Government Contract Directory

Education Edition

Department of Finance

The Government Contract Directory: Education Edition is an initiative of the Department of Finance and the Department of Education. It contains information on a select range of contracts available to government schools for the purchase of goods and services.

How do I use this Directory?

This Directory can help you:
- Better understand government purchasing
- Identify goods and services available on contract for purchase
- Identify who to buy from
- Locate the right person to talk to about your requirements
- Tap into websites and other resources related to government purchasing

What are contracts?

There are two types of contracts to consider when purchasing: Common Use Arrangements (CUAs) and agency-specific contracts.

CUAs are whole-of-government standing offers, awarded to a single supplier or panel of suppliers to provide goods or services commonly used by government agencies. Many are ‘pick and buy’ arrangements - this means agencies do not need to seek multiple quotes or go to public tender. CUAs are developed by the Department of Finance (Finance) and can be accessed by all government agencies.

Agency-specific contracts are developed by the Department of Education (DoE) and can only be accessed by DoE.

What about if I’m an Independent Public School (IPS)?

IPS are required to buy through any CUA and any Mandatory Department contract listed in this Directory.

The following ICT contracts remain mandatory with no opt out flexibility. These contracts refer essentially to network management where network integrity and the maintenance of network standards are paramount.

<table>
<thead>
<tr>
<th>Mandatory DoE Agency Specific ICT Contracts</th>
<th>ETT2095 / 2012</th>
<th>CUANIS2013</th>
<th>ETT1707 / 2009</th>
<th>ETT2099 / 2012-150910D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Hardware</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Infrastructure Solutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Integration Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IT Software - Microsoft Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For all other ICT contracts IPS have the flexibility to opt out of the contract. When opting out of any Department contract IPS must comply with and apply the whole of government supply policies. For instance, if a Common Use Arrangement (CUA) exists for that goods or service, then IPS must buy through the CUA.

For future DoE contracts, IPS Principals have the flexibility to potentially choose to exclude the school from using new Whole of Department or DoE Type contracts based on a value for money decision.

Information on flexibilities relating to the specific contracts can be found within the information on that Contract in the Contract Directory.

**What do I need to consider when purchasing?**

- Before purchasing a good or service there are many issues to consider. Answering the questions below may help you work out the best option for your need.
- What do I need and why?
- What minimum standard meets the need?
- Is the good or service available on a CUA?
- Does DoE have an agency-specific contract in place for the supply of this good or service?
- How much will it cost?
- Who supplies it?


**Where can I get more information?**

**Common Use Arrangements:**
- Within each CUA’s Buyers’ Guide - Contract Managers’ contact details
- Contracts WA Contract List - a list of all CUAs and links to documents
- Government Procurement website - general CUA information and savings tips
- CUA specific enquiries - contact the Contract Manager or email [cua@finance.wa.gov.au](mailto:cua@finance.wa.gov.au)
- Contracts WA enquiries - phone 6551 2020

**DoE agency-specific contracts:**
- General enquiries - phone 9264 5567 or email [Buying@education.wa.edu.au](mailto:Buying@education.wa.edu.au)
<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Location</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Charter Services to schools in the Perth Metropolitan Area</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Cabling</td>
<td>DoE  Expired</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Cleaning Equipment for Schools</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>12</td>
</tr>
<tr>
<td>Coaching Services and Self Evaluation Tools</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>15</td>
</tr>
<tr>
<td>IT Software - Adobe Enterprise Software Licence</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Lawn Mowing Services - Metro and Regional</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>17</td>
</tr>
<tr>
<td>Lease Facility</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>19</td>
</tr>
<tr>
<td>Market Research Services</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Mediation, Training and Consultancy Services</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>Network Integration and Support Services</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>22</td>
</tr>
<tr>
<td>Playground Equipment</td>
<td>DoE  Non Mandatory</td>
<td>Statewide</td>
<td>23</td>
</tr>
<tr>
<td>Printing and Associated Services</td>
<td>DoE  Non Mandatory</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>Psychological Assessment Materials</td>
<td>DoE  Mandatory</td>
<td>Statewide</td>
<td>26</td>
</tr>
</tbody>
</table>
## Contents - Department of Education Contracts

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Authority</th>
<th>Mandatory Type</th>
<th>Area</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Announcement Equipment</td>
<td>DoE</td>
<td>Non Mandatory</td>
<td>Perth Metro Area</td>
<td>27</td>
</tr>
<tr>
<td>Reticulated Natural Gas</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>28</td>
</tr>
<tr>
<td>Sanitary/Nappy Hygiene Disposal System for Non Metropolitan Schools &amp; Offices</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Country</td>
<td>29</td>
</tr>
<tr>
<td>School Uniforms and Specialty School Apparel</td>
<td>DoE</td>
<td>Non Mandatory</td>
<td>Statewide</td>
<td>30</td>
</tr>
<tr>
<td>Server Hardware and Maintenance</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>31</td>
</tr>
<tr>
<td>Supply of Early Childhood Furniture and Equipment</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>32</td>
</tr>
<tr>
<td>Telephone Maintenance</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>33</td>
</tr>
<tr>
<td>Telephone System Purchase</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>34</td>
</tr>
<tr>
<td>Translation and Interpretation Services</td>
<td>DoE</td>
<td>Non Mandatory</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>UPS (Uninterruptible Power Supply)</td>
<td>DoE</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>38</td>
</tr>
</tbody>
</table>
## Assets

<table>
<thead>
<tr>
<th>Assets</th>
<th>Type</th>
<th>Status</th>
<th>Location</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Visual Solutions</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>39</td>
</tr>
<tr>
<td>Classroom Furniture</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>40</td>
</tr>
<tr>
<td>Computing and Mobile Devices</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>42</td>
</tr>
<tr>
<td>Office Furniture</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>45</td>
</tr>
<tr>
<td>Printing and Copying Machines and Solutions</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth metro only</td>
<td>47</td>
</tr>
<tr>
<td>Telecommunications Services - Category C</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>49</td>
</tr>
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</table>

## Services

<table>
<thead>
<tr>
<th>Services</th>
<th>Type</th>
<th>Status</th>
<th>Location</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Audit Services and Financial Advice</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>50</td>
</tr>
<tr>
<td>Data Centre Facility &amp; Associated Management Services</td>
<td>CUA</td>
<td>Non Mandatory</td>
<td></td>
<td>53</td>
</tr>
<tr>
<td>Debt Recovery Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>54</td>
</tr>
<tr>
<td>Document Transfer Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>55</td>
</tr>
<tr>
<td>Electricity Services - Retail</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>56</td>
</tr>
<tr>
<td>Freight Transport Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>57</td>
</tr>
<tr>
<td>Fuel and Motor Vehicles</td>
<td>CUA</td>
<td>Various</td>
<td>Various</td>
<td>58</td>
</tr>
<tr>
<td>General Waste Disposal and Recycling Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>60</td>
</tr>
<tr>
<td>Human Resource Investigation Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>61</td>
</tr>
<tr>
<td>Human Resource Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>62</td>
</tr>
<tr>
<td>Services cont.</td>
<td>Type</td>
<td>Status</td>
<td>Location</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
<td>-------------------------</td>
<td>------</td>
</tr>
<tr>
<td>ICT Equipment Disposal</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>63</td>
</tr>
<tr>
<td>ICT Network Infrastructure Solutions</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>65</td>
</tr>
<tr>
<td>ICT Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>67</td>
</tr>
<tr>
<td>Master Media Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>69</td>
</tr>
<tr>
<td>Microsoft Licenses - Education &amp; Training Sector</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>70</td>
</tr>
<tr>
<td>Metropolitan Courier Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>71</td>
</tr>
<tr>
<td>Postal Article Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>73</td>
</tr>
<tr>
<td>Purchasing Card Services and Expense Management System</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>74</td>
</tr>
<tr>
<td>Purchasing Card Services and Expense Management System - Schools</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>75</td>
</tr>
<tr>
<td>Removalist Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>76</td>
</tr>
<tr>
<td>Remuneration (Salary) Packaging Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>77</td>
</tr>
<tr>
<td>Storage, Retrieval, Destruction and Digitisation of Paper and Electronic Records</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>78</td>
</tr>
<tr>
<td>Storage, Retrieval and Destruction of Temporary Records</td>
<td>CUA</td>
<td>Various</td>
<td>Perth region only</td>
<td>79</td>
</tr>
<tr>
<td>Temporary Personnel Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>80</td>
</tr>
<tr>
<td>Transactional Banking</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>82</td>
</tr>
<tr>
<td>Travel Reservations and Services</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>83</td>
</tr>
</tbody>
</table>
### Contents - Whole of Government Contracts

<table>
<thead>
<tr>
<th>Consumables</th>
<th>Type</th>
<th>Status</th>
<th>Location</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Groceries and Fresh Produce</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>84</td>
</tr>
<tr>
<td>Cleaning, Kitchen and Bathroom Products</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>87</td>
</tr>
<tr>
<td>Domestic, Industrial, Medical and Instrument Gases</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Statewide</td>
<td>89</td>
</tr>
<tr>
<td>Gardeners’ Uniforms - Off the Shelf Wear</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>90</td>
</tr>
<tr>
<td>Office Stationery and Consumables</td>
<td>CUA</td>
<td>Mandatory</td>
<td>Perth region only</td>
<td>91</td>
</tr>
</tbody>
</table>
## Regional Group Buying Arrangements

<table>
<thead>
<tr>
<th>Group Buying Arrangements</th>
<th>Type</th>
<th>Status</th>
<th>Location</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Products</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Statewide, Regional Only</td>
<td>93</td>
</tr>
<tr>
<td>Supply of Air Charter Services in the Goldfields Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Goldfields</td>
<td>94</td>
</tr>
<tr>
<td>Supply of Air Charter Services in the Kimberley Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Kimberley</td>
<td>95</td>
</tr>
<tr>
<td>Cleaning Kitchen and Bathroom Product</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Great Southern</td>
<td>96</td>
</tr>
<tr>
<td>Copy Paper and Stationery in Great Southern Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Great Southern</td>
<td>97</td>
</tr>
<tr>
<td>Food &amp; Groceries (Great Southern)</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Great Southern</td>
<td>99</td>
</tr>
<tr>
<td>Food &amp; Groceries (Mid West)</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Mid West</td>
<td>101</td>
</tr>
<tr>
<td>Food &amp; Groceries (Narrogin and Southern Districts Sites)</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Narrogin / Southern Districts</td>
<td>102</td>
</tr>
<tr>
<td>Food &amp; Groceries (South West)</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>South West</td>
<td>103</td>
</tr>
<tr>
<td>Hardware (Great Southern &amp; Wheatbelt South Regions)</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Great Southern / Southern Wheatbelt</td>
<td></td>
</tr>
<tr>
<td>Storage, Retrieval and Disposal Services for Records &amp; Supply of Record Boxes in the Great Southern Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Great Southern</td>
<td>105</td>
</tr>
<tr>
<td>Temporary Personnel Services in the Goldfields/Esperance Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Goldfields/ Esperance</td>
<td>106</td>
</tr>
<tr>
<td>Waste Disposal Services for the Mid West Region</td>
<td>GBA</td>
<td>Non-mandatory</td>
<td>Mid West</td>
<td>107</td>
</tr>
</tbody>
</table>
Bus Charter Services to Schools in the Perth Metropolitan Area

Contract no: ETT1919/2011

Buying Rules: Non Mandatory

Term: 1 January 2013 – 31 December 2016 with one (1) x one (1) year extension option (to be exercised at the complete discretion of the Department of Education)

What do I use this contract for?

This contract allows schools the benefit of choosing from a panel of bus charter service providers for travel within the Perth metropolitan area.

There are a range of bus sizes available as well as both seat-belted and non seat-belted buses on offer. Schools are encouraged to consider students’ safety when deciding which type of bus to charter.

Who are the contracted suppliers?

For details of the contracted suppliers, please refer to the Buyers Guide.

Contract Manager: Paul Arangio
Telephone: (08) 9264 4055
Email: paul.arangio@education.wa.edu.au
Cabling

On 23 October 2012 the Education Cabling contract expired with the arrangement not to be redeveloped.

For information pertaining to the new process please refer to the link:


Contact: ......................................John Williams
Telephone: ....................................9264 5148
Email: ........................................john.williams@education.wa.edu.au
Cleaning Equipment for Schools

Contract no: ETT1753/2010

Buying Rules: Mandatory (Statewide)

Term: 9 May 2011 – 8 May 2016

What do I use this contract for?

• Purchasing commercial grade cleaning equipment

Who are the contracted suppliers?

• Pacvac Pty Ltd - 08 9479 1444
• Powervac Pty Ltd - 08 9242 4751
• Peerless JAL Pty Lty - 08 9248 1748
• Statewide Cleaning Supplies Pty Ltd - 08 9444 8677
• ABCO Products - 08 6254 3333

Contract Manager: Stephen Welsby
Telephone: (08) 9264 5194
Email: stephen.welsby@education.wa.edu.au

Buyers' Guide
Coaching Services and Self Evaluation Tools

Contract no: ETT1982/2011
Buying Rules: Non Mandatory
Term: 1 May 2012 – 30 April 2016
(plus one 1 year extension option)

What do I use this contract for?

Coaching Services and Self Evaluation Tools Categories.

• 1A - Coaching for Individuals and Groups
  The coaching services may be sought to aid in building new individual skills, or be aimed at improving existing competencies or both.

• 1B - Training in How to Coach
  Contractors will be able to provide services to train participants to successfully coach others.

• 1C - Developing Coaching Programs
  Contractors will be able to develop customised coaching programs that address specific needs as required. The content will depend on those specific needs, and may cover such topics as introduction to coaching, team coaching, conflict resolution and leadership.

• 2A - Self Evaluation Tools
  Contractors will provide access to self evaluation tools that can be made available to a full range of employees within the Department of Education. These tools are sought to assist employees build core competencies used in the workplace. These tools may be used to supplement coaching services or as a standalone tool.

Buying Rules
The following buying rules apply to all categories:

1.) For services with a value up to $20,000, Panel Members may be accessed directly (Pick & Buy*);
2.) For Services with an estimated value from $20,000 up to $150,000 a sufficient number of written quotes* are required from category Panel members; and
3.) For Services with an estimated value over $150,000, written quotes* are required from all Panel members in that category.

*A unit price must be quoted.
Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Category 1A</th>
<th>Category 1B</th>
<th>Category 1C</th>
<th>Category 2A</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Carpe Diem Strategic Solutions</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
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<td>Murdoch Executive Education Centre (EEC)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
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</tr>
<tr>
<td>Social Resources</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>WA Primary Principals' Association (WAPPA)</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>The Winding Staircase</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Employee Assistance Program

Contract no: ETT2484/2014  
(DoE agency-specific)

Buying Rules: Mandatory for schools (Statewide)  
Quotes not required

Term: 1 August 2015 - 31 July 2017  
(Plus three 1 year extension options)

What do I use this contract for?

The Employee Assistance Program (EAP) provides up to 6 free confidential counselling sessions per year to all employees, their partners and their dependent children under 25 years of age.

Department of Education employees and immediate dependent family members can contact PeopleSense to make an appointment during business hours, Monday - Friday, 8:00am to 5:00pm.

The service is also available 24 hours a day, 7 days a week for emergency situations. PeopleSense can be contacted on 08 9388 9000 or 1300 307 912.

Who are the contracted suppliers?

- PeopleSense Pty Ltd

Contract Manager ......................... John Heyward  
Telephone: ..................................... (08) 9264 8633  
Email: ................ john.heyward@education.wa.edu.au

Employee Support Information
IT Software – Adobe Enterprise Software Licence

**Contract no:**  ETT2145/2012 (DoE agency-specific)

**Buying Rules:**  Non-mandatory

**Term:**  21 June 2012 to 20 June 2016

What do I use this contract for?

- Adobe Products

Who are the contracted suppliers?

Data#3

Contact: ... DoE ICT Customer Relationship Manager
Telephone: ......... 9264 5555 (Metro) or 1800 012 828 (Regional)
Email: ...........cscinbox.csc.co@education.wa.edu.au
Lawn Mowing and Related Turf Services for Schools in the Perth North and South Metropolitan Education Regions

Contract no: ETT1973/2011 (DoE agency-specific)

Buying Rules: Mandatory (Perth Region)

Term: 12 November 2012 – 11 November 2016 (plus one 1 year extension options)

What do I use this contract for?

Set Services - these include:
- Lawn mowing (mowing) – broad acre, building surrounds, semi-cultivated and verge mowing;
- Fertilising – supply and application;
- Wetting agents – supply and application;
- Deep aeration/deep slicing.

For Additional Services contact the Contract Manager - these include:
- Additional set services;
- Top dressing (levelling);
- Vertimowing / flailmowing;
- Weed spraying;
- Brush cutting;
- Turf surface removal; and
- Turf planting

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Region</th>
<th>Package</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canning - South Metropolitan</td>
<td>1</td>
<td>Warren’s Lawnmowing Services</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Lochness Landscape Services</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Warren’s Lawnmowing Services</td>
</tr>
<tr>
<td>Fremantle - Peel - South Metropolitan</td>
<td>1</td>
<td>Warren’s Lawnmowing Services</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Warren’s Lawnmowing Services</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lochness Landscape Services</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Lochness Landscape Services</td>
</tr>
<tr>
<td>Region</td>
<td>Number</td>
<td>Company</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Swan - North Metropolitan</td>
<td>1</td>
<td>Turfmaster Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Turf Developments (WA) Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Turfmaster Pty Ltd</td>
</tr>
<tr>
<td>West - Coast - North Metropolitan</td>
<td>1</td>
<td>Warren’s Lawnmowing Services</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Turfmaster Pty Ltd</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Lawn Doctor</td>
</tr>
</tbody>
</table>
Lease Facility

Contract no: ETT1864/2011 (DoE agency-specific)

Buying Rules: Mandatory (Statewide)
Quotes arranged by Leasing Officer

Term: 1 February 2013 - 31 January 2016

What do I use this contract for?

To facilitate the purchase by the Department of nominated equipment and assets via a lease arrangement, which includes but not limited to:

- Category 1 – Desktop/Workstations;
- Category 2 – iPads/tablets/slates/Active Tables/Smart Tables;
- Category 3 – Notebooks/Laptops including notebook derivatives;
- Category 4 – Servers, Data Storage Devices and other ICT equipment;
- Category 5 – Networking – Hubs, Routers, Switches, IP telephony (VOIP) and other network access equipment;
- Category 6 – Software licences, Maintenance and cabling;
- Category 7 – General Office Equipment – Printers, Camera’s, Plotters Telecommunication equipment;
- Category 8 – General Office Equipment – Projectors, Interactive boards;
- Category 9 – Photocopiers; and
- Category 10 – Plant and Equipment (e.g. buses, trucks, farm machinery, forklifts, motorcycles, boats; earthmoving and other industrial equipment, trailers, special purpose vehicles and Aircraft.

The cost of this Lease Finance facility to schools has been minimised by adopting a whole of Department approach and the use of a standard Master Rental Agreement signed off by the State Solicitors Office rather than schools arranging individual contracts.

Lease Contract Manager: ..........(08) 9264 8306
Fax: .............................................(08) 9264 8454
E-Mail: ..........DETlease@education.wa.edu.au

Contract Manager: .................Brad Cocker
Telephone: ...............................(08) 9264 5093
E-Mail: ......brad.cocker@education.wa.edu.au
Market Research Services

Contract no:  ETT2200/2012 (DoE agency-specific)

Buying Rules:
- Non-Mandatory
  - $0 - $50,000 - Direct Purchase
  - $50,001 - $100,000 - Minimum of 2 written quotes from Panel Members
  - $100,001 - Written Quotes from all Panel Members

Term:  1 October 2013 – 30 September 2016
       (plus two 1 year extension options)

What do I use this contract for?

The scope of services under the contract covers the provision of the following market research services in relation to the area of education:

- Market and brand benchmarking and tracking.
- Perceptual brand mapping.
- Brand positioning development.
- Advertising concept testing.
- Advertising evaluation.
- Research related to existing and new product and service development, including brand concept development and demand-forecasting.
- Customer and stakeholder satisfaction.
- Market research required for existing and new services.
- Research required for enrolment and retention strategies.
- Research required for attraction and retention/recruitment strategies.
- Consumer purchasing and behavioural studies.
- Advice and services to assist the design of the Department’s marketing database and/or research systems/programs.

Who are the contracted suppliers?

- Metrix Consulting Pty Ltd.
- Painted Dog Research Pty Ltd trading as Painted Dog Research.
- Taylor Nelson Sofres Australia Pty Ltd trading as TNS Social Research.

Contract Manager: ........ Jane Knox-Robinson
Telephone: .........................(08) 9264 5233
Email: jane.knox-robinson@education.wa.edu.au
Mediation, Training and Consultancy Services

Contract no: ETT2004/2011

Buying Rules: Non-mandatory
Quotes not required

Term: 30 January 2012 - 29 January 2016

What do I use this contract for?

Training for Principals and Line Managers in Mediation and Conflict Resolution

• training of principals and line managers so that they can identify conflict in the workplace, and mediate and resolve conflict on-site

Mediation Support Services

• a mediation support and coaching service to support and assist principals and line managers to decide how best to deal with conflict in their workplace

Independent Mediation Services

• to provide a direct independent mediation service for disputes between individuals or teams

Who are the contracted suppliers?

• PPC Worldwide

Contract Manager: .....................Lori Jacobson
Telephone: ..............................(08) 9264 8501
Email: ......lori.jacobson@education.wa.edu.au

Employee Support Bureau
Network Integration and Support Services

Contract no: ETT1707/2009 (DoE agency-specific)

Buying Rules: Mandatory (State wide)
Quotes required

Term: 1 January 2011 - 30 June 2016
(This includes two 1 year options that have been exercised. Additional Beyond Term 6 month extension [with 3 x 1 month extension options])

What do I use this contract for?

The contract broadly provides Information Communication and Technology (ICT) services including the planning and design of networks to Department standards, and implementation, integration and configuration of hardware and software both through onsite visits and remote support.

Who are the contracted suppliers?

There are 19 suppliers under this contract. Suppliers have nominated to supply services under various zones as defined below:

- Zone 1 – Metropolitan area
- Zone 2 - Wheatbelt, Peel, Southwest, Great Southern
- Zone 3 - Kimberley, Pilbara, Gascoyne, Midwest, Goldfields-Esperance
- Zone 3 - Remote

Schools wishing to acquire integration services should follow the contract buying rules and seek the commensurate number of quotes depending on the value of the expected works.

More information on the suppliers and pricing is available on the ICT purchasing Intranet page.

New arrangements must be established under a new purchase order that quotes the new contract number.

For further assistance or advice please contact your Customer Relationship Manager.

Existing Arrangements?

Existing arrangements established before 1 January 2011 can remain in place until expiry, when they must be replaced by arrangements under the new contract.

Contact: .......DoE ICT Customer Relationship Manager
Telephone: ............ 9264 5555 (Metro) or 1800 012 828 (Regional)
Email: ............ cscinbox.csc.co@education.wa.edu.au

ICT Purchasing Information
Customer Relationship Manager
Playground Equipment

Contract no: ETT2150/2012 (DoE agency-specific)

Buying Rules: Non Mandatory State-wide

Schools are required to consult their Building Management and Works (BMW) representative for initial site works and utility checks prior to engaging a Contractor through this arrangement.

When updating existing playground equipment that is still under warranty, schools are able to pick and buy from the Contractor that provided the original equipment, regardless of the value. This is due to compatibility and warranty requirements.

When purchasing new equipment or developing a new play area schools are required to:

• seek a sufficient number of quotations from Contractors of the relevant category for purchases up to $150,000; and
• approach all Contractors from the relevant category to seek quotations for purchases above $150,000.

(plus 2 one year extension options)

What do I use this contract for?

Category One – Manufactured Playground Equipment

Category Two – Natural Playgrounds

Key Features and Benefits

• Wide range of products and associated services
• Schools are able to pick and buy for updating existing equipment under warranty
• Simplified quote process required for the purchase of new equipment.
Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractors</th>
<th>Category One Manufactured Playground Equipment</th>
<th>Category Two Natural Playgrounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forpark Australia</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Miracle Recreation Equipment</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Playmaster</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Playright Australia</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Playscape Creations Australia</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Josh Byrne and Associate</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Nature Play Solutions</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Contract Manager: ......................... Toni Tonkin  
Telephone: ................................ (08) 9264 8917  
Email: ........... toni.tonkin@education.wa.edu.au
Printing and Associated Services

Contract no: ETE2323/2013 (DoE Agency-Specific)
Buying Rules: Non mandatory
Term: 12 March 2014 to 11 March 2016
(plus 3 one year extension options)

What do I use this contract for?
This contract will comprise of the following categories:

Category One: Business Stationery - Letterhead, Business Cards and Compliment Slips only
Printing of business stationery - Letterheads, business cards and compliment slips shall comply with the standard layouts as defined by the Department of Premier and Cabinet's WA State Government Badge Style Guide and the Department’s Usage of Governement Logo Policy.

Category Two: Printing Services
Printing services including but not limited to the following:
- School publications such as newsletters, yearbooks, journals, curriculum programs and more;
- Corporate communications and marketing material such as glossy magazines, business stationery, presentation folders and more;
- General printed stationery such as tags and labels, purchasing, ordering, attendance or receipt books; and
- Finishing services such as scoring, hole punching, trimming, laminating, folding, inserting, binding and collating of catalogues and manuels.

The service covers a range of printing options including, but not limited to, the following:
- Black and white, and colour printing capabilities;
- A range of paper and card stock in various colours, weights, finishes and sizes;
- A range of binding options including staples, coiled, plastic, canvas bound, glued and stitched; and
- Print, store, distribute and charge individual customers for Department specific products.

Category Three: Design Services
- The Contractor may be required to provide minor graphic design, concept design, artwork services and/or editorial advice on content.

The Department of Education are required to follow the Department’s Usage of Government Logo Policy governed by the WA State Government Badge Style Guide. (Please read the Department’s policy carefully where it relates to schools).

Who are the contracted suppliers?
- Westcare Print

Contact: .............................................................. David Hunt
Telephone: ......................................................(08) 9264 4190
Email: .............................david.hunt@education.wa.edu.au
Psychological Assessment Materials

Contract no: ETT2312/2013 (DoE Agency-Specific)
Buying Rules: Mandatory(Statewide)
Term: 19 May 2014 to 18 May 2017 (plus two 1 year extension options)

What do I use this contract for?

The Department has selected a Panel of Contractors for the supply of a range of Psychological Assessment Materials for its state wide school psychologists on an “as required basis”. The Psychological Assessment Materials are for a range of proprietary products as listed in the Buyers Guide in Appendix 1. The Products offered shall have compliance to the Psychology Board of Australia and the Australian Psychological Society Guidelines.

In addition to these Products listed in the Buyers Guide, the Department may also purchase other catalogue Products (Psychological Assessment Materials) during the Contract term which may be purchased under this Panel arrangement. These additional Products may be required for the assessment of students to meet the standards required by the Psychology Board of Australia and the Australian Psychological Society Guidelines.

Buying Rules:

<table>
<thead>
<tr>
<th>Monetary Threshold</th>
<th>Buying Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products valued at up to $50,000</td>
<td>The Customer is permitted to ‘pick and buy’ from any one of the contracted suppliers.</td>
</tr>
<tr>
<td>Products valued at above $50,000 or above per individual order</td>
<td>The Customer is required to obtain quotations from all of the suppliers contracted for the relevant product/s.</td>
</tr>
</tbody>
</table>

The Customer to supply details in a excel spread sheet format of the purchase (order) to the Contract Manager containing the following details:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Supplier</th>
<th>PO Number</th>
<th>Item details</th>
<th>Quantity</th>
<th>Total of Purchase</th>
</tr>
</thead>
</table>

Who are the contracted suppliers?

ACER - The Australian Council for Education Research Limited
PECS - Psychological and Educational Consultancy Services
Pearson Australia Group Pty Ltd trading as Pearson Clinical and Talent Assessment.

Contact Manager: Ms Rayleen Stoker
Telephone: (08) 9336 9515
Email: rayleen.stoker@education.wa.edu.au

Buyers’ Guide with Appendix 1
Public Announcement Equipment

Contract no: ETT2232/2012 (DoE Agency-Specific)
Buying Rules: Non mandatory Perth Metropolitan Area

<table>
<thead>
<tr>
<th>Monetary Threshold</th>
<th>Buying Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Products and/or Services valued up to $50,000</td>
<td>The school is permitted to ‘pick and buy’ from any one of the contracted suppliers.</td>
</tr>
<tr>
<td>2. Products and/or Services valued between $50,000 and $150,000</td>
<td>The school is required to seek quotations from at least two of the suppliers contracted in the appropriate category.</td>
</tr>
<tr>
<td>3. Products and/or Services valued at over $150,000</td>
<td>The school is required to seek quotations from all of the supplier contracted in the appropriate category.</td>
</tr>
</tbody>
</table>

Term: 1 July 2013 to 30 June 2016 (plus 2 one year extension options)

What do I use this contract for?
Category One Supply and Installation of Fixed Public Announcement Equipment
Category Two Supply of Portable Public Announcement Equipment
Category Three Rental of Portable Public Announcement Equipment

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Monkeys Audiovisual</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Adasound Public Address</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>All Things Theatre</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Concept Audio Visual</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intervid International</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Perth Audiovisual</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Stage and Studio Productions</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Vizcom Technologies</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

From 1 January 2015, Schools are advised that you will not be able to continue to use wireless transmitters that operate in the 694 – 820MHz frequency range, as this range has been reserved for 4G mobile broadband services across Australia.

During 2014 Schools should arrange to check the operating frequency of your wireless audio equipment to determine if frequency adjustment or device replacement is required. For further information refer to 05/14 Ed-e-Mail sent 11 February 2014.

Contact: David Hunt
Telephone:(08) 9264 4190
Email: david.hunt@education.wa.edu.au
Reticulated Natural Gas

Contract no: ETT2313/2013
(DoE agency-specific)

Buying Rules: Mandatory (State-wide)
Quotes not required

Term: 5 March 2015 - 4 March 2017
(plus three 1 year extension options)

What do I use this contract for?
Supply of reticulated natural gas to public schools (and applicable non-school sites) located in Western Australia.

Who are the contracted suppliers?
- Kleenheat Gas
- Alinta Energy

The Department of Education is currently negotiating with one other gas retailer for the supply of reticulated gas to schools. Contract award details will be published once final agreement with this supplier has been reached.

Quote Comparison Calculator
A Department of Education Quote Comparison Calculator is available to assist schools in making a value for money decision when choosing their supplier of reticulated gas. If schools require assistance on how to complete the calculator please contact the Contract Manager, Paul Arangio on 08 9264 4055.

Contact: .......................................................Paul Arangio
Telephone: ..................................................08 9264 4055
Email: .........................paul.arangio@education.wa.edu.au

Additional Information/Changes
Chris Blade - Business Sales Executive - Natural Gas
08 9312 9331
cblade@kleenheat.com.au

Kleenheat Gas Guide for Schools
Alinta Energy Guide for Schools
Sanitary/Nappy Hygiene Disposal System for Non Metropolitan Schools & Offices

Contract No: ETT2461/2014 (DoE agency-specific)
Buying rules: Mandatory (Statewide-excluding Perth Metro)
Term: 5 December 2014 to 4 December 2017 (plus two 1 year extension options)

What do I use this Contract for?

The Department has selected Initial Hygiene to supply and deliver sanitary/nappy disposal units with refill cartridges/liners for schools and offices in non-metropolitan areas.

Products Description

a) Initial bio bin 18L
b) Wall Mounting Option
c) Initial bio bin 18L Cartridge – Pod lid, liner & Fragrant Sachets

Who is the contracted supplier?

Rentokil Initial Pty Ltd trading as Initial Hygiene

Orders:

Contact: Mrs Michelle Arya
Customer Care Executive
Rentokil Initial
Telephone: 9436 9024
E:Mail: michelle.arya@rentokil-initial.com

Minimum Order Value: Consumables - Three (3) month’s supply per school.

Delivery: Deliver free into store, Perth metropolitan area
Supply of School Uniforms and Specialty School Apparel

Contract no: ETT2321/2013
Buying Rules: Non-Mandatory
Term: 8 July 2014 - 7 July 2016
(plus three 1 year extension options)

What do I use this contract for?
A non-mandatory contract that schools can use when sourcing school uniforms for students. There are two categories to this contract:
- Category One – Supply of School Uniforms
- Category Two – Supply of Specialty School Apparel

Who are the contracted suppliers?

Akubra Hats
Eclipse Universal
Gearup Promotions
Hot Klobba
Lowes
Midford
Nell Gray
Perm-A-Pleat
Tara Uniforms
Timeglow
Totally Workwear Bunbury
Tudor Uniforms
Veto Sports
Willetton Uniforms
William Apparel
William Davidson Uniforms
WRS Group

Additional Information/Changes
Although this contract is for the Supply of School Uniforms and Specialty School Apparel, a number of the Contractors have indicated the ability to provide a Uniform Shop Management service (either on the school site or in an offsite store). Please see the Buyers Guide for more information or email buying@education.wa.edu.au

Contract Manager: Paul Arangio
Telephone: (08) 9264 4055
Email: Paul.Arangio@education.wa.edu.au
Server Hardware and Maintenance

Contract no:  ETT2095/2012 (under CUA13010)  
(DoE agency-specific)

Buying Rules:  Mandatory (State-wide)  
Quotes not required

(plus three 1 year extension options)

What do I use this contract for?

- IT servers
- Maintenance of servers

Who are the contracted suppliers?

- Dell Australia Pty Ltd
- IBM Australia Ltd

Standardise your school’s servers. This reduces implementation, training, support and maintenance costs, thereby reducing your total cost of ownership (TCO).

Contact: .......DoE ICT Customer Relationship Manager  
Telephone: ............ 9264 5555 (Metro) or 1800 012 828  
(Regional)  
Email: ............ cscinbox.csc.co@education.wa.edu.au  

ICT Purchasing Information
Supply of Early Childhood Furniture and Equipment

**Contract no:** ETT2322/2013
(DoE agency-specific)

**Buying Rules:** Mandatory (State-wide)
Quotes not required

**Term:** 30 June 2014 - 29 June 2016
(plus three 1 year extension options)

What do I use this contract for?

The Department of Education’s panel arrangement for the supply of early childhood furniture and equipment is mandatory for representatives acting on behalf of the Department of Education, and is non-mandatory for schools.

There are three categories to this contract:
- Category 1 - Classroom desk and tables
- Category 2 - Seating
- Category 3 - Shelving
- Category 4 - Play equipment

Who are the contracted suppliers?

Refer below to the suppliers for a list of the products and associated discounts/prices:

Access Office Industries - Product and Price List
DVA Fabrications - Product and Price List
Gro Corp - Product and Price List
Kindergarten Quality Equipment - Product and Price List
Office Line - Product and Price List
Reed Tubular Furniture - Product and Price List
R & J Plastics - Product and Price List
Sebel Furniture Ltd - Product and Price List
Shawtec - Product and Price List
Woods Educational - Product and Price List

Contact: ______________________________ Deborah Nowotny
Telephone: ______________________________ 08 9264 4448
Email: ........... deborah.nowotny@education.wa.edu.au
Telephone Maintenance

**Contract no:** ETT1840/2010 (DoE agency-specific)

**Buying Rules:** Mandatory (State-wide)
Quotes not required

**Term:** 17 October 2011 - 16 October 2016

**What do I use this contract for?**
- Key Station (Commander Style)
- Music on Hold
- Fixed to Mobile Calls

**Who are the Contracted Suppliers?**
- Digital Telecommunication Systems - 1800 081 846
- Command A Com - 1800 610 570

**Please Note:**
- The contractors charge at different hourly rates.
- Resolution of school telephone faults is paid for by DOE, however, payment for resolution of telephone Moves, Adds and Changes (MAC) is usually a school responsibility.
- Payment for resolution of Regional and Local Education Office telephone faults (including MAC telephone requests) is a Regional and Local Education Office responsibility.

Contact: ................... DoE ICT Customer Relationship Manager
Telephone: ........ 9264 5555 (Metro) or 1800 012 828 (Regional)
Email: .......................cscinbox.csc.co@education.wa.edu.au
Telephone System Purchase

Contract no: ETT2055/2011 (DoE agency-specific)

Buying Rules: Mandatory (State-wide)
Quotes not required

Term: 18 July 2012 - 17 July 2016
(plus one 1 year extension options)

What do I use this contract for?

• Key Station (Commander Style)
• Music on Hold
• Fixed to Mobile Calls

Who are the Contracted Suppliers?

• Digital Telecommunication Systems - Panasonic Systems

Music on Hold

a. Phone system will have chimes provided as the standard ‘On Hold’ recording.
b. If a school wishes to install alternative ‘On Hold’ music (e.g. Radio station, CD or School performance) over their phone system, then a separate APRA licence will be required, as copyright issues are involved.
c. If a specific Music On Hold message is required, it can be provided by:
   • an answering machine attached to the phone system or
   • one of many companies such as M2 Technology and Music on Hold. These companies provide solutions that include a once off scripted recording, and options to alter the recording on a number of occasions during the year.

Fixed to Mobile Calls

DOE has selected Optus to provide calls from fixed lines to mobile services. This means that a prefix is added to each mobile call that is made from a school. This can be achieved by the phone system being programmed to add the prefix automatically, or if this is not possible a separate dialler (a black box near the MDF or phone system) can be added for each telephone line.

Please Note:

Optus has arranged to install diallers where needed, however some regional and remote schools will not have received a dialler. These schools will continue to use Telstra for ‘Fixed to Mobile’ calls.

The DOE Telecommunications Voice Administrator for Telephone Systems is available to assist schools, REO’s and Central Office staff wishing to maintain or purchase Telephone Systems.

Contact: ............ DoE ICT Customer Relationship Manager
Telephone: ...9264 5555 (Metro) or 1800 012 828 (Regional)
Email: .................cscinbox.csc.co@education.wa.edu.au

ICT Purchasing Information
Interpreting and Translating Services

Contract: ITS2012

Buying Rules: Non-mandatory
Quotes not required for on-site or phone interpreting
Approval required for the translation of materials

Term: 15 October 2012 to 14 October 2016
(plus 1 one-year extension option)

What do I use this contract for?

Interpreting Services:
• On-site (face-to-face)
• Telephone
• Videoconferencing and other visual media

Interpreting Services:
• Translations for information only
• Translations for confidential medical or other reports
• Translations for Departmental documents for publication

School personnel can contact the service provider and arrange for either an on-site or phone interpreter.

Requests for translated materials need to be approved and processed through the contract Manager.

All costs are incurred by the Department and not by the individual school.

All invoices are to be marked:

Department of Education WA
Statewide Services Resource and Information Centre
33 Giles Avenue, Padbury 6025
Or
Emailed to: EALDRC@education.wa.edu.au

For further information regarding the use of this service please go to:
English as an Additional Language or Dialect Advice and List of Translated materials
Buyers Tips:

- Become familiar with the Language Services Policy 2014 prior to placing an order.
- Buyers should refer to the eDecision Aid which details services available from the CUA through an easy-to-use tool.
- Ensure you provide the contractors with appropriate information to allow them to identify an interpreter or translator with the relevant skills. It is critical to identify the correct home language. It is always preferable to book an interpreter with qualifications if they are available.
- Use the separate CUA order forms in the Buyers Guide for Interpreting Services and Translating Services or refer to Contractors Profiles for preferred method of orders. Requests for the translation of written materials can be made by email to the Contract Manager.
- Make sure you review the Price Schedules so you have an understanding of the charges and potential additional charges relating to your booking.
- If bookings are to be cancelled notify the supplier as soon as possible to avoid excessive cancellation fees.
- As this is a new CUA, feedback is important to enable the Department of Finance to make continuous improvements. Refer to the Buyers Guide for review of Contractor’s performance and/or contact the Department’s Contract Manager.

Who are the contracted suppliers?

The matrix below lists all the Contractors on this CUA and the services they have been contracted to provide.

Further information on the full list of languages and type of service that each Contractor provides can be found in the Whole of Government Contracts WA. Go to CUAITS2012 and refer to the Contractor’s Profiles (pdf): http://www.contractswa.finance.wa.gov.au/index.jsp
The list of available languages is at the end of the Contractor’s Profiles document.

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Category A Culturally and Linguistically diverse Languages</th>
<th>Category B Aboriginal Australian Languages</th>
<th>Category C Ausland (Sign Language)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alessandra and Co</td>
<td>(T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ali Business Services</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Graduates Interpreting and Translating Services</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burmese Interpreting and Translating Services</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Christy Filipich</td>
<td>(I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Japan Australia Word Services</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberley Interpreting Service Aboriginal Corporation</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language Links</td>
<td>(I) (T)</td>
<td>(I) (T)</td>
<td></td>
</tr>
<tr>
<td>ONCALL Interpreters and Translators</td>
<td>(I) (T)</td>
<td></td>
<td>(I)</td>
</tr>
<tr>
<td>Western Australia Deaf Society</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translators International</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virlina Yoman</td>
<td>(I) (T)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vital Interpreting Personnel</td>
<td>(I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WA Interpreters Pty Ltd</td>
<td>(I) (T)</td>
<td></td>
<td>(I)</td>
</tr>
</tbody>
</table>

NB: (I) indicates availability for Interpreting Services, (T) indicates availability for Translating Services.

Contract Manager: .................................. John Lamb
Telephone: ......................................(08) 6551 1393
Email: ...................... john.lamb@finance.wa.gov.au

Buyers Guide
Contractor’s Profiles (pdf)
DOE List of Available Translated Materials
Price Schedule - Category A (CALD)
Price Schedule - Category B (Aboriginal Australian Languages)
Price Schedule - Category C (Auslan)
eDecision Tree
UPS (Uninterruptible Power Supply)

Contract no: ETT2337/2013

Buying Rules: Mandatory Statewide
$0 - $50,000 – Direct Purchase (Pick & Buy)
Over $50,000 – Quotes from all Panel Members

Term: 17 October 2014 - 18 October 2017
(plus two 1 year extension options)

What do I use this contract for?

• Item 1 – Heavy Duty - 5KVA
• Item 2 – Server and Communication equipment - 3KVA

Who are the contracted suppliers?

• CDM Computers
• 2nd vendor TBA

Buying Tip:

• Consult with your integrator to determine which model to obtain and which switches need to be powered by the UPS to enable graceful shut down.

Contact: DoE ICT Customer Relationship Manager
Telephone: 9264 5555 (Metro) or 1800 012 828 (Regional)
Email: cscinbox.csc.co@education.wa.edu.au
Audio Visual Solutions

Contract no: CUAAVS2012

Buying Rules: Mandatory (Perth region only)
Quotes required

Term: 11 June 2012 - 10 June 2016
(No further extension options available)

What do I use this contract for?

Audio Visual Services:
• Installation, integration and support
• End to end solutions

Audio Visual Products:
• Data and multimedia projection
• Interactive whiteboards and associated technologies
• Electronic whiteboards
• Visual display units

Videoconferencing:
• Design
• Installation, integration and support
• End to end solutions
• Products

It is often more advantageous for schools to use Category 1B under Audio Visual Services instead of the product categories where there are pre-existing IWB’s alongside the software and hardware infrastructure.

Category 1B provides for both the acquisition of Integration services and accompanying products.

Contract Manager: ......................... Eddie Rusiecki
Telephone: ......................................... (08) 6551 1431
Email: ..................... Eddie.Rusiecki@finance.wa.gov.au

Buyers’ Guide
Quotation Forms
eDecision Aid
Classroom Furniture

Contract no: FRN2012B
Buying Rules: Mandatory (Statewide)
Quotes not required
Term: 24 September 2012 - 25 September 2017

What do I use this contract for?

Supply Arrangement 2 (Part 1) – Classroom Furniture from a list of pre-qualified Contractors

There are five (5) Contractors pre-qualified to supply to this part. It offers classroom furniture available for purchase through the contractors’ dedicated web-portal or CUA specific catalogue that meets the standards outlined in the ‘Buying Process’ section of this document. The categories are:

• Seating
• Classroom Desks and Tables
• Soft Furnishings
• Storage and
• Classroom Furniture Related Accessories

To view these items, please use the links to the suppliers’ website/brochure in the table below.

Supply Arrangement 2 (Part 2) – Traditional Classroom Furniture from a ‘Pick and Buy’ list of approved products

• Traditional Classroom Desks and Tables
• Sundry Items (including moulded trays and book trolleys)
• Lockers
• Library Shelving and
• Whiteboards

To View these items, please visit the eDecision Aid (see link at the bottom of the following page)

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Website / Brochure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Line</td>
<td>Office Line Website</td>
</tr>
<tr>
<td>Sebel Furniture</td>
<td>Sebel Website</td>
</tr>
<tr>
<td>Shawtec</td>
<td>Shawtec Website</td>
</tr>
<tr>
<td>Woods Furniture Pty Ltd</td>
<td>Woods Website</td>
</tr>
</tbody>
</table>

Part 1

To view these items, please use the links to the supplier’s website/brochure available below
To view pictures, pricing and details for these items, please visit the eDecision Aid (see link at the bottom of the following page).

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Traditional Classroom Desks and Tables</th>
<th>Sundry Items:</th>
<th>Lockers</th>
<th>Library Shelving</th>
<th>Whiteboards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Office</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Adams Cabinets</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DVA Fabrications</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Innerspace</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Office Line</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Raeco</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R &amp; J Plastics</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sebel Furniture</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Shawtec</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>WA Library Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

To view products in this range, please refer to the eDecision Aid for Classroom Furniture. Please refer to Appendix 2: Frequently Asked Questions for information on accessing the eDecision Aid.

**Buyers Tips**

- Purchase from the standard range of furniture and finishes offered on the CUA. Although alternative finishes and colours are available, these can result in price increases.
- To arrange for non standard dimensions of the products, please contact the suppliers directly.
- All classroom chairs, tables and storage furniture must comply with AS/NZS standards of strength, stability and durability.
- Place orders in accordance with the lead times offered by suppliers.

Each contractor’s range has been selected for quality, strength and durability and conforms to ergonomic and safety requirements.
Computing and Mobile Devices

**Contract no:** CUACMD2014

**Buying Rules:** Mandatory Perth Region

<table>
<thead>
<tr>
<th>Range</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $500,000</td>
<td>Request written quotation(s) from at least one contractor or the nominated dealers (use the CUA Quote Form), Or Select a product directly from the supplier’s CUA specific web portal. <strong>note, pricing via Contractor web portals is maximum pricing. Agencies may obtain higher discounts by seeking verbal or written quotes.</strong></td>
</tr>
<tr>
<td>$500,001 and above</td>
<td>Request written quotations from more than one contractor or the nominated dealers.</td>
</tr>
</tbody>
</table>

**Term:** 16 February 2015 - 15 February 2017 (plus Three 1 year extension options)

**What do I use this contract for?**

There are fifteen (15) Product Types that apply to this CUA:

### Business Grade Devices:
- Desktop
- Notebook
- Chromebook
- Tablet/Phablet
- Hybrid
- Workstation
- Other

### Consumer Grade Devices:
- Desktop
- Notebook
- Chromebook
- Tablet/Phablet
- Hybrid
- Other

### Thin & Zero Client Devices:
- Thin Client
- Zero Client

/*...continued*/
Who are the contracted suppliers?

The table below illustrates the nine contractors that are currently qualified for CUACMD2014. The matrix gives an overview of the Product Types and Brands that they are qualified to sell ("NA" means that they cannot provide any brands for that particular product type).

<table>
<thead>
<tr>
<th>Product</th>
<th>Acer</th>
<th>CDM Australia</th>
<th>DELL</th>
<th>EDsys</th>
<th>JB HI-FI</th>
<th>Moncrieff</th>
<th>Stott &amp; Hoare</th>
<th>Winthrop Australia</th>
<th>Toshiba Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Grade Desktop</td>
<td>Acer</td>
<td>CDM, HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Apple, Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Apple, Lenovo</td>
<td>NA</td>
</tr>
<tr>
<td>Business Grade Notebook</td>
<td>Acer</td>
<td>Asus, HP, Lenovo, Toshiba</td>
<td>Dell</td>
<td>EDsys</td>
<td>Apple, Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Apple, Lenovo</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Business Grade Chromebook</td>
<td>Acer</td>
<td>HP, Lenovo</td>
<td>Dell</td>
<td>NA</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Lenovo</td>
<td>NA</td>
</tr>
<tr>
<td>Business Grade Tablet/Phablet</td>
<td>Acer</td>
<td>HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Lenovo</td>
<td>NA</td>
</tr>
<tr>
<td>Business Grade Hybrid</td>
<td>Acer</td>
<td>HP, Lenovo, Toshiba</td>
<td>Dell</td>
<td>EDsys</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Lenovo</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Business Grade Workstation</td>
<td>Acer</td>
<td>CDM, HP, Lenovo, Toshiba</td>
<td>Dell</td>
<td>EDsys</td>
<td>Apple, Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, HP, Lenovo</td>
<td>Lenovo</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Business Grade Other</td>
<td>NA</td>
<td>Asus, Lenovo</td>
<td>NA</td>
<td>NA</td>
<td>Lenovo</td>
<td>HP, Lenovo</td>
<td>Dell, Lenovo</td>
<td>Lenovo</td>
<td>NA</td>
</tr>
<tr>
<td>Consumer Grade Desktop</td>
<td>Acer</td>
<td>HP, Toshiba</td>
<td>Dell</td>
<td>NA</td>
<td>Dell</td>
<td>NA</td>
<td>Dell</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Consumer Grade Notebook</td>
<td>Acer</td>
<td>Asus, HP, Toshiba</td>
<td>Dell</td>
<td>NA</td>
<td>Dell</td>
<td>NA</td>
<td>Dell</td>
<td>NA</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Consumer Grade Chromebook</td>
<td>NA</td>
<td>Asus, Toshiba</td>
<td>Dell</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Dell</td>
<td>NA</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Consumer Grade Tablet/Phablet</td>
<td>NA</td>
<td>Asus, HP, Samsung, Toshiba</td>
<td>Dell</td>
<td>NA</td>
<td>Apple, Samsung</td>
<td>NA</td>
<td>Dell, Samsung</td>
<td>Apple, Samsung</td>
<td>Toshiba</td>
</tr>
<tr>
<td>Consumer Grade Hybrid</td>
<td>Acer</td>
<td>HP, Samsung</td>
<td>Dell</td>
<td>NA</td>
<td>Microsoft, Samsung</td>
<td>NA</td>
<td>Dell, Samsung</td>
<td>Samsung</td>
<td>NA</td>
</tr>
<tr>
<td>Consumer Grade Other</td>
<td>Acer</td>
<td>Asus</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Thin Client</td>
<td>NA</td>
<td>HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Lenovo, Samsung</td>
<td>HP, Lenovo</td>
<td>Dell Wyse, HP, Samsung</td>
<td>Lenovo, Samsung</td>
<td>NA</td>
</tr>
<tr>
<td>Zero Client</td>
<td>NA</td>
<td>HP, Lenovo</td>
<td>Dell</td>
<td>EDsys</td>
<td>Lenovo, VXL, LG, Samsung</td>
<td>HP, Lenovo</td>
<td>Dell Wyse, HP, Samsung</td>
<td>Lenovo, VXL, Samsung</td>
<td>NA</td>
</tr>
</tbody>
</table>
Note 1: The purchase of Desktop or Notebooks devices from the above contractor/s is mandatory for Central Office, Regional Offices and Statewide Services.

SCHOOLS: The CUA allows a variety of computers to be purchased, however, support from the Information and Communication Technologies (ICT) Customer Service Centre is only available for Desktop or Notebook devices purchased from the above highlighted contractor/s. Other devices will not have full functionality in Schools and Offices (e.g. cannot be joined to the domain) and are not eligible for Support.

Exclusions:

- Ruggedized computing and mobile devices are out of scope of this CUA.
- “Wearable” devices (such as smartwatches) are currently out of scope of the CUA.
- Tablets and phablets that are bundled with data plans are also out of scope.

Officers thinking about purchasing devices for connection to 3G or 4G networks must buy the device from this contract and the SIM from CUA 56808 Telecommunication Services. For further assistance contact DoE ICT Customer Relationship Manager.

Mobile Network:
This CUA is mandatory in the Perth region for WA Public Authorities to procure computing and mobile devices, including tablets, phablets, and hybrid computers that are not bundled with data plans. If you buy one of these products from the CUA, and then subsequently need to connect it to a mobile network, then additional costs will apply.

In these cases, it is mandatory (Statewide) to procure mobile network (data plan for 3G or 4G) under CUA 56808 Telecommunication Services, Category C – Mobile Network Services (Voice and Data), Sub-Category C1 – Mobile Network/Cellular Services (airtime services). The Contractors are Optus Networks Pty Ltd, Telstra Corporation Ltd and Vodafone Australia Pty Ltd.

Note: Department of Education and schools seeking assistance please ring 9264 5555, e-mail customer.service.centre@education.wa.edu.au or follow the link in the Telecommunications Services – Category C Mobile Services page.

Guidelines for Schools:
Copyright advice, support and information in relation to the use of digital materials (ebooks, itunes, iOS Apps) in schools. Click Here.

Operational:
DoE Contact: DoE ICT Customer Service Centre
Telephone: 9264 5555 (Metro) or 1800 012 828 (Regional)
E-Mail: customer.service.centre@education.wa.edu.au

Buyers Guide
Best Value Model Tool
Quote Form
ICT Purchasing Information
Customer Relationship Manager
Office Furniture

Contract no: FRN2012A

Buying Rules: Mandatory (Perth Region Only)
Quotes not required

Term: 24 September 2012 - 25 September 2017

What do I use this contract for?

- Storage
- Desks and Tables
- Office Seating
- Fit-out Furniture (Refer to Buyers Guide for more details)

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Supply Arrangement 1</th>
<th>Supply Arrangement 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To view pictures, pricing and details for these items, please visit the eDecision Aid (see link at the bottom of the following page)</td>
<td>(this is only applicable for large fit-out projects - Refer to the Buyers Guide available from the links at the bottom of the page for more details)</td>
</tr>
<tr>
<td></td>
<td>Storage</td>
<td>Desks and Tables</td>
</tr>
<tr>
<td>Access Office</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Adams Cabinets</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Advanta</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Arteil</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Atama</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Burgtec</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Design Farm</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Dexion</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DVA Fabrications</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Freiberg</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Innerspace</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

/..continued
Contractor | Supply Arrangement 1 (To view pictures, pricing and details for these items, please visit the eDecision Aid (see link at the bottom of the following page)) | Supply Arrangement 3 (this is only applicable for large fit-out projects - Refer to the Buyers Guide available from the links at the bottom of the page for more details)
---|---|---|
| Storage | Desks and Tables | Office Seating | Additional Fitout | Workstations | Mobile Storage (Compactus)
OfficeMax | ✓ | ✓ |
Raeco | ✓ |
Robinson | ✓ |
Schiavello | ✓ | ✓ |
Sebel | ✓ | ✓ | ✓ |
Shawtec | ✓ | ✓ | ✓ |
Staples Australia | ✓ | ✓ |
Stylecraft | ✓ | ✓ |
UCI | ✓ | ✓ |
Unitec | ✓ |
WA Library Supplies | ✓ |

*Please note that
• Davro Interiors has ceased operations as of 31 December 2013 and as such are no longer supplying products on the CUA.
• Mclernons has now been placed under external administration as per the ASIC register. For more information, or if you have any current orders with Mclernons, please contact the Contract Manager, Yong Wong at 65511421 or yong.wong@finance.wa.gov.au

Buyers Tips
• Purchase from the standard range of furniture and finishes offered on the CUA.
• Select the Contractor that offers you the best value for money for your requirements.
• Bundling of orders: do not request a quote for an entire work area. For example, a quote from an external supplier to erect modular desks in a work area may also contain the price of items already available on the CUA (eg. filing cabinets and mobile pedestals etc).
• Suppliers require at least four weeks notice for delivery of most furniture. Alternative finishes will usually incur longer lead times.
• Please ensure the product selected is appropriate for the environment it is going to be used in.
• Slight manufacturer variations exist on some products. Ask suppliers how this applies to their products before finalising your order.

The range of steel and melamine furniture is finished in grey. This allows suppliers to offer the best value for money to government.

Office seating can be ordered ready-made in a range of upholstered fabrics (each supplier holds a standard range of commercial colours) or upholstered in your fabric of choice.

Contract Manager: ......................... Yong Wong
Telephone: ..................................(08) 6551 1421
Email: .......................yong.wong@finance.wa.gov.au

Buyers' Guide
eDecision Aid for Office and Part 2 Furniture
Furniture Quotation Order Form
Printing and Copying Machines and Solutions

Contract no: PCS2013

Buying Rules: Mandatory (Perth Metropolitan Only)
Quotes Required

Term: 29 October 2013 - 28 October 2016 (plus two 1 year extension option)

What do I use this contract for?

Panel 1: Managed Print Services (MPS)

• Under this panel, buyers have the potential to attain savings of up to 30% on print-related expenditure by engaging an MPS supplier to provide them with the required printing, copying, scanning, and faxing capabilities without having to own any of the equipment.

Panel 2, 3 and 4 - The Product Panels for Multifunction Devices, Printers and Faxes.

• A multifunction device is defined as a document output machine that can perform two or more of the following functions: copying, printing, scanning, and faxing functions. The devices offered can have mono or colour/mono capabilities, network interface, and the facility to print on both A4 and A3 paper. The printer technology that is most relevant is Laser/Colour Laser although other options may be offered by some vendors.

• A printer is defined as a single-purpose device that can output the contents of a document or image onto A4 and/or A3 paper from a single-user or networked computer. The devices offered have mono or colour/mono capabilities. The printer technology that is most relevant is Laser/Colour Laser although other options may be available by some vendors.

• A fax is defined as imaging equipment – excluding thermal devices – manufactured as a standard model for A4 Plain Paper that serves as a hard copy output device that has a primary function of sending and receiving information.

Panel 5 - Consumables

Brokerage Service for Consumables can be defined as a desktop delivery service providing genuine and recycled consumables to support all products offered under this contract, and including consumables for legacy equipment procured under previous contracts. Other services may include Click Rate (cost per copy) or Maintenance Services for equipment procured under this contract and legacy equipment procured under previous contracts.

Purchases of printing and copying machines under $500 (incl GST) and portable printers will be exempt from this CUA. This excludes Consumables. Please consult the Buyers Guide for further information.
Whole of Government

Printing and Copying Machines and Solutions

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Panel 1 - MPS</th>
<th>Panel 2 - MFD’s</th>
<th>Panel 3 - Printers</th>
<th>Panel 4 - Faxes</th>
<th>Panel 5 - Consumables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aussie IT</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Canon Australia</td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Complete Office Supplies</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fuji Xerox Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Konica Minolta</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kyocera Document Solutions Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Lanier Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Laser Exchange</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Lexmark International</td>
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<td></td>
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<td></td>
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<tr>
<td>OfficeMax Austrakia</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Ricoh Australia</td>
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<td>✓</td>
<td>✓</td>
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<td>✓</td>
</tr>
<tr>
<td>Staples Australia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Toner Plus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Note: More suppliers may be added to Panels 2, 3 and 5 when negotiations conclude.

Buyers Tips

• Please refer to Appendix 2, Appendix 3, and Appendix 4 in the Buyers Guide for Buyers Tips.

When choosing a printer, or any other business machine, you must ensure that it is acceptable to be connected to the DoE network. Not all business machines available through the CUA are compatible with the DoE network.

To find out which devices can be connected to the DoE network select: http://intranet.det.wa.edu.au/groups/ict_schools/docs/networkmultifunctiondevicestandard.pdf

This standard covers both Printers and Network Multifunctional Devices. For help with choosing any other business machine, please contact your Customer Relationship Manager (CRM). http://intranet.det.wa.edu.au/groups/ict_schools/crm.asp

Contract Manager: .........................Ivor Lee
Telephone: ............................(08) 6551 1432
Email: .........................ivor.lee@finance.wa.gov.au

Buyers’ Guide
Quotation Form Panel 1
Quotation Form Panels 2, 3, 4, and 5
Master Pricing Schedule
Telecommunications Services - Category C
Mobile Services

Contract no: 56808

Buying Rules:
- Airtime: Mandatory (Statewide)
- Handsets: C1-Mandatory (Perth region)
- Handsets: C2-Non-Mandatory (Statewide)
Quotes not required

Term: 12 April 2010 - 11 January 2016

What do I use this contract for?
- Mobile Services - Category C
- GSM/3G mobile services
- Satellite services

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>C1: GSM/3G Mobile Services</th>
<th>C2: Satellite Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vodafone Australia Pty Ltd</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Optus Networks Pty Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Orion Satellite Systems Pty Ltd</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Pivotel Group Pty Ltd</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Telstra Corporation Ltd</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

The suppliers listed above are those endorsed by DoE from the Common Use Arrangement. Refer to the Telecommunication Services CUA 56808 - Department of Education Purchasing Process Guide to Selecting Mobile Phone Handsets and Accessories to help you choose mobile phone handsets and equipment. The Guide can only be viewed by DoE staff and as such you will be required to enter your network logon ID and password to access it.

Buyers Tips

- View the Department of Education Purchasing Process Guide to obtain prices for the items you require.
- If there is more than one contractor to choose from, evaluate best value for money for your needs.
- Check contractor's details to determine the preferred communication method for orders.
- Negotiate with the suppliers for reduced pricing within each category.
- Consider separate contractors and options for metropolitan and regional areas.
- Seek quotes from all contractors if you wish to enter into contracts longer than 12 months
- Copyright advice, support and information in relation to the use of digital materials (ebooks, itunes, iOS Apps) in schools.

Contract Manager: Eddie Rusiecki
Phone: (08) 6551 1431
Email: Eddie.Rusiecki@finance.wa.gov.au

Buyers' Guide
Pick and Buy Proforma
Category C1 - Handset Price Comparison
Audit Services and Financial Advice

Contract no: 23706

Buying Rules: Mandatory (Perth Region only)
‘pick and buy’ arrangement

Term: 1 July 2008 - 30 June 2016
(plus two 1 year extension options)

What do I use this contract for?

<table>
<thead>
<tr>
<th>Audit Services</th>
<th>Financial Advice</th>
<th>Financial Assessment Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Internal Audits</td>
<td>• Capital Structure Advice</td>
<td>• Five Day Turnaround Assessment</td>
</tr>
<tr>
<td>• Corporate Governance Reviews</td>
<td>• Procurement, Tendering and Commercial Advice</td>
<td>• Three Day Turnaround Assessment</td>
</tr>
<tr>
<td>• Performance (Operational Audits)</td>
<td>• Financial Statement Analysis</td>
<td>• Other Services</td>
</tr>
<tr>
<td>• Compliance Audits</td>
<td>• Development of Account Policies and Procedures</td>
<td></td>
</tr>
<tr>
<td>• Financial Audits</td>
<td>• Preparation of Financial Statements and Annual Reports</td>
<td></td>
</tr>
<tr>
<td>• Information Systems Audits</td>
<td>• Accounting Advice</td>
<td></td>
</tr>
<tr>
<td>• Probity Audits</td>
<td>• Taxation Advice</td>
<td></td>
</tr>
<tr>
<td>• Risk Reviews</td>
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<td></td>
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<tr>
<td>• Risk Assessments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Risk Facilitation Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Investigations/Forensic Audits</td>
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</table>

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Audit Services</th>
<th>Financial Advice</th>
<th>Financial Assessment Services</th>
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<tr>
<td>2020 Global</td>
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<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Accru Page Kirk and Jennings</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>AOT Consulting</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Andrew Burchfield Consulting</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>APV Valuers &amp; Asset Management</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BDO Corporate Finance</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blue Zoo Holdings</td>
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<tr>
<td>Bluerose Consulting</td>
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</tr>
<tr>
<td>Braxford Consultancy</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Brewerton &amp; Associates</td>
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<td></td>
<td></td>
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<td>Charles Vinci and Associates</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Scorecard</td>
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</table>
Who are the contracted suppliers?

<table>
<thead>
<tr>
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<th>Audit Services</th>
<th>Financial Advice</th>
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<tbody>
<tr>
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<td>Crowe Horwraith Perth</td>
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</tr>
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<td>Deloitte Touche Tohmatsu</td>
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<td>✓</td>
</tr>
<tr>
<td>Dr Gordon M Robertson</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Equal Assurance</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ernst &amp; Young</td>
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<td>✓</td>
<td></td>
</tr>
<tr>
<td>GCM Management Consulting</td>
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<td></td>
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<tr>
<td>Grant Thornton</td>
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<td>✓</td>
</tr>
<tr>
<td>Gresham Partners Limited</td>
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<td></td>
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</tr>
<tr>
<td>Investec</td>
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</tr>
<tr>
<td>KordaMentha</td>
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<td>KPMG</td>
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<tr>
<td>LG Solutions</td>
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</tr>
<tr>
<td>LSI Consulting</td>
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<tr>
<td>Macquarie (Capital) Australia Limited</td>
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</tr>
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<td>Marsden Jacob Associates</td>
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<td></td>
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<td>maZentre</td>
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<td>Momentum Partners</td>
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<td>Nous Group</td>
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<td>Portland Group</td>
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<td>PricewaterhouseCoopers</td>
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<td>Santo Casilli</td>
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<td>SR Governance</td>
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<td>Stantons International</td>
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<td>Torridon Partners</td>
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<tr>
<td>UHY Haines Norton</td>
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<td></td>
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<tr>
<td>William Buck</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Buyers Tips

- Scope of work – be as specific as you can to ensure the contractor gives you the best value for money
- Plan ahead to ensure your contractor of choice is available
- Assess the risk level of the assignment before selecting the most appropriate contractor(s)
- Remember to get sufficient number of quotes if the contract value is over $150,000.
- Quotation – to ensure you get value for money, seek quotes from more than one contractor and compare results.
Data Centre Facilities & Associated Management Services

Contract: 169209
Buying Rules: Non-mandatory
Quotes required
Term: 25 October 2014 to 24 October 2016

What do I use this contract for?

• Co-location Services
• Managed Services
• Fully Managed Services
• Transition Management
• Disaster Recovery

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Co-location Services</th>
<th>Managed Services</th>
<th>Fully Managed Services</th>
<th>Transition Services</th>
<th>Disaster Recovery</th>
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<tbody>
<tr>
<td>Fujitsu Australia Ltd</td>
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<tr>
<td>Amcom Pty Ltd</td>
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<tr>
<td>NEC IT Services Austraila Pty Ltd</td>
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<td>ASG Group Ltd</td>
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<td>ISA Technologies</td>
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<td></td>
</tr>
</tbody>
</table>

* excluding “Pick and Buy” and/or non-priced services valued <$250,000.

Contract Manager: ............................Michael De Luce
Telephone: ...........................................(08) 6551 1436
Email: ............................. Michael.deluce@finance.wa.gov.au

53
Debt Recovery Services

Contract no: DRS2013A

Buying Rules: Mandatory (Perth region only)
Quotes not required

Term: 1 February 2013 - 31 January 2016
(Plus two 1 year extension options)

What do I use this contract for?

- Debt recovery and related debt management administration function services
- Typical debts to be recovered include:
  - Vacated housing debts
  - Housing bond assistance debts
  - Student debts
  - Hospital patient debts
  - General debts

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Australian and Overseas Debts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baycorp (WA) Pty Ltd Trading as Repcol (WA) Pty Ltd</td>
</tr>
<tr>
<td>Insight Mercantile Pty Ltd</td>
</tr>
<tr>
<td>National Credit Management Ltd</td>
</tr>
</tbody>
</table>

Please note that The ARMS Global Group Pty Ltd is in liquidation and has now ceased trading. For further information please contact the CUA Contract Manager, Lee Wong at lee.wong@finance.wa.gov.au or 6551 1587.

Buyers Tips

- Suppliers offer online services and facilities
- Your agency has the choice of using a sole supplier or a combination of suppliers

Contract Manager: Lee Wong
Telephone: (08) 6551 1587
Email: lee.wong@finance.wa.gov.au
Document Transfer Services

**Contract no:** 58810

**Buying Rules:** Mandatory (Perth region only)
Quotes not required

**Term:** 2 September 2011 - 1 September 2016

**What do I use this contract for?**

- Collection and lodging of postal articles at Australia Post
- Transfer of member to member documents (e.g. documents to/from other sites within your agency and other agencies)
- Mail separation and completion of a mailing statement (optional)
- Collection from a post office box and delivery to the customer site (optional)

**Who are the contracted suppliers?**

Toll Priority

**Buyers Tips**

- Determine a suitable and cost-efficient frequency for scheduled services for clearer price-concessions
- You may be able to save money by limiting contractor site visits
- When creating new mail, clearly set out the destination on all envelopes. Cleanly addressed mail is awarded with price concessions
- Utilising the full extent of envelope capacity and removal of unnecessary weight can cut costs
- Consider folding A4 paper in thirds to fit into smaller envelopes
- Communicate through email or facsimile where practical. This will save both printing and postage expense. Double-side to reduce document weight
- Once a day service is half the price of a twice a day service. Also consider an alternate day service, particularly if you do not have large quantities of mail.

---

**Contract Manager:** ...Kathryn Rewiczky
**Telephone:** .................  (08) 6551 1583
**Email:** ...kathryn.rewiczky@finance.wa.gov.au

**Buyers’ Guide**
**Price Schedule**
**Smarter Buying Brochure**
Electricity Services - Retail

Contract no: ELC2012
Buying Rules: Mandatory (Perth region only)
Quotes required
Term: 7 May 2013 - 6 May 2018
(plus five 1 year extension options)

What do I use this contract for?

Mandatory for all contestable sites (sites using over 50 MWh per annum) on contract connected to the South-West Interconnected System (SWIS) Grid for retail electricity. Agencies have the option to remain on regulated tariffs.

• Category A - Small End-User Sites (50 - 160 MWh per annum) Bundled pricing available as standing offer for Pick and Buy.
• Category B - Large End-User Sites (>160 MWh per annum) Unbundled pricing for large end-user sites. Option for bundled pricing available up to 2 GWh per annum.

Non-Mandatory Services:

• Demand side Management
• Renewable Energy Certificates (REC) - to increase use of renewable energy
• Renewable Energy Buy Back Scheme - excess power from solar panels
• Other incidental services directly related to the supply of retail electricity (as determined by the Contract Authority)

Buyers Tips

• The CUA generally offers the same industry standard 14 days payment terms with provisions to negotiate a 30 days payment without extra charges (do this after you get the quote).
• Consider the supplier Terms and Conditions as part of your overall value for money assessment. e.g. suppliers vary their CPI annually or quarterly.
• Contract for a 2 year term so as to receive the best overall total cost of ownership prices.
• Use available tools to help you in your evaluation.
• Match your needs to choice of suppliers. e.g. Energy buy-back capacity may be limited by some suppliers.
• For independent advice, Schools may contact the Department of Finance’s Client Procurement Services at scp.governmentprocurement@education.wa.edu.au or on 9264 4712 for additional assistance with purchasing through this CUA.

For the following calculators please contact the Contract Manager;
Price Comparison Calculator CUAELC2012
Capacity & Network Charges CUAELC2012

Contract Manager: Elysia Washer
Telephone: 08 6551 1594
Email: elysia.washer@finance.wa.gov.au

Buyers' Guide
Specification Guide
eDecision Aid
Pick and Buy Order Form
Example of Pick and Buy Order Form
Example of Quote Form for Completion
Example of Order form after Receiving Quotes
Freight Transport Services

Contract no: 40110

Buying Rules: Mandatory (Perth region only)
Quotes not required
(However, some service categories are
Price on Application and quotes are required
for these services)

Term: 1 July 2011 - 30 June 2016

What do I use this contract for?

Air freight services including:
• Next Flight or Same Day Express
• Overnight Express
• Sensitive Freight

Road freight services including:
• General Consolidated Freight
• Express Deliveries
• Chiller and Freezer
• Sensitive Freight

Where the delivery of a consignment can be met by air or road transport and time is not critical, road transport should be used as it is a cheaper option. Also compare the cost of using the Document Transfer Services (CUA 58816) or Postal Article Services (CUA 15605) to determine the most cost effective consignment delivery method, especially for documents or small parcels.

Buyers Tips

• Identify the most appropriate freight transport service to meet your needs on a ‘value for money’ basis
• Plan ahead when you need consignments delivered and check service lead times
• Set up an account and operate online to allow for greater efficiency with regards to booking services, tracking and tracing deliveries
• For specially handled items and dangerous goods consider packaging, labelling, pick up and delivery requirements to ensure the consignment remains undamaged. Ensure that you discuss your requirements thoroughly with the Contractor

Contract Manager: ................... Kathryn Rewiczky
Telephone: ................................(08) 6551 1583
Email: .....kathryn.rewiczky@finance.wa.gov.au

Buyers’ Guide
Price Schedule
Request For Quote Form
**Fuel and Motor Vehicles**

**Contract no : FUE2013 - Fuel - Bowser, Bulk and Drum**
**Buying Rule :** Mandatory (Statewide)
Quotes not required
**Term :** 1 April 2013 - 31 March 2016
(plus one 2 year extension option)

**Contract no : 19510 - Motor Vehicle Fleet Services**
**Buying Rule :** Mandatory (Statewide)
Quotes not required
**Term :** 1 November 2010 - 31 October 2016
(plus one 3 year extension option)

**Contract no : 37804 - Motor Vehicles - Passenger and Light Commercial**
**Buying Rule :** Mandatory (Statewide)
Refer to Buyers’ Guide
**Term :** 1 January 2007 - 31 December 2016

**Contract no : CUAMVR2014 - Motor Vehicle Rental Services**
**Buying Rule :** Mandatory (Statewide)
Quotes not required
**Term :** 1 June 2014 - 31 May 2017
(plus one extension option of up to two years)

**What do I use this contract for?**

- **FUE2013 – Fuel - Bowser, Bulk and Drum**
- **19510 – Fleet management service; vehicle inspection and certification services; vehicle disposal services**
- **37804 – Purchase of passenger and light commercial; vans and trucks; four wheel drives; buses**
- **CUAMVR2014 – Rental of Passenger Vehicles, Light Commercial Vehicles and Small Buses throughout Australia**

**Buyers Tips**

**Fuel**

- The weekly ULP fuel price cycle in the metro area can vary prices by 13cpl. Thursdays are generally the most expensive with prices then decreasing over the week to their lowest point on Wednesdays.
- Having a Fuel Card from more than one contractor will give you better service station coverage so you can buy from the service station with the lowest price on the day.
- Top up your fuel tank when prices are cheap, don’t just fill up when your tank is empty.
- Subscribe to Fuelwatch and receive daily advance notice of prices at the service stations that you nominate.
- Before making a country trip plan ahead and have a look at the service stations en-route that accept our Fuel Cards. There are 330 sites in country WA that accept our Fuel Cards so you shouldn’t get caught short.
Rental of Passenger Vehicles

- WA Public Authorities may ‘pick and buy’ for all vehicle rentals from Avis Australia, Budget Car Rental or Thrifty Car Rental.
- Purchase services under CUA terms and conditions that protect you as a buyer.
- Match the correct vehicle in accordance with the purpose of use and needs of the agency. Eg. if you need to transport a large number of people, select a mini bus instead of hiring several small passenger vehicles.
- Avoid cancellation fees and late return charges by planning ahead.
- Avoid airport concession recovery fees by renting from non-airport locations.
- Return vehicles with a full tank of petrol to avoid paying fuel charges.

When hiring vehicles, providers request a Avis AWD (Avis Worldwide Discount) Budget BCD (Budget Customer Discount) or Thrifty CD (Customer Discount) number which is linked to your specific account. Due to the structure of the Department and various name changes, the providers under this CUA have requested assistance from the Department to update account details.

<table>
<thead>
<tr>
<th>For officers hiring vehicles with a Credit Card, please quote:</th>
<th>For officers hiring vehicles on account, please contact the following to update account details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Car Rental – BCD D273100</td>
<td><strong>Budget Car Rental</strong></td>
</tr>
<tr>
<td>Thrifty Car Rental – CD 4908 002174</td>
<td>Rachel Whatley on 6253 9311 or;</td>
</tr>
<tr>
<td>Avis Car Rental – AWD P537306</td>
<td><a href="mailto:wagovernment@budgetwa.com.au">wagovernment@budgetwa.com.au</a></td>
</tr>
<tr>
<td></td>
<td><strong>Thrifty Car Rental</strong></td>
</tr>
<tr>
<td></td>
<td>Laura Monteleone 9464 8811 or;</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:lauram@thriftywa.com">lauram@thriftywa.com</a></td>
</tr>
<tr>
<td></td>
<td><strong>Avis Car Rental</strong></td>
</tr>
<tr>
<td></td>
<td>Darren Spencer on 9232 7561 or;</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:darren.spencer@avis.com.au">darren.spencer@avis.com.au</a></td>
</tr>
</tbody>
</table>

CUA: .........................................................FUE2013
Contract Manager: ............................ Brad Larson
Telephone: ........................................(08) 6551 1387
Email: ............. brad.larson@finance.wa.gov.au

CUA: ........................................... CUAMVR2014
Contract Manager: ............ Benedicte Jean-Louis
Telephone: ........................................(08) 6551 1370
Email: ..... benedicte.jean-louis2@finance.wa.gov.au

CUAs: ..........................................19510 and 37804
Contract Manager: .......................... Max Cummock
Telephone: ........................................(08) 6551 1449
Email: ............ max.cummock@finance.wa.gov.au

FUE2013 Buyers’ Guide
19501 Buyers’ Guide
MVR2014 Buyers’ Guide
MVR2014 Price Schedule
MVR2014 Airport Concession Recovery Fees
37804 Buyers’ Guide
General Waste Disposal and Recycling Services

Contract no: 36309

Buying Rules: Mandatory (Perth region only)
Quotes not required

Term: 15 May 2011 - 14 May 2016
(with no further extension options available)

What do I use this contract for?

Category A
• General Waste
• Recycling
• Controlled and Radioactive Waste Removal (including medical and related waste, chemicals and liquid waste)
• On Site Services

Category B
• Sanitary Napkin and Nappy Disposal

Category C
• Office Paper Recycling

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Category A - Total Waste Management</th>
<th>Category B - Sanitary Napkin and Nappy Disposal</th>
<th>Category C - Office Paper Recycling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon Hygiene</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Recycling Industries</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>PerthWaste</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>SUEZ Environnement (previously SITA Australia Pty Ltd)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Veolia Environmental Services</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Buyers’ Tips

• Utilise a ‘pick and buy’ approach and check contract scheduled rates for waste disposal choosing the contractor that best meets your requirements
• Public Authorities are encouraged to discuss their waste removal requirements with the contractors as this may result in achieving significant savings
• Recycling is cheaper than sending waste to landfill. All Public Authorities are encouraged to recycle. For tips contact the approved contractors or the contract manager
• The Order Form (available in the Buyers’ Guide) is to be completed by all Public Authorities prior to service commencement
• For organising supply of new/additional sanitary and nappy disposal bins (Category B) and additional bulk waste service (Category A), please contact Stephen Welsby at Strategic Asset Planning via email: Stephen.Welsby@education.wa.edu.au
• If you have any Cannon Hygiene servicing queries, please contact Jacqui Hanisch, Administrator on 9318 2034 or Adam Millen, Operations Supervisor on 0413 454 546.

Contract Manager: ......................... Lucy Fiorina
Telephone: .....................................(08) 6551 1584
Email: .................... lucy.fiorina@finance.wa.gov.au

Buyers’ Guide
Price Schedule
Human Resource (HR) Investigation Services

Contract: 14610

Buying Rules: Mandatory (Perth region only)
- Transactions up to $50,000: Quotes not required
- Transactions above $50,000: Obtain 2-5 quotes

Term: 1 October 2010 - 31 December 2015

What do I use this contract for?
HR Investigation Services includes:
- Provision of advice
- Assistance with processes

Who are the contracted suppliers?
Please refer to the Buyers Guide and Contractor Profiles.

Contract Manager: Paul Wright
Telephone: (08) 6551 1568
Email: paul.wright@finance.wa.gov.au
Human Resource Services

Contract: 10410

Buying Rules: Mandatory (Perth region only)
Transactions up to $50,000 (inc GST):
Quotes not required
Transactions $50,001 and over (inc GST):
Obtain 2-5 quotes

Term: 1 October 2010 - 31 December 2015

What do I use this contract for?

- HR services, including:
  - Category 1A - Job Design and Classification
  - Category 1B - Recruitment Management

Who are the contracted suppliers?
Please refer to the Company Profiles for each category.

Buyers Tips

- Service providers may decrease their hourly rates for long-term work or agreed repeat assignments of work of a similar nature
- If you are seeking quotes for services under this CUA please refer to the Contractor Profiles, which show contact details, the services they can provide and a list of organisations where previous work has been undertaken by the contractor, allowing you to make an informed purchasing decision.

Contract Manager: John Lamb
Telephone: (08) 6551 1393
Email: john.lamb@finance.wa.gov.au

Buyers' Guide
Category 1A - Job Design and Classification - Company Profiles
Category 1B - Recruitment Management - Company Profiles
Price Schedule
Purchase Request Form
Customer Feedback Form
ICT Equipment Disposal

Contract no: 47110

Buying Rules: Mandatory (Perth region only)
Quotes maybe required depending on service type

Term: 30 August 2011 - 29 August 2016
(No further extension options available)

What do I use this contract for?

Disposal of information and communications technology (ICT) equipment via:

Core Services
- Panel A: Sale by Auction
- Panel B: Community Reuse
- Panel C: Environmental Recycling

Supplementary Services
- Sanitisation and destruction of storage media
- Transportation of equipment
- Equipment testing and cleaning (Panel A Only)


Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Panel A Sale by Auction</th>
<th>Panel B Community reuse</th>
<th>Panel C Environmental recycling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickles Auctions</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandurah Muscateers Charity Computers Inc</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology Assisting Disability Western Australia Inc (TADWA)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secure Computer Recycling &amp; Disposal</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Sims e-Recycling Pty Ltd</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>SITA Environmental Solutions</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Total Green Recycling</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Buyers Tips

- Consider all options for disposal of ICT equipment under the CUA
- Consider the environmental and social opportunities as well as financial return
- Consider community re-use opportunities which assist disadvantaged persons or groups in Western Australia to gain access to information technology
ICT Network Infrastructure Solutions

Contract no: CUANIS2013
Buying Rules: Mandatory (Statewide)
Quotes required
Term: 23 October 2013 - 22 October 2016
(plus two 1 year extension options)

What do I use this contract for?

Panel A - Network Products
Under this panel Suppliers will provide network products, associated maintenance support services and basic installation services.

Category 1 - Network Appliances
- **Routing and switching**
- Load balancing / Acceleration
- Security and access control (Firewall appliances)
- **Wireless / Mobility**

For the elements highlighted above, Business Units/Schools must use Cisco products for SoE Compliance. Refer to the ICT Purchasing Information link below.

Panel B - End to End Network Solutions
(Schools must use ETT1707/2009 Network Integration and Support Services Contract. If the requirements is outside the scope of that contract, then school can utilise the CUA Panel B)

- **This panel is used for the complete fit out of a network environment and incorporates** design and implementation services including product sales and after sales support to facilitate the procurement of “end-to-end” solutions.
- Under this panel Suppliers may offer brands not offered by any other Panel Supplier as ancillary items to complete an end to end network solutions.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Panel A and B - Product Brands</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aeroscout</td>
</tr>
<tr>
<td>Alphawest Services</td>
<td>✓</td>
</tr>
<tr>
<td>Amcom L7 Solutions</td>
<td>✓</td>
</tr>
<tr>
<td>BT Australisia</td>
<td>✓</td>
</tr>
<tr>
<td>Data#3 Limited</td>
<td>✓</td>
</tr>
<tr>
<td>Dell Australia</td>
<td>✓</td>
</tr>
<tr>
<td>Dimension Data</td>
<td>✓</td>
</tr>
<tr>
<td>Empired Limited</td>
<td>✓</td>
</tr>
<tr>
<td>Fujitsu Australia Limited</td>
<td>✓</td>
</tr>
<tr>
<td>Contractor</td>
<td>Panel A and B - Product Brands</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td></td>
<td>Aeroscout</td>
</tr>
<tr>
<td>Hewlett-Packard Australia</td>
<td>✓</td>
</tr>
<tr>
<td>IBM Australia</td>
<td>✓</td>
</tr>
<tr>
<td>NEC Australia</td>
<td></td>
</tr>
<tr>
<td>R-Group International</td>
<td></td>
</tr>
</tbody>
</table>

**Buyers Rules:**
The Buying Rules for the CUA are:
- up to $250,000 - Pick and Buy from a supplier or quote from one or more panel supplier
- $250,000 to $1m - 2 or more quotes from a panel supplier
- over $1m - quotes from all panel supplier

**Business Units/Schools** are to ensure they obtain CUA pricing and any Education discount.

**Operational:**
**DoE Contact:** DoE ICT Customer Relationship Manager  
**Telephone:** 9264 5555 (Metro) or 1800 012 828 (Regional)  
**Email:** customer.service.centre@education.wa.edu.au

**Contractual:**
**Contract Manager:** ICT CUA Contract Enquiries Team  
**Telephone:** 6551 1311  
**Email:** ICTCUAenquiries@finance.wa.gov.au

**ICT Purchasing Information**
**Customer Relationship Manager**
**Product Catalogue**
**Professional Services for Panel B**
**Quotation Form**
ICT Services

Contract no: 14008

Buying Rules: Mandatory (Perth region only)
Quotes required, refer to Contracts WA

Term: 9 September 2009 - 31 January 2016

What do I use this contract for?

For the provision of information and communication technology services related to:

<table>
<thead>
<tr>
<th>Category</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Strategic Business &amp; Planning Services</td>
</tr>
<tr>
<td>B</td>
<td>Efficiency and Optimisation Services</td>
</tr>
<tr>
<td>C</td>
<td>Risk Management Services</td>
</tr>
<tr>
<td>D</td>
<td>Procurement Management Services</td>
</tr>
<tr>
<td>E</td>
<td>ICT Project Management</td>
</tr>
<tr>
<td>F</td>
<td>Business Solutions Services</td>
</tr>
<tr>
<td>G</td>
<td>Server Management Services</td>
</tr>
<tr>
<td>H</td>
<td>Desktop Management Services</td>
</tr>
<tr>
<td>I</td>
<td>Network and Facilities Management Services</td>
</tr>
<tr>
<td>J</td>
<td>ICT Security Management Services</td>
</tr>
<tr>
<td>K</td>
<td>ICT Repairs and Maintenance Services</td>
</tr>
<tr>
<td>L</td>
<td>Research and Advisory Services</td>
</tr>
</tbody>
</table>

For more information please view the Buyers’ Guide.

The Department of Education has been granted an exemption from Section F of the CUA for all schools under the following conditions:

- initial basic design up to a maximum of $5000 (ext GST),
- initial basic implementation up to a maximum of $5000 (ext GST),
- annual ongoing maintenance costs up to a maximum of $5000 (ext GST).

Schools are strongly advised to ensure all quotes are itemised into the above categories to ensure they meet the requirements for the exemption.

If the cost is below this level then schools are free to follow normal purchasing practices and employ an appropriate company/person to build the website.

Metropolitan schools who do not meet the criteria for the exemption will be required to use an approved supplier under the CUA.
Buyers Tips

- Software (including patches and upgrades) and hardware are not within scope of the CUA and agencies should procure according to State Supply Commission Policies.
- Contractor pricing rates are available through the eDecision Aid link.
- Procurements of above $50,000 require Department of Finance Procurement representative’s involvement. Get in contact with your assigned Government Procurement Representative early to discuss your buying needs.
- Procurements $50,000 and above must be published on Tenders WA.
- Bundling of products and services are not within scope of this CUA. Always refer to the Buying Rules in the Buyers Guide.
- The Contractor’s quoted hourly rates must not exceed their listed maximum hourly rates quoted for the category. Always refer to the eDecision Aid for the approved rates.
- Assess quotations on value for money including suitability, experience, risks and costs.
- Always contact your Government Procurement Representative or the Contract Manager whenever in doubt.
- A Risk Management Tool is available in the resources section below.

Buyers Circular 13 (last updated 26-09-2014)
Buyers Circular 14 (last updated 6-11-2014)
Buyers Circular 15 (last updated 22-12-2014)
Buyers’ Guide
Quotation Form
Easy Guide
eDecision Aid
Risk Management Tool
Evaluation Model
CUA14008 Head Agreement
Contractor Profiles A - G
Contractor Profiles H - Z

Contract Manager: ................. Linda Tilbrook
Telephone: ............................ (08) 6551 1457
Email: ........... ictservices@finance.wa.gov.au
Master Media Services

Contract: MMS2013

Buying Rules: Mandatory (State-wide - for all media booked within Australia)
Quotes not required

Term: 1 August 2013 - 30 June 2016

What do I use this contract for?

Campaign Advertising Services
- Campaign advertising is any promotional advertising that requires significant creative input. It is usually intended to educate or inform the public regarding services, products or policies e.g. Senior’s Discount Directory campaign, Health Emergency Department campaign, Strategic Recruitment campaigns etc. It usually comprises an ongoing series of commercials and/or advertisements.

Non-Campaign Advertising Services
- Non-campaign advertising is generally short-term advertising that does not appear regularly, seasonally or as part of an ongoing campaign promoting Government services or initiatives.
- Non-campaign is defined as recruitment for specific job vacancies, auctions, tenders, announcements, public and statutory notices, invitations to make submissions or apply for grants and emergency notices.

Who are the contracted supplier?

Campaign Advertising Services
- Optimum Media Decisions (WA) Limited
- Carat (WA) Pty Ltd

Non-Campaign Advertising Services
- Adcorp Australia Limited

Buyers Tips

Education Staff (including Schools) are required to follow the Department's Advertising Guidelines when planning an advertising campaign:  http://det.wa.edu.au/intranet/ccm/detcms/navigation/schools/advertising/

Contract Manager: Deanne Spalding
Telephone: (08) 6551 1404
Email: deanne.spalding@finance.wa.gov.au
Microsoft Licenses - Education and Training Sector

Contract no: ETT2099/2012 - 150910D

Buying Rules: Mandatory (Statewide) for volume licensing program

Term:
- Head Agreement: Microsoft - 1 June 2011 to 30 June 2017
- Software License period enrolment: 1 June 2015 to 31 May 2018
- Data #3 Pty Limited: 1 May 2012 - 30 April 2017 (plus one 1 year extension option)

What do I use this contract for?

- Microsoft Enrolment for Education Solutions (EES) - Department of Education
- Microsoft Enrolment for Education Solutions (EES) - Department of Training and Workforce Development (including State Training Providers)
- Select Plus for Academic
- Open License for Academic

Who are the contracted suppliers?

- Data#3

CUA150910D is mandatory state-wide for volume licensing programs for all Education and Training Sector Buyers who satisfy Microsoft criteria for Academic Pricing Qualification. Volume licensing programs such as an Enterprise Agreement (EA) are to be purchased from the Education and Training Sector Large Account Reseller (LAR), Data #3, listed in the Buyers Guide. The Open Licence program can be purchased from any reseller of Microsoft software. These resellers are not listed in the Buyers Guide. Alternatively the Education and Training Sector LAR may offer better value for money for the Open Licence Program.

Contract Manager: Roslyn Carter
Telephone: (08) 6551 1442
Email: roslyn.carter@finance.wa.gov.au
Metropolitan Courier Services

Contract no: 28109

Buying Rules: Mandatory (Perth region and Mandurah only)
Ad-Hoc Services - 'pick and buy'
Planned Services - quotes(s) required

Term: 1 July 2010 - 30 June 2016

Category A - Ad-Hoc Services

- Standard courier service (non-urgent)
- Priority courier service (urgent)
- Premium courier service (very urgent)
- Next day service (ad-hoc) - This service is provided as an alternative to Standard Service. when there is sufficient time to complete a standard delivery on the same day.
- Taxi trucks service

Category B - Planned Services

- Set Run Service
- Next day service (planned)

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Ad-Hoc</th>
<th>Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Post</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>T&amp;C Couriers</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Toll Fast (set run)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Toll IPEC (next day)</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Buyers Tips

- This CUA starts when your outgoing mail is received by Australia Post. You can use other CUAs to sort your mail and get it to/from Australia Post.
- Complete an Account Establishment Form so that your Australia Post account is linked to the CUA.
- Lodge your mail at the Australia Post lodgement centre you nominated on your Account Establishment Form.
- Include a completed Mailing Statement whenever you lodge your mail.
- Envelopes that show a typed address, particularly through window-faced envelopes, are classified as “Clean Mail” and are cheaper to post than ordinary mail. Make sure you identify Clean Mail items on your mailing statement.
Buyers Tips continued

- If you have large mail outs then consider barcoding your addresses. This can reduce postage costs significantly.

- Postage costs vary with the size of the envelope. Fold A4 documents in thirds and insert into standard sized Government window-faced envelopes to obtain the lowest pricing. Double sided printing will make it easier to fold your letters.

- Make the most of scanning and emailing technologies to avoid the cost of sending letters through the post.

- Consider that there are emerging technologies being developed that may reduce the postage cost of bulk mail; for example Australia Post’s Digital Mailbox.

- Send non-urgent parcels through the post instead of using the Metro Courier CUA or the Freight CUA.

Please note that appropriate time management will need to be considered. For example, booking before 10am to ensure that packages, mail, etc will be delivered in time.
Postal Article Services

Contract no: 15605

Buying Rules: Mandatory (Perth region only)
Quotes not required

Term: 1 July 2006 - 30 June 2016

What do I use this contract for?

This CUA starts when your outgoing mail is received by Australia Post. It provides financial benefits when sending:

- Domestic letters.
- Domestic parcels.
- International postal articles.

Who are the contracted suppliers?

Australia Post

Buyers Tips

- This CUA starts when your outgoing mail is received by Australia Post. You can use other CUAs to sort your mail and get it to/from Australia Post.
- Complete an Account Establishment Form so that your Australia Post account is linked to the CUA.
- Lodge your mail at the Australia Post lodgement centre you nominated on your Account Establishment Form.
- Include a completed Mailing Statement whenever you lodge your mail.
- Envelopes that show a typed address, particularly through window-faced envelopes, are classified as “Clean Mail” and are cheaper to post than ordinary mail. Make sure you identify Clean Mail items on your mailing statement.
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- Make the most of scanning and emailing technologies to avoid the cost of sending letters through the post.
- Consider that there are emerging technologies being developed that may reduce the postage cost of bulk mail; for example Australia Post’s Digital Mailbox.
- Send non-urgent parcels through the post instead of using the Metro Courier CUA or Freight CUA.

Contract Manager: Benedicte Jean-Louis
Telephone: (08) 6551 1370
Email: benedicte.jean-louis2@finance.wa.gov.au

Buyers' Guide
Account Establishment Form
Mailing Statement
Payment of Postal Accounts via Credit Card form
Purchasing Card Services and Expense Management System

Contract no: 35308-Category 1

Buying Rules: Mandatory (Statewide)
(Excludes WA Government Schools)

Term: 29 January 2010 – 28 January 2017
(plus one 2 year extension option)

What do I use this contract for?

• For the provision of Purchasing card services (including provision of an Expense Management System)
• For general public authority purchases of goods and services (including ICT and travel arrangements)

Who are the contracted suppliers?

• Australia and New Zealand Banking Group Limited (ANZ)
• National Australia Bank Limited

Buyers Tips

• Make sure your credit limit is sufficient to meet your monthly purchasing requirements.
• Seek out suppliers that accept the Purchasing Card for efficiency and cost savings.
• Make sure the suppliers know that you are paying with a Purchasing Card and therefore the invoice must come directly to you.
• For the most effective and efficient response to any emails to support lines, always place your agency’s initials in the subject line.

Contract Manager:............................Stephen Metaxas
Telephone: .....................................(08) 6551 1396
Email:..........................stephen.metaxas@finance.wa.gov.au
Contract no: 35308-Category 3
Buying Rules: Mandatory (Statewide)
Term: 1 July 2011 – 28 January 2017 (plus one 2 year extension option)

What do I use this contract for?

• Provision of Purchasing Cards
• Provision of an eManagement System
• Provision of an Expense Management System

Who are the contracted suppliers?

Australia and New Zealand Banking Group Limited (ANZ)

Buyers Tips

• Using purchasing cards as a method of payment offers buyers an average saving of $35 per transaction compared to other manual payment processes.
• Make sure your credit limit is enough to meet your monthly buying needs.
• Find suppliers that accept purchasing cards as a method of payment to make your buying more efficient in terms of time and money.
• Make sure your suppliers know you’re paying with a purchasing card so that invoices come directly to you.
• Always put the name of your school in the subject line when e mailing ANZ support staff to ensure an effective and efficient response.

Purchasing Card applications are processed by Department of Education, Strategic Procurement Services. Call 9264 5567 or email cardadministrator@education.wa.edu.au for more information.

Contract Manager: ...................................... Stephen Metaxas
Telephone: ................................................ (08) 6551 1396
Email: ............................... stephen.metaxas@finance.wa.gov.au
Removalist Services (Office and Staff Relocation)

Contract no: CUAREM2013

Buying Rules:
- Office Relocation: Mandatory when valued at $5000 or more (Perth region only)
- Staff Relocation: Mandatory (State-wide)
- Quotes not required

Term: 1 March 2013 - 28 February 2016
(Plus two 1 year extension options)

What do I use this contract for?

- **Office relocation services including:**
  - Office relocations requiring road transport of office furniture, equipment & effects.
  - Small office relocations not requiring road transport, e.g. from one floor to another within the same building

- **Staff relocation services, including:**
  - Packaging and road transport of personal furniture and chattels
  - Short and long term storage of personal furniture and chattels
  - Vehicle transportation

Who are the contracted suppliers?

**Office Relocation Services**

<table>
<thead>
<tr>
<th>Services</th>
<th>Adlam Transport</th>
<th>Allied Pickfords (SIRVA Pty Ltd)</th>
<th>Office Relocation Solutions</th>
<th>Karrinyup Karriers</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Office Relocations requiring road transport and relocations not requiring road transport e.g. from one floor to another within the same building</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Staff Relocation Services**

<table>
<thead>
<tr>
<th>Services</th>
<th>Grace Worldwide</th>
<th>CEVA Logistics</th>
<th>PrixCar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Education (including short term and long term storage)</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Transport</td>
<td>✓ zone 6 only</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Buyers Tips

- The Price Schedule includes better pricing for moves between country towns (Country to Country moves).
- The Contractors operate from hubs in regional areas (Regional Hubs). Better pricing is available for moves to and from these hubs.
- Compare Contractors’ pricing using the Price Schedule instead of getting quotes.

Contract Manager: Lucy Fiorina
Telephone: (08) 6551 1584
Email: lucy.fiorina@finance.wa.gov.au

Buyers' Guide
Price Schedule
Remuneration (Salary) Packaging Services

Contract: 20505

Buying Rules: Mandatory (State-wide)

Term: 1 May 2007 - 30 April 2017

What do I use this contract for?
Remuneration (Salary) packaging is a tax effective way for employees to receive their salary as a combination of cash and benefits. The benefit is deducted from an employee’s gross salary which reduces their taxable income and thus the amount of tax payable.

Salary packaging is administered by a salary packaging provider (SPP). The SPP may receive commissions or rebates in connection with some services it provides or arranges to be provided by third parties.

Salary packaging is available to all eligible Department of Education employees whose industrial instruments provide for such arrangements. Participation in salary packaging is voluntary.

Benefits
There are a range of benefits that can be salary packaged. Available benefits are:

- motor vehicles (for private use) by way of a novated lease;
- additional superannuation contributions to the Government Employees Superannuation Board (GESB) (SPP not required);
- additional superannuation contributions to a private superannuation fund (SPP not required although employees may choose to use one);
- laptop/notebook computer, iPad or tablet;
- remote area housing benefits (for eligible remote employees);
- mobile phone (predominantly for business use);
- uniforms;
- work related travel expenses;
- professional subscriptions;
- home/office expenses;
- financial counselling (related to salary packaging);
- financial products (e.g. disability insurance and income protection; and
- self education expenses.

For more information, refer to the Salary Packaging Information Guide.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Salary Packaging Provider</th>
<th>General Enquiries</th>
<th>Local Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maxxia Australia Pty Ltd.</td>
<td>1300 123 123</td>
<td>08 9429 8818</td>
</tr>
<tr>
<td>Selectus Pty Ltd.</td>
<td>1300 669 118</td>
<td>08 9474 2544</td>
</tr>
</tbody>
</table>

Contact: ..............ETSSC Personnel and Payroll
Telephone: ......................(08) 9264 8383
Email: salarypackagingpp@education.wa.edu.au

Salary Packaging Information Guide
Storage, Retrieval, Destruction and Digitisation of Paper and Electronic Records

Contract no: CUAREC2015

Buying Rules: Mandatory (Perth Metropolitan Only)

Term: 15 July 2015 to 14 July 2022
(Plus three 1 year extension options)

What do I use this contract for?
- Storage, Lodgement, Retrieval, Collection & Delivery
- Off-site Destruction: Destruction of records held at the contractor’s premises
- On-site Destruction: Destruction of records collected from, but not destroyed at, the customer’s premises
- Digitisation Services

Who are the contracted suppliers?
- Grace Records Management
- Recall Information Management
- Specialised Security Shredding
- The Information Management Group
- Totally Confidential Records Management (Archivewise)

Buyers Tips
- The CUA introduces a mechanism whereby a customer’s newly chosen records storage service provider will absorb costs of transitioning records from the outgoing records storage service provider
- Consolidate your records and reduce ongoing storage costs by destroying records due for destruction
- Consider digitising records to enhance accessibility and reduce storage costs
- For ease of purchase, you can pick and buy directly from contractors without calling for tenders
- Use the contractors’ on-line systems whenever possible to increase the accuracy and efficiency of service provisions
- If you require technical or legislative advice related to records management, please contact the State Records Office

Buyers Guide
Price Schedule - Grace Records Management
Price Schedule - Recall Information Management
Price Schedule - Specialised Security Shredding
Price Schedule - The Information Management Group
Price Schedule - Totally Confidential Records Management

Contract Manager: Daniel Hartley
Telephone: (08) 6551 1391
Email: daniel.hartley@finance.wa.gov.au
Storage, Retrieval and Destruction Services for Paper and Electronic Records

Contract no: 34504
(Records stored from 29 March 2005)
123499
(Records stored to COB 28 March 2005)

Buying Rules: Quotes not required

What do I use this contract for?

34504:
• Storage and retrieval of records placed in off-site storage prior to 15 July 2015 (no new records to be lodged after this date under this CUA)

123499:
• Storage and retrieval of records placed in off-site storage prior to 29 March 2005 (no new records to be lodged after this date under this CUA)

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>34504 - Storage, Retrieval &amp; Destruction</th>
<th>34504 - Destruction (off-site)</th>
<th>123499 - Storage, Retrieval &amp; Destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compu-Stor</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Iron Mountain Australia Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Recall Information Management Pty Ltd</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Specialised Security Shredding</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Totally Confidential Records Management</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Buyers Tips
• Use the new CUA (REC2015) for current storage, retrieval, destruction and digitisation service requirements for paper and electronic records.
• The new CUA (REC2015) introduces a mechanism whereby a customer’s newly chosen records storage service provider will absorb costs of transitioning records from the outgoing records storage service provider.

Always provide an online catalogue of records with destruction dates to suppliers prior to transfer of records for storage. Do not add folios/sheets/inserts to paper files placed in offsite storage.

Please note that these CUAs are not to be used for the storage of records that are lodged on or after 15 July 2015. Please instead use CUAREC2015.

Contract Manager: Daniel Hartley
Telephone: (08) 6551 1391
Email: daniel.hartley@finance.wa.gov.au

Buyers’ Guide
Price Schedule 34504
Price Schedule 123499
Temporary Personnel Services

Contract: CUATPS2014
Buying Rules: Mandatory (Perth region only)
Term: 9 November 2014 to 8 November 2017

What do I use this contract for?
Temporary Personnel Services are available across five categories:

- Category A - Clerical and Administrative
- Category B - Technical & Trades
- Category C - Professional
- Category D - Finance & Accounting
- Category E - Information & Communication Technology

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Category A Clerical &amp; Administrative</th>
<th>Category B Technical &amp; Trades</th>
<th>Category C Professional</th>
<th>Category D Finance &amp; Accounting</th>
<th>Category E Information and Communications Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderselite Australia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chandler Macleod Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DFP Recruitment Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finite IT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gel Group</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hays Specialist Recruitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity Executive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Integrity Industrial</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrity Staffing</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IPA Personnel</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Randstad</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Talent International</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Titan Recruitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Buyers Tips

• As a guideline, Temporary Personnel should not be engaged for longer than a six month period.

• Place your Service Requests well in advance to allow Contractors sufficient time to organise the most appropriate resource for your business.

• Approach several Contractors when placing your Service Requests to ensure you are receiving the best outcome. Make sure you inform the unsuccessful Contractors once you have made a decision.

• Fill out a Service Request form for each engagement, this will ensure you meet your Public Authorities’ audit requirements, and will provide a written contract if any issues were to arise. A Service Request form must be completed even if the engagement period is for a short period of time (i.e. one day).

• Respond quickly to Contractors when they offer candidates, otherwise the candidate you select may no longer be available.

• It would be expected that Temporary Personnel would be engaged only if the appropriate expertise is unavailable in the Public Sector at the time of need.

• Please ensure that a Service Request form is completed and agreed by both parties for all Temporary Personnel engagements to ensure that the purchase is in accordance with the terms and conditions of the contract.

Contract Manager: ...................... Pano Tsakalis
Telephone: ................................ (08) 6551 1371
Email: ............ pano.tsakalis@finance.wa.gov.au

Buyers' Guide
Service Request Form
ICT Services VS Temporary Personnel Services
Online Calculator for Temporary Personnel
Example and Explanatory Note for Online Calculator
Transactional Banking and Merchant Services

Contract: 140807

Buying Rules: Mandatory - Central and Regional Offices, ETSSC
Non mandatory - Schools

Term: 1 December 2008 - 30 November 2016

What do I use this contract for?

- Transactional banking services
- Merchant banking services

(Purchasing Card is no longer a part of this contract. It is a separate contract, CUA 5603P.)

Who are the contracted suppliers?

Commonwealth Bank of Australia

Much of the information relating to this contract is confidential and cannot be released on the Internet. A hard copy document containing additional information such as the contract rates may be obtained from the contract manager.

Contract Manager: William Wee
Telephone: (08) 6551 2613
Email: william.wee@treasury.wa.gov.au
Travel Reservations and Associated Services

Contract no: 44107

Buying Rules: Mandatory for Domestic Air Travel
The Buy Local Policy applies in Regional areas
(Further information in the Buyers Guide)
Quotes not required

Term: 1 August 2009 - 31 July 2016
(plus two 1 year extension options)

What do I use this contract for?

• Air travel reservations - domestic and international
• Associated travel management services, including accommodation and car hire

Who are the contracted suppliers?
Carlson Wagonlit Travel (CWT)

Buyers Tips

• Buy travel online using CWT’s Online Booking Tool (OBT)
• Avoid airline preferences
• Avoid ‘fully flexible’ fares - discounted airfares should have the flexibility you need
• Buy the cheapest fare that meets your travel needs (‘best fare of the day’)
• Use any ticket credits ASAP (they only last 12 months)
• Streamline internal approval processes so that you can buy airfares early (the cheapest fares sell first).
• CWT conducts weekly training sessions of the Online Booking Tool for WA Government travel bookers. Email obtwa@carlsonwagonlit.com.au to register for training
• Analyse your travel performance and change your buying behaviour as necessary.
• If you are unsure of your Department Booking Number, please contact Gaye Venville, Financial Reporting Officer, Corporate Budgeting & Reporting on (08) 9264 4766.
• Schools should refer to the Department of Education School Excursion webpage for advice on making travel arrangements for school excursions.

Contract Manager: Brad Larson
Telephone: (08) 6551 1387
Email: brad.larson@finance.wa.gov.au

Buyers’ Guide
CWT Email Booking Form
Government Travel Bulletins
Online Booking Tool Guide
Travel Policy & Reporting
## Bulk Groceries and Fresh Produce

**Contract no:** GRO2014  
**Buying Rules:** Mandatory (Perth region only)  
Quotes not required  
**Term:** 2 October 2014 - 1 October 2017  
(plus two 1 year extension options)

### What do I use this contract for?
1. Shelf Stable, Non perishable and Dry goods  
2. Bread and Bakery Products  
3. Ready-to-drink Beverages (Non-Alcoholic)  
4. Fresh Meat, Poultry and Smallgoods  
5. Frozen Meat, Poultry, Seafood and Savoury Products  
6. Fruit and Vegetables including prepared vegetables  
7. Dairy Products including yoghurt, cheese, milk and eggs

### Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Suppliers</th>
</tr>
</thead>
</table>
| 1 | Shelf Stable | Bidvest Perth  
Kailis Bros  
Sealanes Foodservice  
Superstock Food Services |
| 2.1 | Fresh Bread | Quality Bakers  
Tip Top Bakeries |
| 2.2 | Cakes and Bakery Products | Bidvest Perth  
Kailis Bros  
Sealanes Foodservice  
Superstock Food Services |
| 3.1 | Fruit Juice | Sealanes Foodservice  
Harvey Fresh  
Bidvest Perth |
| 3.2 | Soft Drinks | Coca Cola Amatil  
Bidvest Perth |
| 3.3 | Bottled Water | Kailis Bros  
Sealanes Foodservice |
| 3.4 | Bottled Water 15L and Dispensers | Aussie Natural Spring Water  
Neverfail Springwater |
| 4.1 | Fresh Beef, Lamb and Pork | Classic Meats  
Dardanup Butchering Company Pty Ltd  
Mondo Butchers Wholesale  
Wing Hong Food Services (fresh lamb and pork) |
| 4.2 | Fresh Poultry | Mondo Butchers Wholesale  
Ryans Quality Meats  
Wing Hong Food Services |
<table>
<thead>
<tr>
<th>Category</th>
<th>Sub-Category</th>
<th>Suppliers</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3</td>
<td>Refrigerated Processed Meats and Smallgoods</td>
<td>Classic Meats, Dardanup Butchering Company Pty Ltd, Sealanes Foodservice, Superstock Food Services, Wing Hong Food Services</td>
</tr>
<tr>
<td>5.1</td>
<td>Frozen Beef, Lamb and Pork</td>
<td>PFD Food Services Pty Ltd, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>5.2</td>
<td>Frozen Poultry</td>
<td>Mondo Butchers Wholesale, PFD Food Services Pty Ltd, Wing Hong Food Services</td>
</tr>
<tr>
<td>5.3</td>
<td>Frozen Seafood</td>
<td>Kailis Bros, New West Foods (WA) Pty Ltd, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>5.4</td>
<td>Frozen Savoury Products</td>
<td>Bidvest Perth, Kailis Bros, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>6.1</td>
<td>Fresh Fruit and Vegetables including Prepared Vegetables</td>
<td>Bell-Vista Fruit &amp; Veg Co Pty Ltd, GA Zimbulis &amp; Sons, Select Fresh</td>
</tr>
<tr>
<td>6.2</td>
<td>Frozen Fruit and Vegetables</td>
<td>Bidvest Perth, New West Foods (WA) Pty Ltd, PFD Food Services Pty Ltd, Superstock Food Services</td>
</tr>
<tr>
<td>7.1</td>
<td>Fresh Milk, Yoghurt and Cream</td>
<td>Brownes Dairy, Harvey Fresh</td>
</tr>
<tr>
<td>7.2</td>
<td>Flavoured Ices and Ice Cream Products</td>
<td>Bidvest Perth, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>7.3</td>
<td>Cheese and Butter</td>
<td>Bidvest Perth, Kailis Bros, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>7.4</td>
<td>Margarine</td>
<td>Bidvest Perth, New West Foods (WA) Pty Ltd, Sealanes Foodservice, Superstock Food Services</td>
</tr>
<tr>
<td>7.5</td>
<td>Eggs</td>
<td>Kailis Bros, Sealanes Foodservice, Superstock Food Services</td>
</tr>
</tbody>
</table>
Buyers Tips

• Check prices and sizes. The list of products available is comprehensive but you may save more by doing a quick comparison. For example, a 1kg size may offer better value than the 500gm size, or a carton of 100 instead of a packet of 24.

• Where you can select from more than one supplier, ‘pick and buy’ the best value product that meets your needs.

• Suppliers may have limits on value of orders or may accept low value orders on the basis of incurring a surcharge, so look to consolidate your purchases.

• Check if a supplier is willing to break cartons for some products to meet your needs. They may accommodate your needs if you commit to a regular monthly purchase of standard products to reduce transactions for both the supplier and yourself.

• All suppliers will deliver free in the Perth Region.

• All prices are fixed. There is no need to call quotes or tenders for products listed in the CUA.

Use this CUA for bulk purchases of groceries for school camps, cooking classes and canteens.
Cleaning, Kitchen and Bathroom Products

Contract no: 42309
Buying Rules: Mandatory (Perth region only)
Quotes not required
Term: 1 October 2010 - 30 September 2016

What do I use this contract for?

- Paper and plastic bags
- Cleaning products
- Chemical Products
- Wiping cloths
- Paper towels and tissues
- Personal products
- Kitchen products
- Cleaning gloves

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Paper and plastic bags</th>
<th>Paper towels and tissues</th>
<th>Cleaning products</th>
<th>Personal products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunzl Outsourcing Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ABC Distributors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABCO Products</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tailored Packaging</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OfficeMax</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Quality Packaging</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Goods Australia</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Statewide Cleaning Supplies</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Staples Australia Pty Limited</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Chemical products</th>
<th>Kitchen products</th>
<th>Wiping cloths</th>
<th>Cleaning gloves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunzl Outsourcing Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ABC Distributors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABCO Products</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Centropak Australia</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Tailored Packaging</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jasol Australia</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OfficeMax</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Peerless JAL</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality Packaging</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>The Goods Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Statewide Cleaning Supplies</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Staples Australia Pty Limited</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Trugrade</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
Buyers Tips

• Check prices and sizes. The list of products available is comprehensive but you may save more by doing a quick comparison. For example, a 1kg size may offer better value than the 500gm size, or a carton of 100 instead of a packet of 24.

• Where you can select from more than one supplier, ‘pick and buy’ the best value product that meets your needs.

• Consolidate buying to meet minimum order values.

• All suppliers will deliver free in the Perth Region.

• Suppliers are willing to undertake a standard delivery schedule for your regularly purchased products and deliver them on a set day at a specific time.

Contract Manager: ...................... Steve Gan
Telephone: ............................. (08) 6551 1412
Email: ............ steve.gan@finance.wa.gov.au
Domestic LPG, Medical, Industrial, and Speciality Gases

Contract no: 49009
Buying Rules: Mandatory (Statewide) Quotes not required
Term: 1 February 2011 - 31 January 2016

What do I use this contract for?

**Domestic LPG in Cylinders**
- 9kg and 45 kg for domestic and commercial use
- 15kg and 18kg forklift cylinders

**Medical Gases**
- Medical Gases in Cylinders
- Liquid Medical Oxygen
- Liquid Nitrogen and Argon
- Homecare oxygen services

**LPG in Bulk**
- Delivered directly into on-site tanks

**Industrial and Speciality Gases**
- Shielding and welding gases in different mixes
- Gases available in industrial, high purity and ultra high purity grades

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Domestic LPG in Bulk</th>
<th>Domestic LPG in Cylinders</th>
<th>Medical Gases</th>
<th>Industrial &amp; Speciality Gases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Liquide WA Pty Ltd</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>BOC Ltd</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Kleenheat</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Buyers Tips

- Always quote the CUA number when buying any gas products from this CUA and check the invoices match the CUA price schedules.
- A rental fee is payable on all cylinders. Remember to return cylinders that are no longer required.
- If your usage requirements are for large quantities, consider converting to bulk tanks rather than cylinders. Discuss your requirements with the approved Contractor and the Contract Manager.
- Check your invoices against the online price schedules.
- Compare industrial grade gas pricing between the two contractors.

Contract Manager: Benedicte Jean-Louis
Telephone: (08) 6551 1370
Email: benedicte.jean-louis2@finance.wa.gov.au

Buyers' Guide
Price Schedule - Medical Gases
Price Schedule - Industrial Gases
Price Schedule - LPG in Bulk and Cylinders
Gardeners’ Uniforms - Off the Shelf Wear - Work Wear

Contract no: 69610CatB

Buying Rules: Mandatory (Perth region only)
Quotes not required

Term: 1 October 2011 - 30 September 2016

What do I use this contract for?
• Purchase of approved uniforms for school gardeners

Who are the contracted suppliers?
• Pacific Brands Workwear Group Pty Ltd (Formerly Yakka Pty Ltd)

Buyers Tips
• Refer to Buyers Guide for school gardener uniform and entitlement details.
• All prices include standard embroidery

Contract Manager: ................. Paul Wright
Telephone: .......................... (08) 6551 1568
Email: ..... paul.wright@finance.wa.gov.au

Buyers' Guide
Basic Information Form (account set-up)
Order Form
Gardeners Uniforms Product Catalogue
Office Stationery and Consumables

Contract no: CUASTA2014

Buying Rules: Mandatory Perth Metro Area
- Category A Office Stationery & Office Kitchen Provisions
- Category B (Copy Paper)
- Category C (Envelopes)

Non-Mandatory
- Category A (Office Kitchen Provisions)
Quotes not required

Term: 1 June 2015 to 30 May 2018
(Extension option available up to 24 months)

What do I use this contract for?
- Office stationery
- Office kitchen consumables
- White and coloured copy paper
- Unprinted and printed envelopes
- Schools are required to use this CUA to purchase Copy Paper and Envelopes within the Perth metropolitan area.
- Schools are required to use this CUA if the stationery purchased is for administration (office) use from within the Perth metropolitan area.
- Schools are not required to use this CUA for Office Kitchen Provisions as this is a non-mandatory category for all regions.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th></th>
<th>Office Stationery</th>
<th>Office Kitchen Provisions</th>
<th>Copy Paper</th>
<th>Envelopes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Paper</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Complete Office Supplies</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Envelope Specialists</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Lyreco</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Staples Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
Buyers Tips

• Make sure you’re buying items on the CUA to receive the best prices.
• Investigate ways to reduce your paper usage. For example, set your printer defaults to double-sided printing to reduce paper usage by up to 30%.
• When purchasing envelopes, suppliers offer a draw down facility. This means you can pay for your items up front, have them stored at the supplier’s warehouse and delivered to you when required. Make sure to overprint them in a single colour, as costs will rise when you add another colour.

There is no longer a CUA for School Stationery. If the item/s being purchased are required for instructional / educational purposes in the classroom it is not considered a stationery item. These items can be purchased using the Department’s Non-Mandatory Curriculum Materials Contract or by applying the State Supply Commission ‘Open and Effective Competition’ policy. If the item/s being purchased are for use for administrative or office purposes it is considered a stationery item and this CUASTA2014 and its buying rules are applicable. Note that some regional areas may have Group Buying Arrangements established for copy paper and stationery.

CUASTA2014 Links

• Price Schedules
  • Office Stationery
  • Office Kitchen Provisions
  • Copy Paper
  • Envelopes

• Service Level Agreements (SLA)
  • Australian Paper SLA
  • Complete Office Supplies (COS) SLA
  • Envelope Specialists SLA
  • Lyreco SLA
  • Staples SLA

• Additional Envelope Documentation
  • Australian Paper
    • Australian Paper Order Form
    • Australian Paper Envelope Guide
  • Envelope Specialists
    • Envelope Specialists Order Form
    • Envelope Specialists Envelope Guide
    • Envelope Specialists Regional Delivery Fees
Regional Group Buying Arrangements

Agricultural Products

**Contract no:** GBA201312137

**Buying Rules:** Non-mandatory (Statewide, Regional Only)
Quotes not required

**Term:** 1 July 2014 - 30 June 2017
(plus one 2 year extension options)

**What do I use this contract for?**
- Agricultural Chemicals
- Fertilisers
- Fencing Products
- General Agricultural Merchandise

**Who are the contracted suppliers?**
- Elders
- Landmark
- Cowaramup Agencies

**Buyers Tips**
- Quote the Contract Number on orders - GBA201312137
- Ask the Supplier for the RRP or Cost Price so you can confirm that you’re receiving correct contract pricing

---

**LOCAL AGENTS FOR ELDERS & LANDMARK UNDER AGRICULTURAL PRODUCTS CONTRACT (GBA201312137)**

Elders and Landmark branches (eg. dedicated Elders and Landmark stores, as listed in the Buyers Guide) MUST offer government agencies contract pricing (or better) under GBA201312137.

Elders and Landmark agencies (eg. local businesses who act as agents for Elders and Landmark) are not obliged to offer contract pricing, but may do so at their discretion as they only act as agents. For this reason only branches, not agents, are listed in the Buyers Guide.

If you have a local business who is a Landmark or Elders agent (eg. Pendrey’s Busselton, DKT Rural Agencies Kellerberrin etc) you may request contract pricing but whether they honour the discount is up to the agent. It's not unusual for them to offer their own discounting arrangement.

Regional Group Buying Arrangements

Air Charter Services for the Goldfields Region

**Contract no:** GBA153512011

**Buying Rules:** Non-mandatory for Government departments in the Goldfields region
Refer to Buyers’ Guide for Buying Rules

**Term:** 1 October 2012 - 30 September 2016
(plus two 1 year extension options)

**Who is the Contracted Supplier?**

- Air Charter Services
- Goldfields Air Service

This contract services the areas of:

- Blackstone
- Cosmo Newberry
- Esperance
- Jameson
- Kiwirrkurra
- Laverton
- Leinster
- Leonora
- Meekatharra
- Menzies
- Ravensthorpe
- Southern Cross
- Tjirrkarli
- Tjukurla
- Tjuntjuntjarra
- Wanarn
- Warakurna
- Warburton
- Wiluna
- Wingellina
- Yintarri

Please note that agencies must always quote the contract number and identify themselves as an approved buyer to receive the contract prices.
Fixed Wing Air Charter Services in the Kimberley Region

Contract no: GBA110132013

Buying Rules: Non-mandatory for Government Agencies

Term: 28 July 2014 - 27 July 2016 (Plus two one-year extension options)

Who are the Contracted Suppliers?

Broome Panel - Day Trips to various centres - Departs Broome Airport

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Five Seat Category</th>
<th>Seven Seat Category</th>
<th>Nine Seat Category</th>
<th>Ten Seat Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broome Air Services Pty Ltd trading as Broome Air Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Broome Aviation Pty Ltd</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Kununurra Panel - Day Trips to various centres - Departs Kununurra Airport

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Five Seat Category</th>
<th>Seven Seat Category</th>
<th>Nine Seat Category</th>
<th>Ten Seat Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aviair Pty Ltd trading as Slingair</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Broome Aviation Pty Ltd</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Shoal Air Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Buyers tips

- Advise other agencies of your intention to charter aircraft - they may be interested in sharing costs.
- Check with the contractor any implication regarding waiting time and if additional costs are incurred.
- Look at planning your travel itinerary - It may be cheaper to fly on a commercial route to Broome or Kununurra rather than charter the full distance.

Contract Manager:wendy.george@finance.wa.gov.au

Buyers Guide
Regional Group Buying Arrangements

Cleaning Kitchen and Bathroom Products in the Great Southern Region

Contract no: GBA124592013

Buying Rules: Non Mandatory (Great Southern Region)
Pick and Buy
Quotes not required

Term: 1 May 2014 to 30 April 2017

What do I use this contract for?
• Cleaning Products
• Kitchen Products
• Bathroom Products

Key features and Benefits
• support local suppliers in the Great Southern region;
• ‘fast track’ purchases to save time and effort – the Department of Finance have already tested the market and selected suppliers that offer the best value for money;
• purchase products under contract terms and conditions that protect you as a buyer;
• have direct access to a range of cleaning related products.
• When buying under this GBA, always quote the GBA number (4011) and identify yourself as a government buyer.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>General Cleaning Products</th>
<th>Kitchen Products</th>
<th>Bathroom Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Southern Packaging Supplies Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Lorlaine Distributors</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Staples Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Quality Packaging Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Quick Corporate Australia</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Contract Manager: ......................... Janet Baker
Finance RBO Albany
Telephone: ............................. (08) 9892 6502
Email: ..................... janet.baker@finance.wa.gov.au

Buyers' Guide
Copy Paper and Stationery (Great Southern and Southern Wheatbelt)

Contract no: GBA70962013 (Group Buying Arrangement)

Buying Rules: Non Mandatory (Great Southern Region)
Pick and Buy Quotes not required

Term: 1 October 2013 to 30 November 2016

What do I use this contract for?

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>Copy Paper</td>
</tr>
<tr>
<td>Part 2</td>
<td>General Stationery</td>
</tr>
<tr>
<td></td>
<td><strong>Category A - Stationery</strong></td>
</tr>
<tr>
<td></td>
<td>• Adhesives</td>
</tr>
<tr>
<td></td>
<td>• Batteries</td>
</tr>
<tr>
<td></td>
<td>• Calculators</td>
</tr>
<tr>
<td></td>
<td>• Computer aides – glare screen, keyboard rest, mouse pad</td>
</tr>
<tr>
<td></td>
<td>• Correction fluids, erasers</td>
</tr>
<tr>
<td></td>
<td>• Diaries</td>
</tr>
<tr>
<td></td>
<td>• Dividers and page marker flags</td>
</tr>
<tr>
<td></td>
<td>• Fasteners- paper clips, pins</td>
</tr>
<tr>
<td></td>
<td>• Files, binders</td>
</tr>
<tr>
<td></td>
<td>• Rulers, sharpeners, staplers, punches, scissors</td>
</tr>
<tr>
<td></td>
<td>• Labelling and stamping accessories</td>
</tr>
<tr>
<td></td>
<td>• Media and data storage – computer diskettes, compact discs, data cartridges</td>
</tr>
<tr>
<td></td>
<td>• Specialty mail Products – padded envelopes and postal tubes</td>
</tr>
<tr>
<td></td>
<td>• Writing instruments – pens, pencils, highlighters, markers</td>
</tr>
<tr>
<td></td>
<td>• Writing pads, notebooks</td>
</tr>
<tr>
<td></td>
<td><strong>Category B - Toner and Ink Cartridges</strong></td>
</tr>
<tr>
<td></td>
<td>• Laser Printer and copier toner cartridges</td>
</tr>
<tr>
<td></td>
<td>• Inkjet printer cartridges</td>
</tr>
</tbody>
</table>
This Contract will not include the following:

- Computer hardware and software
- Noticeboards and whiteboards
- Janitorial equipment, including toilet and facial tissues
- Office machines such as printers, facsimiles, scanners and data projectors
- Kitchen or catering equipment
- Cameras
- Furniture

Who are the contracted suppliers

- Albany Office Products Depot
- Albany Stationers
- Enigma Business Products
- Officeworks
- OfficeMax
- Quick Corporate Australia
- Southern Stationery
- Staples
- Storm Office National
Food & Groceries (Great Southern)

Contract no: GBA098252014

Buying Rules: Non Mandatory (Great Southern Region)
Pick and Buy
Quotes not required

Term: 1 February 2015 to 31 January 2016

What do I use this contract for?

- Shelf Stable & Non Perishable Groceries;
- Dairy and Margarine Products
- Bread & Bakery Products;
- Fresh Meat, Fish and Poultry;
- Frozen & Processed Meats and Savoury Products;
- Fresh Fruit & Vegetables;
- Frozen Fruit & Vegetables;

<table>
<thead>
<tr>
<th>Location</th>
<th>Definition / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Locations:</td>
<td></td>
</tr>
<tr>
<td>Albany</td>
<td>All Delivery Places within a 15km radius of the Albany PO</td>
</tr>
<tr>
<td>Denmark</td>
<td>All Delivery Places within a 10km radius of the Denmark PO</td>
</tr>
<tr>
<td>Katanning</td>
<td>All Delivery Places within a 10km radius of the Katanning PO</td>
</tr>
<tr>
<td>Kojonup</td>
<td>All Delivery Places within a 10km radius of the Kojonup PO</td>
</tr>
<tr>
<td>Mount Barker</td>
<td>All Delivery Places within a 10km radius of the Mount Barker PO</td>
</tr>
</tbody>
</table>

Specific Location:

- Pardelup Prison Farm
  - Muirs Highway, Mount Barker
Who are the contracted suppliers?

- Albany Vegetable Export Growers Pty Ltd
- Denmark IGA X-Press
- Grande Food Service
- IGA Katanning
- Kojonup IGA
- Mount Barker Coop
- PFD Food Services
- Plantagenet Meats
- Reeves on Campbell
- The Vegie Shop
- Wing Hong Food Services
Food and Groceries (Mid West)

Contract no: GBA 201202797 (Group Buying Arrangement)

Buying Rules: Non Mandatory (Mid West Region)
Pick and Buy - Quotes not required

Term: 1 February 2013 to 31 January 2016

What do I use this contract for?
• Shelf stable & non perishable groceries
• Refrigerated and frozen meat, seafood and savoury products;
• Dairy products
• Bread and bakery products
• Fresh meat and poultry
• Fresh Fruit & Vegetables.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Shelf Stable</th>
<th>Refrigerated Products</th>
<th>Dairy</th>
<th>Bread and Bakery</th>
<th>Fresh Meat</th>
<th>Fresh Fruit and Vegetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brownes Food Operations Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gearing Butchers</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Geraldton Fresh</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Geraldton Fruit and Vegetable Supply</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>McDonalds Wholesalers</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Mick Davey Butchers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Millers Foods</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PFD Food Services</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>The Luscombe Syndicate</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Contract Manager: Leanne Howden
Telephone: (08) 9965 7102
Email: leanne.howden@finance.wa.gov.au

Buyers' Guide
Department of Education

Food & Groceries (Narrogin and Southern Districts Sites)

Contract no: GBA 15372012 (Group Buying Arrangement)

Buying Rules: Non Mandatory (Narrogin and Southern District Sites)
Pick and Buy - No Quotes not required

Term: 28 December 2012 to 30 April 2016
Plus one 1 year extension option

What do I use this contract for?

- Shelf Stable & Non Perishable Groceries;
- Dairy Products and Fresh Fruit Juices (refrigerated);
- Bread & Bakery Products;
- Fresh Meat, Fish and Poultry;
- Frozen & Processed Meats and Savoury Products;
- Fresh Fruit & Vegetables;
- Frozen Fruit & Vegetables;
- Eggs.

<table>
<thead>
<tr>
<th>Location</th>
<th>Definition / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narrogin</td>
<td>All areas within a 10km radius of the Narrogin Post Office</td>
</tr>
<tr>
<td>Pingelly</td>
<td>All areas within a 10km radius of the Pingelly Post Office</td>
</tr>
<tr>
<td>Lake Grace</td>
<td>All areas within a 10km radius of the Lake Grace Post Office</td>
</tr>
<tr>
<td>Boddington</td>
<td>All areas within a 10km radius of the Boddington Post Office</td>
</tr>
<tr>
<td>Kondinin</td>
<td>All areas within a 10km radius of the Kondinin Post Office</td>
</tr>
<tr>
<td>Dumbleyung</td>
<td>All areas within a 10km radius of the Dumbleyung Post Office</td>
</tr>
<tr>
<td>Wagin</td>
<td>All areas within a 10km radius of the Wagin Post Office</td>
</tr>
</tbody>
</table>

Who are the contracted suppliers?

- Bidvest Food Services
- Bill & Bens Hot Bread Shop
- Brownes Foods Operations
- Foodstation
- Narrogin Fruit Market
- PFD Food Services
- Tip Top Bakeries
- Wagin Milk Supply

Contract Manager: ........................................ Janet Baker
Finance RBO Albany
Telephone: ........................................ (08) 9892 6502
Email: ............................ janet.baker@finance.wa.gov.au

Buyers Guide
Food and Groceries (South West)

Contract no: GBA 201410882 (Group Buying Arrangement)

Buying Rules: Non Mandatory (South West Region)
Quotes not required

Term: 1 July 2015 to 30 June 2018
(Plus two 1 year extension options)

What do I use this contract for?

- Dry goods
- Dairy products and fresh fruit juices
- Frozen products and small goods
- Fresh fruit and vegetables
- Fresh meat and chicken
- Bread

Buyers Tips?

- Establish a good relationship with your suppliers
- Identify yourself as a government buyer and quote the GBA

Contract Manager:.......................... Geoff Brown
Telephone: ...................................(08) 9781 4103
Email: ................... geoff.brown@finance.wa.gov.au

Buyers Guide
Hardware (Great Southern and Wheatbelt South Regions)

Contract no: GBA27272012 (Group Buying Arrangement)
Buying Rules: Non Mandatory
Term: 01 October 2013 to 30 September 2016

What do I use this contract for?

- General Hardware and Building Products
- Lighting and Electrical Products
- Plumbing Products
- Hand Tools
- Power Tools
- Paint and Accessories
- Garden and Outdoor
- Steel
- Timber

Key Features and Benefits

- support local suppliers in the Great Southern region;
- ‘fast track’ purchases to save time and effort – the Department of Finance has already tested the market and selected suppliers that offer the best value for money;
- purchase products under contract terms and conditions that protect you as a buyer; and
- have direct access to a range of hardware products.

Buyers Tips

- Identify yourself as a government buyer and quote the GBA number.

Who are the contracted suppliers?

<table>
<thead>
<tr>
<th>Contractor</th>
<th>General Hardware &amp; Building Products</th>
<th>Lighting &amp; Electrical Products</th>
<th>Plumbing</th>
<th>Hand Tools</th>
<th>Power Tools</th>
<th>Paint &amp; Accessories</th>
<th>Garden &amp; Outdoor</th>
<th>Steel</th>
<th>Timber</th>
</tr>
</thead>
<tbody>
<tr>
<td>O'Keefe's</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rexel</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southern Tool and Fasteners</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>T &amp; C Supplies Pty Ltd</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>United Tools</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Denmark Cooperative Co Ltd (Denmark only)</td>
<td>✓</td>
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<tr>
<td>BKW Cooperative Ltd (Kojonup, Katanning, GNowangerup)</td>
<td>✓</td>
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</tbody>
</table>

Contract Manager: ...................... Janet Baker
Telephone: ...................... (08) 9892 6502
Email: ...................... janet.baker@finance.wa.gov.au

Buyers' Guide
Storage, Retrieval and Destruction of Paper and Electronic Records (Great Southern Region)

Contract no: GBA089882014 (Group Buying Arrangement)

Buying Rules: Non Mandatory (Great Southern Region)
Pick and Buy
Quotes not required

Term: 01 December 2014 to 30 November 2017

What do I use this contract for?

• Storage
• Delivery or collection of records
• Retrieval or re-shelving of records
• Destruction
• Lodgements
• Supply of pH neutral archival boxes and standard archival boxes

Key Features and Benefits

• Purchase goods under contract terms and conditions that protect you as a buyer.
• Direct purchases to save time and effort – the Department of Finance has already tested the market and selected suppliers that offer the best value for money.
• Support local suppliers in the Great Southern Region.

When buying under this GBA, always quote the GBA number (089882014) and identify yourself as a government buyer.

Who are the contracted suppliers?

• R.E. Wright Pty Ltd T/A Albany Records Management
• Grace Records Management (Australia) Pty Ltd

Contract Manager: Charlotte Munro
Telephone: (08) 9892 6503
Email: charlotte.munro@finance.wa.gov.au

Buyers' Guide
Temporary Personnel Services in the Goldfields/Esperance Region

Contract: GBA035710
Buying Rules: Non-Mandatory
               (Goldfields / Esperance Region Only)
Term: 11 July 2011 - 10 July 2016

What do I use this contract for?

- Clerical and administration
- Technical and Trades people
- Professional and Executive

Contract Manager: ..................... Gillian Blake
Telephone: ........................... (08) 9080 1103
Email: ........  gillian.blake@finance.wa.gov.au
Waste Disposal Services for the Mid West Region

Contract: GBA201401405
Buying Rules: Non-Mandatory
(Mid West Region Only)
Term: 1 August 2014 - 31 July 2016
(plus three 1 year extension options)

What do I use this contract for?

- Total Waste Management
- General Waste
- Recycling
- Clinical Waste

Who are the contracted suppliers?

- SteriHealth Pty Ltd
- Tox Free Australia Pty Ltd
- Veolia Environment Services

Contract Manager: Leanne Howden
Telephone: (08) 9965 7102
Email: leanne.howden@finance.wa.gov.au