

**Opportunity: Call out for Sewing Machinist**

**Deadline for applications: 5pm on Wednesday 15 December 2021**

**The Brief:**

The Harris is looking for a company or professional individual who can make 39 x garment rail covers in museum-grade calico.

All materials (including calico & cotton tapes for ties) will be provided. The Harris will also provide you with a detailed set of instructions and a usage guide which should be followed to create the covers. These are attached below to help you submit your quote. A prototype garment rail cover is also available for you to examine and copy.

You must be able to complete this work, as per the instructions attached below, and within the timeframe required. The successful candidate will also need to sign a contract with Preston City Council which will confirm the details laid out here.

To apply for this contract please can you submit a quote for the work by **Wednesday 15 December 2021 at 5pm**. We aim to award the contract on **Friday 17 December**. Completion of all 39 covers must be by **Friday 21 January 2022**.

**Background:**

The Harris is currently closed to the public as we prepare to refurbish and re-display our Grade 1 Listed building. To enable this work to happen we need to move and protect our collections. These garment rail covers are required as part of this project.

**Fee & delivery:**

* We will pay 50% of the fee on completion of 5 successful garment rail covers. Please note you will need to bring 5 x garment rail covers to the Harris so we can test them our rails to ensure they are to our required specification.
* The remaining 50% of the fee will be paid on completion of all 39 rail covers, to the required standard.
* The supplier will need to sign a contract with Preston City Council which will confirm all the details outlined in this Brief.

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**To apply:**

Please send by email:

* a quote of how much it will cost for you to produce all 39 rails, within the given timeframe, and as per the attached instructions.
* a brief outline (1 paragraph) outlining your sewing machine skills and experience;
* the names of 2 professional references – e.g., clients for whom you have produced broadly comparable orders;

This information should be sent to: Caroline Alexander, Curator of Decorative Art, on [c.alexander@preston.gov.uk](mailto:c.alexander@preston.gov.uk) by Monday 13 December. If you have any queries, please get in touch on this email address.

* The contract will be awarded on Friday 17 December and the order of all 39 rails must be completed by **Thursday 20 January 2022.**

**Attachments:**

* Garment rail cover – making instructions
* Garment rail cover – usage guide