

Friday 29<sup>th</sup> July 2022

### **Electrical Quotation**

Re: Electrical Inspections – Town Hall & Swaffham Museum

Dear Graham,

Thank you for your enquiry regarding the electrical system inspections required at both Town Hall and Swaffham Museum. As requested, we are providing a quotation for the proposed works which will be carried out at both addresses simultaneously.

#### **Electrical Installation Condition Report**

An Electrical Installation Condition Report (EICR) will be carried out at both properties. This will involve a measured test of each circuit and a visual inspection of a selection of wiring accessories/fittings. Upon completion a report will be issued detailing the results of the measured test and highlighting any issues/defects present. A separate quotation for any remedial works required will then be issued.

#### **Fire Alarm Service**

The fire alarm system at both addresses will be tested as required and the relevant certification issued.

#### **Emergency Lighting Service**

A full-duration of all emergency luminaires will be undertaken and relevant certification issued. A separate quotation will be raised (if required) for any repairs and/or alterations which may be necessary.

#### **Scheduling**

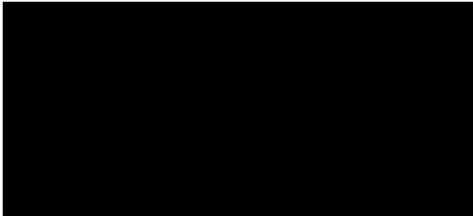
In order to complete the EICRs the power will need to be cut and sockets/light fittings removed etc. Therefore we are proposing that the inspections be carried out on a Saturday, so as to ensure there is no disruption to the running of the Town Hall Office.

**Quotation Total: £800.00**

**Please note that all prices listed herein are shown exclusive of VAT, which will be charged at the applicable rate(s) 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,



#### **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 – 08.00-16.30).
- For quotation purposes it has been assumed that all circuits/pipework which are 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.
- It has been assumed that electricity, water and fuel (gas/oil/LPG) supplies will be made available to engineers on site, free of charge to allow the installation works and/or commissioning process(es) to be completed as required.
- 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.



## EICR & Fire alarm for Museum and Office.

Form of Enquiry – Site visit [REDACTED]

Assumptions –

- Unimpeded access to the works area.
- Sufficient power supply at source.
- Ability to shut down power supply during installation.
- Continuity of work.
- Normal working hours.

Description	Quantity	Unit Price	VAT	Amount GBP
To carry out EICR, Fire alarm test and EM lighting test in Museum and office area.	3.00	260.00	20%	780.00

Works to be carried out in normal week hours.

Please note that during the EICR power will be on and off and non continuity of work due to not being able to turn off power for computers etc in the office area will be charged pro rata as per schedule of rates.

Subtotal	780.00
TOTAL VAT 20%	156.00
<b>TOTAL GBP</b>	<b>936.00</b>

## Terms

Our quotation remains open for acceptance for a period of 21 days.

We trust that our quotation meets with your approval and that we have interpreted your requirements adequately. Should you have any queries, please do not hesitate to contact us.

