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| Supplier |  |  |

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|  | **Your ref:** |  |
| **My ref:** | DL/PR03 |
| **Date:** | 21 March 2016 |
|  |  |

Dear Supplier,

# QUOTATION – SPECIALIST ELECTRICAL INSTALLATION AND SECURITY SERVICES

Tremorvah Industries (part of Cornwall Council) would like to invite you to provide a quote for the following services.

Please provide your most competitive price and all other relevant details including qualifications/certifications and quotation validity.

**Background**

Tremorvah Industries is an award winning supported business providing employment and training opportunities for people with disabilities. It operates in a range of competitive commercial environments across Cornwall and the wider peninsula. These currently range from the manufacture and sale of textiles to the demonstration, sale and installation of disability related equipment such as stair lifts, mobility equipment and assistive technology.

The majority of Tremorvah Industries’ staff are recognised as having a disability with many being supported through the Department of Work and Pensions’ (DWP) Work Choice scheme. This scheme is subject to formal targets and operates in accordance with the DWP operating guidance.

The Security and Assistive Technologies Department is responsible for a number of popular products and important services delivered in Cornwall and parts of Devon. The provision of electrical installation and certification will be carried out in-house in the future but for the next 12 months we anticipate needing an external contractor to help us meet these demands.

## Scope of Services

Required qualifications/experience:

* Qualified to carry out electrical installations
* 17th Edition qualified
* Electrical fault finding experience
* Part P
* Able to provide and sign off minor work certificates or any other relevant electrical safety paperwork
* JIB Registration
* ECS H&S Certification
* CSCS card for site work and client requirements
* Asbestos training
* The staff of the supplier will be expected to hold an enhanced DBS check or to undertake an enhanced DBS check. Tremovah Industries is willing to fund the cost of one Enhanced DBS check, any further checks will be payable by the supplier.
* Safe Guarding knowledge and compliance with current legislation
* Working knowledge of ISO 9001 and the Contractors Health and Safety Scheme (CHAS) requirements

Installation Expertise

* Compliant with current legislation and policies
* Ability to fault find on current and OEM systems
* Installation expertise and product knowledge for:
* Genius door Entry Systems
* JMD Door Opening Systems
* FAAC Entry Systems
* Electronic Window Openers
* CCTV systems
* Telecommunication and Intercoms
* Installation and selection expertise for peripheral equipment used in conjunction with the above equipment on installations.
* Working knowledge of Assistive Technology Products (Care Assist Pagers and Carephone/ Lifeline products GPS Tracking systems)

Survey and Other Trade Knowledge

* Ability to carry out on site surveys for quotation and system design purposes
* Make recommendations on the type of manufactures equipment regarding opening, locking and remote control systems to satisfy the Grant / Customer request
* Sound understanding of other trades that are required to complete installations where building works are required
* Interpersonal skills in order to manage Client expectations
* Ability to manage deadlines and priorities in a stressful environment and time restraints that business work under

Requirements

We anticipate needing a Specialist Electrician to assist us on 3 days per week. You will be given 5 days’ notice of these requirements where possible but for call out situations this may be 1 day. We anticipate that these requirements will gradually reduce over the 12 months period as the in-house electrician takes on more of the installation work.

* 8am till 4.30pm core working day (to include a 30 minute non paid lunch break), Monday to Friday\*
* Overtime work may be required from time to time and would be charged at the standard hourly rate
* We expect a minimum 8 hours or 1 day per week but more usually 24hours or 3 days a week work requirement.
* Work will cover the whole of Cornwall and Plymouth\*\*
* Access to own vehicle, full driving licence & business insurance would be expected
* This contract will be for 12 months from 1 April 2016 to 31 March 2017

All invoices must be submitted weekly including the dates the work was carried out and any relevant electrical certificates issued.

**\* All rates will be charged from arrival at Tremorvah Industries**

**\*\*Quoted rates must include any mileage/transport costs as these cannot be claimed separately**.

# Return Date

Please respond to this request for quotation by 3pm on 29th March 2016.

Responses must include details of all qualifications/experience, installation expertise and survey/other trade knowledge as detailed in the above Scope of Services, plus hourly and day rates (a working day for a day rate is 8 hours).

# Terms and Conditions

In the event that we decide to move forward with your company an order shall be placed with you subject to Cornwall Council’s standard Terms and Conditions of Purchase of goods and Services (under £25,000) a copy of which will be sent to you on request or is available to be viewed on the Cornwall Council website here: <http://www.cornwall.gov.uk/media/3622974/cc-standard-ts-and-cs-for-under-10-000-190112-.pdf> .

Please contact the undersigned if you have any questions or queries.

Thank you in anticipation.

Diana Lobb

General Manager

**Tremorvah Industries**

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