

Day Month Year

xx
xxx
Private Bag xx
Auckland 0000

Attention: xxx
Email: xxxx

PROPERTY SERVICES
B620, Level 8, 49 Symonds Street
Auckland, New Zealand 1010
T +64 9 373 5799
W auckland.ac.nz
Waipapa Taumata Rau
University of Auckland
Private Bag 92019
Auckland 1142, New Zealand

Project [enter Project Number]

Dear

Re: Building [enter number] and/or Project [enter number] – Description (enter description)

With reference to your quotation/proposal [delete the one that does not apply], dated [enter date] we are pleased to confirm our acceptance of your quotation/proposal [delete the one that does not apply] to undertake the work as described in the following scope of work, for a total sum of [amount \$] [amount in words] plus GST.

The scope of work includes for the work outlined in the following documents and correspondence [enter list of applicable documents/emails]:

-
-
-

The purchase order number is [enter PO number] for the references in your invoicing (if PO has been raised).

The work is to be carried out liaising with [enter Project Manager details] as project manager acting on behalf of the University of Auckland.

Please provide evidence of your public liability insurance and motor vehicle third party insurance cover which should be for not less than \$3,000,000 and \$2,000,000 respectively.

The University is committed to providing a safe and healthy environment for everyone who works, studies, visits or conducts business at the University. All work is to be undertaken in accordance with the Universities Health & Safety Policies and Procedures:

Attached for your attention are copies of:

- the **University Contractor's Health and Safety Induction Booklet** setting out its generic health and safety system for all staff and contractors
- the **University On-Site Health and Safety Plan** specific to this project, for you and your employees working on this job to complete before commencing work on site
- the **University Contractor/Subcontractor Induction Confirmation**, which will need to be completed by all staff engaged by you and any subcontractors who will be working on site, prior to commencing work on site.

Please provide a specific health and safety plan for the project.

Please also provide a signed Contractor's Acknowledgement of Health and Safety Obligations and Health and Safety Prequalification form with supporting documentation if you haven't already done so for 20xx [enter current calendar year].

Harassment of any university employees or student by any person employed by you or any subcontractor shall be deemed serious misconduct warranting removal of the offending person from the site.

A Hot Work permit will be required before commencing any work involving gas cutting, welding, rotary disc cutting and grinding, soldering, paint stripping, vinyl welding, work in close proximity to fire system units – heat sensors, etc [delete paragraph if not applicable].

Please advise of indicative programme for the project including work areas so that we can notify Faculty of [enter Faculty name/Service Division] accordingly.

Please confirm your acceptance of the above by printing a copy of this letter, signing it and returning it to me for my records (scanned copy is acceptable) and acknowledge that the additional documents specified above will be supplied to the University before works commence.

Yours faithfully

**[First LastName]
Position Manager**

SIGNED ACCEPTANCE

**[First LastName]
[Company's Name]**

cc: Name, Company