our staff to work unaided on a plug highway on a step-ladder, scaffold tower, ladder or cherry picker.

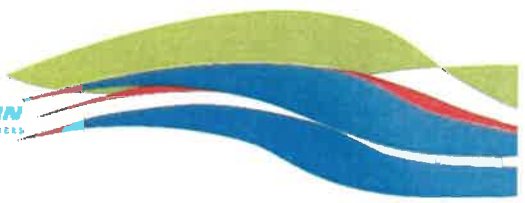
The prices shown below include use of our access equipment (ladders/scaffold tower) as required. Should a cherry picker (or similar) be required, it has been assumed that this would be hired by yourselves for our engineers to use. Alternatively, we would arrange the hire of access equipment and invoice yourselves at cost.

Please note that Daniel's IPAF licence (allowing him to use a cherry picker etc) has expired. As such, we would need to send him on a refresher course before the works commence. The cost of this would be covered by ourselves in order to assist in your project.

Installation: £1 400.00
Removal: £700.00
Quotation Total: £2 100.00

Please note that all charges listed herein are shown exclusive of VAT, which will be charged at the prevailing rate upon the date of invoice.

We trust that you find the above comprehensive and feel that we have covered all the points you have raised in sufficient detail. However, should you wish to alter or amend any of the items listed above, or seek clarity on any of the information provided, please feel free to contact the undersigned.



With kind regards,

Terry Drake

Terry Drake,
Managing Director

General Terms and Conditions

- Our quotation will remain valid for 30 days from the date shown above or until earlier acceptance, after which time we reserve the right to revise and resubmit the prices shown without further notice.
- Unless otherwise stated, all works will be carried out between normal working hours (Mon-Fri – 07.30-16.30).
- For quotation purposes it has been assumed that all circuits/pipework to be altered/adapted/connected to are in a satisfactory condition, mechanically sound and compliant with current regulations. The prices shown herein are not inclusive of any remedial works, should any defects be found.
- It has been assumed that the working area will be clean and that our engineers will have free access as required for the duration of the works.
- No variations from the scope of the works detailed herein will be accepted without prior written instruction.
- Works will only commence after receipt of an official written works order document.
- It has been assumed that electricity and water supplies will be made available to engineers on site, free of charge. Where new supplies are to be installed it is assumed that these will be installed by others, with our engineers carrying out connections where stated.



Town Clerk | Swaffham Town Council

From: Works | Swaffham Town Council
Sent: 10 September 2019 07:04
To: Town Clerk | Swaffham Town Council
Subject: FW: FAO Graham West
Attachments: Q10743R1 Swaffham Town Council - Christmas Lights.pdf

With kind regards,

Graham West
Works Manager



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Tel **01760 722922** www.swaffhamtowncouncil.gov.uk



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From: Administrator | Swaffham Town Council <administrator@swaffhamtowncouncil.gov.uk>
Sent: 10 September 2019 06:02
To: Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk>
Subject: Fwd: FAO Graham West

Hannah Duggan
Office Administrator
Swaffham Town Council

From: Sam <Sam@thedrakesgroup.com>
Sent: Monday, September 9, 2019 4:21 pm
To: Administrator | Swaffham Town Council
Subject: FAO Graham West

Graham,

Apologies (again) for the delay in getting this to you. Please find attached our revised quotation (ref: Q10743R1) for the installation of Christmas lights. As discussed, there are a couple of caveats which are included in the quotation but for ease I will outline briefly below:

- Dan's IPAF license has expired but we will renew it at no additional cost to yourselves

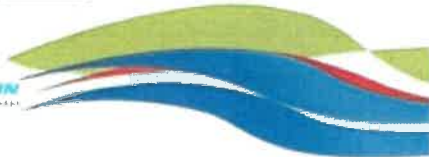
- Should a cherry picker be required it has been assumed this will be provided by yourselves
- The price assumes that you will provide a body to assist Dan in fetching/installing/removing the light fittings

Thank you very much Graham.

With kind regards,

Sam Cracknell,
Drakes Admin

drakes EST. 1988 11a Theatre Street Swaffham Norfolk PE37 7HF
Email: admin@thedrakesgroup.com
Telephone: 01760 721328



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www.avast.com

Town Clerk | Swaffham Town Council

From: Works | Swaffham Town Council
Sent: 10 September 2019 15:21
To: Town Clerk | Swaffham Town Council
Subject: FW: Christmas Lights

With kind regards,

Graham West
Works Manager



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Tel **01760 722922** www.swaffhamtowncouncil.gov.uk



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From: Craig McColl <craig@cjm-electrical.com>
Sent: 10 September 2019 15:13
To: Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk>
Subject: Re: Christmas Lights

Hi graham

As discussed on the phone our price for the Christmas lights installation and removal is as follows;

Installation - £1,987.18
Removal - £1,850.00
Boom lift hire if needed - £581.40 install - £581.40 removal.

Any queries please call me

Craig McColl
CJM Electrical Specialists Ltd
07921 674611

On 10 Sep 2019, at 14:57, Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk> wrote:

With kind regards,

Graham West
Works Manager



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Tel **01760 722922** www.swaffhamtowncouncil.gov.uk

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From: Craig McColl <craig@cjm-electrical.com>
Sent: 16 August 2019 11:38
To: Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk>
Subject: RE: Christmas Lights

Hi Graham

Please see attached our quote for the Christmas lights installation.

Any queries please contact me.

Kind Regards

Craig McColl
Managing Director



Tel: 01553 763337
Mobile: 07921 674611
Web: www.cjm-electrical.com
Email: info@cjm-electrical.com

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From: Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk>
Sent: 29 July 2019 14:37
To: Craig McColl <craig@cjm-electrical.com>
Subject: Christmas Lights

Dear Craig,

Thank you for giving us your hourly rates for Swaffham Christmas Lights 2019. These were presented at the recent meeting, during which a decision was made to install exactly the same lights as last year, with the addition of two illuminated decorations attached to the street lights.

Please could you quote for the work as described on the attached schedule and return it to the Town Hall by 16th August 2019.

With kind regards,

Graham West
Works Manager



<image009.jpg> < **image010.jpg** >

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<Q0530 - Graham West - Swaffham Town Council Christmas lights.pdf>

