

May 2018

Government Contract Directory



Education Edition

Welcome to the Government Contract Directory: Education Edition

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.

Mandatory DoE Agency Specific ICT Contracts	
Server Hardware	ETT2095 / 2012
Network Integration Services	ETT1707 / 2009
IT Software - Microsoft Education	ETT2099 / 2012-150910D

Introduction

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?

If what you require is not available from a CUA or agency-specific contract, State Supply Commission purchasing rules apply. Refer to the “Open and Effective Competition” policy available from their website at www.ssc.wa.gov.au.

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
- Contracts WA enquiries - phone 6551 2020

DoE agency-specific contracts:

- Buying Website - www.det.wa.edu.au/buying/
- General enquiries - phone **9264 5567** or email Buying@education.wa.edu.au

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Bus Charter Services to Schools in the Perth Metropolitan Area

Contract no: ETT1919/2011

Buying Rules: Non Mandatory

Term: 1 January 2013 – 30 June 2018

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

Contract Information

Cabling

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:

<http://det.wa.edu.au/intranet/ict/detcms/intranet/information-and-communication-technologies/buy/hardware/network-infrastructure/purchasing-data-communications-cabling-products-and-services.en?cat-id=17792388>

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 – 31 August 2017

This contract expired 31 August 2017 and is being replaced by contract ED17002 - *Supply of Cleaning & Gardening Equipment for Public Schools in Western Australia*, potentially by March/April 2018.

In the interim schools should continue to purchase in accordance with established procurement methods and policies.

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:..... Barry Adamson
Telephone:(08) 9264 4870
Email:.....barry.adamson@education.wa.edu.au

Buyers' Guide

Coaching and Training Services

Contract no: ED16077
Buying Rules: Mandatory
Term: 20 July 2017 - 19 July 2020
(Plus 2 x one year extension options)

What do I use this contract for?

Coaching Services and Training Services Categories

- **A - Coaching Individual or Group Coaching**

The coaching services may be sought to aid in building new individual skills, or be aimed at improving existing competencies or both.

- **B - Training in How to Coach**

Contractors will be able to provide services to train participants to successfully coach others.

Buying Rules

The following buying rules apply to all categories:

- 1.) For services with a value up to \$50,000, Panel Members may be accessed directly (Pick & Buy*);
- 2.) For Services with an estimated value over \$50,001, written quotes* are required from all Relevant Panel members in that category.

*A unit price must be quoted.

Who are the contracted suppliers?

Contractor Name	Category A	Category B
Coach in a Box		✓
Disruptive Education & Training		✓
Growth Coaching WA	✓	✓
Integral Development		✓
IPAA WA		✓
Kaya Consulting		✓
PeopleSense Pty Ltd	✓	

Contract Manager:..... Geoffrey Stone
Telephone:(08) 9413 3332
Email:.....geoffrey.stone@education.wa.edu.au

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 2018
(Plus two, 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**Bill Potts**
Telephone:.....**(08) 9264 8442**
Email: **bill.potts@education.wa.edu.au**

Employee Support Information

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 – 21 September 2018
(plus one, 12 week extension option)

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?

<i>Region</i>	<i>Package</i>	<i>Contractor</i>
Canning - South Metropolitan	1	Warren's Lawnmowing Services
	2	Lochness Landscape Services
	3	Warren's Lawnmowing Services
Fremantle - Peel - South Metropolitan	1	Warren's Lawnmowing Services
	2	Warren's Lawnmowing Services
	3	Lochness Landscape Services
	4	Lochness Landscape Services

Department of Education

Swan - North Metropolitan	1	Turfmaster Pty Ltd
	2	Turf Developments (WA) Pty Ltd
	3	Turfmaster Pty Ltd
West - Coast - North Metropolitan	1	Warren's Lawnmowing Services
	2	Turfmaster Pty Ltd
	3	Lawn Doctor

Contract Manager:Barry Adamson
Telephone: (08) 9264 4870
Email: barry.adamson@education.wa.edu.au

Schools Package Listings

Lawn Mowing and Related Turf Services to Schools in the Northam Area

Contract no: ED16110 (DoE agency-specific)
Buying Rules: Mandatory (Northam Region)
Term: 01 May 2017 – 30 April 2020
 (plus, two (2), one-year extension options)

What do I use this contract for?

Delivery of '**Set**' Services and '**Additional**' Services.

The Set Services include:	The Additional Services include:
• Lawn Mowing (mowing)	• Additional Set Services
- broad acre	- broad acre mowing
- building surrounds (clipping removal)	- broad acre mowing (clipping removal)
- semi-cultivated	- building surrounds (clipping removal)
- verge mowing	- semi-cultivated mowing
• Fertilising – dry granular	- verge mowing
• Wetting Agent - granular	- deep aeration (hollow tine) – broad acre
• Deep Aeration or Deep Slicing	- deep aeration (hollow tine) – building surrounds
- deep aeration (solid tine) – broad acre	- deep aeration (solid tine) – broad acre
- deep aeration (solid tine) – building surrounds	- deep aeration (solid tine) – building surrounds
- deep slicing – broad acre	- deep slicing – broad acre
- deep slicing – building surrounds	- deep slicing – building surrounds
	• Turf Renovation Services
	• Top Dressing (Levelling) Services
	• Vertimowing / Flailmowing Services
	• Weed Spraying Services
	• Brush Cutting
	• Hand Mowing

Who are the contracted suppliers?

Ms Nicole Bell, Manager,
 Northam Race Club
 175 Yilgarn Avenue, NORTHAM WA 6401
 Ph (08) 9622 3288

Contract Manager:..... Chris Cassin
Telephone: (08) 9264 8993
Email:...chris.cassin@education.wa.edu.au

Lease Facility

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

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

Term: 12 November 2012 - 31 August 2018
(with one 3 month option to extend)



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

[Lease Contract Management Office](#)
[Leasing Frequently Asked Questions](#)

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: 30 September 2017 – 30 September 2018
(no further extension option remaining)

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 8160
Email: jane.knox-robinson@education.wa.edu.au

Quotation Form

Mediation Services

Contract no: ED15063

Buying Rules: Non-mandatory
Quotes not required

Term: 30 January 2016 - 3 January 2019
(plus two 1 year extension options)



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?

- Optum Health and Technology (Australia)

Contract Manager:.....John Heyward
Telephone:.....(08) 9264 8463
Email:.... John.heyward@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 to 30 March 2018
(plus one 3 month extension option)

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.
http://intranet.det.wa.edu.au/groups/ict_purchasing/integrationnew.asp

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.

Contract Manager:.... DOE ICT Manager
Email:..... crm.ict.co@det.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.

Term: 28 March 2013 – 27 March 2018
(final one year extension option exercised)

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?

Contractors	Category One Manufactured Playground Equipment	Category Two Natural Playgrounds
Forpark Australia	✓	
Miracle Recreation Equipment	✓	
Playmaster	✓	
Playright Australia	✓	
Blackwell & Associates		✓
Earthcare Landscapes		✓
Josh Byrne and Associate		✓
Natural Playgrounds		✓
Nature Play Solutions		✓

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

Buyers Guide & Guide for Schools

Printing and Associated Services

Contract no: ETE2323/2013 (DoE Agency-Specific)
Buying Rules: Non mandatory
Term: 12 March 2014 to 11 March 2019

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 Government 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 manuals.

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

Buyers' Guide

Psychological Assessment Materials

Contract no: ETT2312/2013 (DoE Agency-Specific)
Buying Rules: Mandatory(Statewide)
Term: 19 May 2014 to 18 May 2018
(plus one 1 year extension option)

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:

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

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

Location	Date	Supplier	PO Number	Item details	Quantity	Total of Purchase
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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: Frank Lazzari
Telephone:.....(08) 9402 6437
Email:..... frank.lazzari@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

Monetary Threshold	Buying Process
1. Products and/or Services valued up to \$50,000	The school is permitted to 'pick and buy' from any one of the contracted suppliers.
2. Products and/or Services valued between \$50,000 and \$ 150,000	The school is required to seek quotations from at least two of the suppliers contracted in the appropriate category.
3. Products and/or Services valued at over \$150,000	The school is required to seek quotations from all of the supplier contracted in the appropriated category.

Term: 30 June 2017 to 30 June 2018
(third and final one year extension option exercised)

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?

Contractor	Category 1	Category 2	Category 3
3 Monkeys Audiovisual	✓	✓	✓
Adasound Public Address	✓	✓	✓
All Things Theatre		✓	✓
Concept Audio Visual	✓	✓	
Intervid International	✓		
Perth Audiovisual	✓	✓	✓
Stage and Studio Productions	✓	✓	✓

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.

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

Buyers' Guide

Reticulated Natural Gas

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

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

Term: 5 March 2015 - 4 June 2018

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

Quote Comparison Calculator

A [Department of Education Quote Comparison Calculator](#) has been developed to assist schools in making a value for money decision when choosing their supplier of reticulated gas. To ensure that the correct price comparison is being made, schools are requested to email all quotes received to the Contract Manager, Paul Arangio at buying@education.wa.edu.au.

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 2018
(plus one, 1 year extension option remaining)

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

Contract Manager:.....Mr Barry Adamson
Telephone: (08) 9264 4870
Email:..... barry.adamson@education.wa.edu.au

Bio Sanitary Unit Description and Unit Price

Supply of School Uniforms and Specialty School Apparel

Contract no: ETT2321/2013
Buying Rules: Non-Mandatory
Term: 7 July 2017 - 7 July 2018
(plus one, 1 year extension option remaining)

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	Timeglow
Eclipse Universal	Totally Workwear Bunbury
Gearup Promotions	Tudor Uniforms
Hot Klobba	Veto Sports
Lowes	Willetton Uniforms
Midford	Uniforms West (formerly The William Apparel Co.)
Nell Gray	William Davidson Uniforms
Perm-A-Pleat	WRS Group
PSW Quality Apparel	
Spartan School Supplies	
Tara Uniforms	

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

[Buyers Guide](#)

Server Hardware and Maintenance

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

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

Term: 16 January 2013 - 15 April 2018



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:** 29 June 2017 - 29 June 2018
(plus one, 1 year extension option remaining)

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](#)

[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

[Buyers Guide](#)

Telephone Maintenance

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

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

Term: 17 March 2017 - 16 March 2018
(Plus two x 1 year extension options)



What do I use this contract for?

- Telephone fault management;
- Requests for adds, moves and changes (including configuration); and
- Auditing and reporting of equipment eg phone lines, handsets, phone systems and phone cabling.

Who are the Contracted Suppliers?

- Command A Com - 1800 610 570

Please Note:

- 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

[ICT Purchasing Information](#)

Interpreting and Translating Services

Contract: CUAITS2017

Buying Rules: Non-mandatory
Services covering the Perth Region Only
Quotes not required

Term: 15 October 2017 to 14 October 2020
With three (3) extension options, each having a two (2) year duration.

What do I use this contract for?

Including Interpreting and Translating Services for:

- Category A: Culturally and Linguistically Diverse Languages (CALD)
- Category B: Aboriginal Australian Languages
- Category C: Australian Sign Language (Auslan)

Interpreting Services:

- On-site (face-to-face).
- Telephone.
- Video conferencing and other visual media such as Skype.

Translating Services:

- Basic or draft translation (for information only).
- Checking and verifying accuracy of draft translations.
- Editing translations for publication.
- Proofing text to detect typographical errors.

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

<http://det.wa.edu.au/curriculumsupport/eald/detcms/navigation/translations/>

/.continued

Key Features and Benefits

- Pick and buy from twelve (12) different contractors for approximately 60 accredited languages and 170 other languages.
- Access to interpreters and translators who are NAATI accredited or have obtained formal qualification in interpreting and translating from an accredited tertiary institution or a Registered Training Organisation (RTO).
- Access to Contractors that are expected to provide services that at a minimum meet customer expectations, including providing accurate, professional, ethical and timely language interpreting and translations that are fit for purpose.
- Promotes compliance with the ***Western Australian Language Services Policy 2014***.

Exclusions

- This CUA does not include relay interpreting requests.

Buyers Tips

- Buyers should become familiar with the **Language Services Policy 2014** prior to placing an order.
- Buyers must ensure they provide the contractors with appropriate information to allow them to identify an interpreter or translator with the relevant skills appropriate to the specific assignment.
- Buyers should use the separate CUA order forms in the Buyers Guide for Interpreting Services and Translating Services. Refer to Contractors Profiles for preferred method of orders.
- Make sure you review the Price Schedules so you have an understanding of the charges and potential additional charges relating to your order.

Who are the Contractors?

The matrix below lists all contractors on the CUA and the goods/services they have been contracted to provide.

Please refer to the Buyers Guide "***What's on Offer?***" for information on categories.

Please ensure you elect the appropriate Contractor to meet your requirements, noting some Contractors specialise in specific languages and/or service types.

Contractor	Category A	Category B	Category C
<u>All Graduates Interpreting and Translating</u>	(I) (T)		
<u>Aussie Translations</u>	(T)		
<u>Burmese Interpreting and Translating Services</u>	(I) (T)		
<u>Japan Australia Word Services Pty Ltd</u>	(I) (T)		
<u>Kimberley Interpreting Service Aboriginal Corporation</u>		(I) (T)	
<u>ONCALL Interpreters & Translators</u>	(I) (T)		
<u>Translating and Interpreting Services (TIS) National</u>	(I)		
<u>Translators International</u>	(I) (T)		
<u>Virlina Yoman</u>	(I) (T)		
<u>VITS Australia</u>	(I) (T)		
<u>WA Interpreters Pty Ltd</u>	(I) (T)		
<u>WA Deaf Society Inc.</u>			(I) (T)

Note:

(I) indicates availability for Interpreting Services.

(T) indicates availability for Translating Services.

Contract Manager:Robert Mayne
 Telephone:(08) 6551 1317
 Email:.....robert.mayne@finance.wa.gov.au

[Buyers Guide](#)
[Order Form](#)
[Price Schedule](#)
[Email Subscription](#)

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: 18 October 2017 - 16 October 2018
(plus one, 1 year extension option remaining)



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

[ICT Purchasing Information](#)
[Customer Relationship Manager](#)

Office and Classroom Furniture

Contract no: CUAFRN2017

Buying Rules: Non-Mandatory (Statewide)
Quotes not required

Term: 26 September 2017 - 25 September 2020



Buyers Guide: [Click here to access the Buyers Guide.](#) The Buyers Guide has more detailed information for government buyers, including contact details for all Contractors.

What do I use this contract for?

The office and classroom furniture arrangement comprises three key panels with several sub-categories.

Panel A: Office Furniture	<ul style="list-style-type: none">• Office / Administration Chairs• Reception Furniture and Soft Furnishings• Office / Administration Tables• Screening and Sound Reduction Panels• Storage Furniture
Panel B: Classroom Furniture	<ul style="list-style-type: none">• School Teacher and Student Desks• School Teacher and Student Chairs and Stools• Higher Education Furniture• Specialised Learning Furniture• Storage Furniture
Panel C: Furniture for Fitouts	<p>This panel provides all additional furniture for major office fitout (defined as >100 seats) and associated items plus allow agencies wishing to purchase additional furniture to match already completed fitouts. This panel incorporates all the furniture in Panel A.</p> <p>All furniture proposed for fitout projects must have a minimum manufacturer's warranty of 10 years. This does not include soft furnishing.</p>

Contract Manager.....Brendan Brett
Phone.....(08) 6551 1389
Email.....Brendan.Brett@finance.wa.gov.au

Whole of Government

Who are the contractors? (CUA Catalogue Items)

The matrix below lists all contractors on the CUA and the categories they have been contracted to supply products for. Please refer to the section in Buyers Guide “[What’s on Offer?](#)” for a summary of product categories. Contact the suppliers directly to access their CUA product catalogue.

Panel A – Office Furniture

Categories (below)	Contractors (right)	Access Office	APC	Arteil	Atama	Burgtec	Castledeux	COS	District	DVA Fabrications	ErgoLINK	Gregory	Innerspace
Office / Administration Chairs	Heavy Capacity Charis (Bariatric)	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Office Chairs & General Seating	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Reception Furniture and Soft Furnishings	Reception Desks , lounges, Visitors Chairs, Coffee Tables, Ottomans	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Office / Administration Tables	Tables & Desks	✓			✓	✓	✓	✓		✓	✓		✓
	Workstations (fixed & height adjustable)	✓			✓	✓	✓				✓		✓
Screening	Privacy Screening	✓							✓	✓	✓		✓
Sound Reducing Panels	Acoustics Panels	✓					✓	✓	✓				✓
Storage Furniture	Open Shelving Units, Bookcases, Stationery Cupboards	✓	✓		✓		✓	✓	✓	✓	✓		✓
	Credenzas, Mobile Pedestals and lockable cabinets	✓	✓		✓	✓	✓			✓	✓		✓
	Filing Cabinets and lockers	✓	✓				✓	✓	✓		✓		✓
	Library Shelving	✓	✓		✓		✓	✓	✓	✓			✓

Categories (below)	Contractors (right)	<u>Interia Systems</u>	<u>Living Edge</u>	<u>Office Line</u>	<u>OfficeMax Australia</u>	<u>Raeco</u>	<u>Robinson</u>	<u>Schiavello</u>	<u>Shawtec</u>	<u>Stylecraft</u>	<u>Ergonomics Sylex</u>	<u>UCI</u>	<u>Unitec</u>	<u>WA Library Supplies</u>	<u>Woods Furniture</u>
Office / Administration Chairs	Heavy Capacity Charis (Bariatric)		✓	✓	✓		✓		✓			✓			✓
	Office Chairs & General Seating	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Reception Furniture and Soft Furnishings	Reception Desks , lounges, Visitors Chairs, Coffee Tables, Ottomans	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Office / Administration Tables	Tables & Desks	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			✓
	Workstations (fixed & height adjustable)	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓			
Screening	Privacy Screening	✓	✓	✓	✓		✓	✓	✓						
Sound Reducing Panels	Acoustics Panels			✓				✓							
Storage Furniture	Open Shelving Units, Bookcases, Stationery Cupboards	✓	✓	✓	✓		✓		✓			✓			✓
	Credenzas, Mobile Pedestals and lockable cabinets	✓	✓	✓	✓		✓	✓	✓			✓			
	Filing Cabinets and lockers	✓	✓	✓	✓				✓			✓			
	Library Shelving			✓	✓	✓	✓		✓			✓		✓	

Panel B - Classroom Furniture

Categories (below)	Contractors (right)	<u>Access Office</u>	<u>APC</u>	<u>Artell</u>	<u>Atama</u>	<u>Castledeux</u>	<u>Fabrications DVA</u>	<u>ErgoLINK</u>	<u>Gregory</u>	<u>Living Edge</u>	<u>NorvaNivel</u>	<u>Office Line</u>
Primary and Secondary Furniture - School Teacher and Student Desks and Tables	Teachers Tables & Desks	✓		✓	✓		✓	✓		✓	✓	✓
	Student Tables & Desks	✓		✓	✓		✓	✓		✓	✓	✓
	Student Computer Desks	✓					✓	✓				✓
	General Purpose Tables & Technical Drawing Benches	✓					✓	✓			✓	✓
Primary and Secondary Furniture - School Teacher and Student Chairs and Stools	General Classroom Teacher Chair	✓		✓	✓		✓	✓	✓	✓	✓	✓
	General Classroom Student Chair	✓		✓	✓		✓	✓	✓	✓	✓	✓
	Student Computer Chair	✓		✓			✓	✓	✓	✓		✓
	Student Stools	✓		✓			✓	✓				✓
Higher Education Furniture Student Desks	Higher Education Student Desks			✓			✓	✓	✓	✓	✓	✓
	Higher Education Student Computer Desks	✓					✓	✓	✓			✓
	Higher Education General Purpose Tables	✓					✓				✓	✓

Categories (below)	Contractors (right)	<u>Access Office</u>	<u>APC</u>	<u>Artell</u>	<u>Atama</u>	<u>Castledec</u>	<u>DVA Fabrications</u>	<u>ErgoLINK</u>	<u>Gregory</u>	<u>Living Edge</u>	<u>NorvaNivel</u>	<u>Office Line</u>
		Higher Education Furniture –	Higher Education General Student Chair	✓		✓			✓	✓	✓	✓
Student Stools	Higher Education General Computer Chair	✓		✓			✓	✓	✓	✓		✓
	Higher Education Student Stools	✓					✓					✓

Categories (below)	Contractors (right)	<u>OfficeMax Australia</u>	<u>R&J Plastics</u>	<u>Raeco</u>	<u>Reed Furniture</u>	<u>Robinson</u>	<u>Sebel Furniture</u>	<u>Shawtec</u>	<u>UCI</u>	<u>WA Library Supplies</u>	<u>Woods Furniture</u>
		Primary and Secondary Furniture -	Teachers Tables & Desks	✓			✓	✓	✓	✓	
School Teacher and Student Desks and Tables	Student Tables & Desks	✓			✓	✓	✓	✓			✓
	Student Computer Desks					✓	✓	✓			✓
	General Purpose Tables & Technical Drawing Benches	✓					✓	✓			✓
Primary and Secondary Furniture -	General Classroom Teacher Chair	✓			✓	✓	✓	✓			✓
School Teacher and Student Chairs and Stools	General Classroom Student Chair	✓			✓	✓	✓	✓			✓
	Student Computer Chair				✓	✓	✓	✓			✓
	Student Stools	✓			✓		✓	✓			✓
Higher Education Furniture	Higher Education Student Desks						✓	✓			
Student Desks	Higher Education Student Computer Desks						✓				✓
	Higher Education General Purpose Tables	✓				✓	✓				

Categories (below)	Contractors (right)	OfficeMax Australia	R&J Plastics	Raeco	Reed Furniture	Robinson	Sebel Furniture	Shawtec	UCL	WA Library Supplies	Woods Furniture
Higher Education Furniture – Student Stools	Higher Education General Student Chair	✓			✓	✓	✓				✓
	Higher Education General Computer Chair					✓	✓				✓
	Higher Education Student Stools	✓				✓	✓				✓

Categories (below)	Contractors (right)	Access Office	APC	Arteil	Atama	Castledex	DVA Fabrications	ErgoLINK	Gregory	Interia Systems	Living Edge	NorvaNivel
Specialised Learning Furniture	Science and Arts	✓	✓									
	Manual Arts	✓										
	Home Economics and Arts Facilities	✓										
	Learning Aids	✓										
	Classroom Screening	✓										
Storage Furniture	General School Storage	✓			✓		✓			✓		
	School Bag Storage	✓			✓		✓					
	Open Shelving Units, Bookcases, Cupboards	✓	✓		✓	✓	✓	✓			✓	
	Credenzas, Mobile pedestals & Lockable Cabinets	✓	✓		✓	✓	✓	✓			✓	
	Filing Cabinets and Lockers	✓	✓			✓	✓	✓			✓	
	Library Shelving	✓	✓		✓	✓	✓	✓				

Categories (below)	Contractors (right)	Access Office	APC	Artell	Atama	CastleDEX	DVA Fabrications	ErgoLINK	Gregory	Interia Systems	Living Edge	NorvaNivel
Specialised Learning Furniture	Science and Arts	✓	✓									
	Manual Arts	✓										
	Home Economics and Arts Facilities	✓										
	Learning Aids	✓										
	Classroom Screening	✓										
Storage Furniture	General School Storage	✓			✓		✓			✓		
	School Bag Storage	✓			✓		✓					
	Open Shelving Units, Bookcases, Cupboards	✓	✓		✓	✓	✓	✓			✓	
	Credenzas, Mobile pedestals & Lockable Cabinets	✓	✓		✓	✓	✓	✓			✓	
	Filing Cabinets and Lockers	✓	✓			✓	✓	✓			✓	
	Library Shelving	✓	✓		✓	✓	✓	✓				

Categories (below)	Contractors (right)	Office Line	OfficeMax Australia	R&J Plastics	Raeco	Reed Furniture	Robinson	Sebel Furniture	Shawtec	UCI	WA Library Supplies	Woods Furniture
Specialised Learning Furniture	Science and Arts	✓					✓	✓	✓			✓
	Manual Arts	✓										
	Home Economics and Arts Facilities	✓						✓	✓			✓
	Learning Aids	✓							✓			✓
	Classroom Screening	✓				✓			✓			
Storage Furniture	General School Storage	✓	✓	✓				✓	✓			
	School Bag Storage	✓	✓				✓		✓			
	Open Shelving Units, Bookcases, Cupboards	✓	✓				✓		✓	✓		✓
	Credenzas, Mobile pedestals & Lockable Cabinets	✓	✓				✓		✓	✓		
	Filing Cabinets and Lockers	✓	✓				✓		✓	✓		✓
	Library Shelving	✓	✓		✓		✓		✓	✓	✓	✓

Panel C – Furniture for Fitout Projects

Categories (below)	Contractors (right)	<u>Access Office</u>	<u>APC</u>	<u>Arteil</u>	<u>Atama</u>	<u>Burgtec</u>	<u>CastleDEX</u>	<u>COS</u>	<u>District</u>	<u>Gregory</u>	<u>ErgoLINK</u>	<u>Innerspace</u>
Office / Administration Chairs	Heavy Capacity Charis (Bariatric)	✓		✓		✓	✓	✓	✓	✓	✓	✓
	Office Chairs & General Seating	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓
Reception Furniture and Soft Furnishings	Reception Desks , lounges, Visitors Chairs, Coffee Tables, Ottomans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Office / Administration Tables	Tables & Desks	✓				✓	✓	✓			✓	✓
	Workstations (fixed & height adjustable)	✓			✓	✓	✓	✓			✓	✓
Screening	Privacy Screening	✓					✓	✓	✓		✓	✓
Sound Reducing Panels	Acoustics Panels	✓						✓	✓			✓
Storage Furniture	Open Shelving Units, Bookcases, Stationery Cupboards	✓	✓				✓	✓	✓		✓	✓
	Credenzas, Mobile Pedestals and lockable cabinets	✓	✓			✓	✓	✓			✓	✓
	Filing Cabinets and lockers	✓	✓				✓	✓			✓	✓
	Library Shelving	✓	✓				✓	✓	✓			✓

Categories (below)	Contractors (right)	Contractors										
		Interia Systems	Living Edge	Office Line	OfficeMax Australia	Raeco	Robinson	Schiavello	Shawtec	Stylecraft	UCI	WA Library Supplies
Office / Administration Chairs	Heavy Capacity Charis (Bariatric)			✓	✓		✓	✓	✓		✓	
	Office Chairs & General Seating	✓	✓	✓	✓		✓		✓	✓	✓	
Reception Furniture and Soft Furnishings	Reception Desks, lounges, Visitors Chairs, Coffee Tables, Ottomans	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Office / Administration Tables	Tables & Desks	✓	✓	✓	✓		✓	✓	✓	✓	✓	
	Workstations (fixed & height adjustable)	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Screening	Privacy Screening		✓	✓	✓		✓	✓	✓			
Sound Reducing Panels	Acoustics Panels			✓				✓				

Categories (below)	Contractors (right)	Contractors										
		Interia Systems	Living Edge	Office Line	OfficeMax Australia	Raeco	Robinson	Schiavello	Shawtec	Stylecraft	UCI	WA Library Supplies
Storage Furniture	Open Shelving Units, Bookcases, Stationery Cupboards	✓	✓	✓			✓				✓	
	Credenzas, Mobile Pedestals and lockable cabinets	✓	✓	✓			✓	✓	✓		✓	
	Filing Cabinets and lockers	✓	✓	✓					✓		✓	
	Library Shelving			✓		✓	✓				✓	✓

Buying Process

Panel A (Office) and Panel B (Classroom)

Buyers can 'pick and buy' the specified products from the Contractors' catalogue. Buyers should reference the catalogues to obtain prices and specifications for the items they require.

Buyers can evaluate which Contractor represents best value for money, and directly contact the Contractor to purchase using the supplied Furniture Quotation Order Form. Buyers should check each individual contractor's details as to which communication method is preferred for placing orders.

Note that for large volume purchases and/or variations to product dimensions, it is recommended that quotes be obtained using the Furniture Quotation Order Form from a sufficient number of Contractors.

When making purchases of furniture, buyers are encouraged to obtain the best price by making bulk purchases rather than small individual purchases to obtain the best price.

Panel C (Fitout)

This arrangement provides customers, who undertake major fitout projects, to buy the following categories of products from the panel of Contractors that comply with the requirements of this CUA.

Use Contractors online catalogues to compare prices and products before placing an order. Buyers can evaluate which contractor represents best value for money for their needs, then contact the contractor to make their purchase.

Buyers should check each individual contractor's details as to which communication method is preferred for placing orders.

If you are using a contractor for the first time, you will need to establish a new account.

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.
- Customers are encouraged to seek official certification from contractors which confirms that the offered products meet relevant Standards.

Computing and Mobile Devices

Contract no: CUACMD2014

Buying Rules: Mandatory Perth Region



\$0 - \$500,000	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. **note, pricing via Contractor web portals is maximum pricing. Agencies may obtain higher discounts by seeking verbal or written quotes.
\$500,001 and above	Request written quotations from more than one contractor or the nominated dealers.

Term: 16 February 2015 - 15 February 2019

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

Whole of Government

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).

Product	Acer	CDM Australia	DELL	EDsys	JB HI-FI	Moncrieff	Stott & Hoare	Winthrop Australia	Toshiba Australia
Business Grade Desktop	Acer	CDM, HP, Lenovo	Dell	EDsys	Apple, HP, Dell, Lenovo	HP, Lenovo	Dell, HP, Lenovo	Apple, Lenovo	NA
Business Grade Notebook	Acer	Asus, HP, Lenovo, Toshiba	Dell	EDsys	Apple, HP, Dell, Lenovo	HP, Lenovo	Dell, HP, Lenovo	Apple, Lenovo	Toshiba
Business Grade Chromebook	Acer	HP, Lenovo	Dell	NA	Lenovo	HP, Lenovo	Dell, HP, Lenovo	Lenovo	NA
Business Grade Tablet/ Phablet	Acer	HP, Lenovo	Dell	EDsys	Lenovo	HP, Lenovo	Dell, HP, Lenovo	Lenovo	NA
Business Grade Hybrid	Acer	HP, Lenovo, Toshiba	Dell	EDsys	HP, Dell, Lenovo	HP, Lenovo	Dell, HP, Lenovo	Lenovo	Toshiba
Business Grade Workstation	Acer	CDM, HP, Lenovo, Toshiba	Dell	EDsys	Apple, HP, Lenovo	HP, Lenovo	Dell, HP, Lenovo	Lenovo	Toshiba
Business Grade Other	NA	Asus, HP, Lenovo	NA	NA	Lenovo	HP, Lenovo	HP, Lenovo	Lenovo	NA
Consumer Grade Desktop	Acer	HP, Toshiba	Dell	NA	Dell	HP	Dell	NA	NA
Consumer Grade Notebook	Acer	Asus, HP, Toshiba	Dell	NA	Dell	HP	Dell	NA	Toshiba
Consumer Grade Chromebook	NA	Asus, Toshiba	Dell	NA	NA	NA	Dell	NA	Toshiba
Consumer Grade Tablet/ Phablet	NA	Asus, HP, Samsung, Toshiba	Dell	NA	Apple, Samsung	NA	Dell, Samsung, Apple	Apple, Samsung	Toshiba
Consumer Grade Hybrid	Acer	HP, Samsung, Microsoft	Dell	NA	HP, Microsoft, Samsung	HP	Dell, Samsung, Microsoft	Samsung, Microsoft	NA
Consumer Grade Other	Acer	Asus	NA	NA	NA	NA		NA	NA
Thin Client	NA	HP, Lenovo	Dell Wyse	EDsys	HP, Dell, Wyse, Lenovo, Samsung	HP, Lenovo	Dell Wyse, HP, Samsung	Lenovo, Samsung	NA
Zero Client	NA	HP, Lenovo VXL, LG	Dell Wyse	LG	Lenovo VXL, LG, Samsung, HP, Dell, Wyse	HP, Lenovo VXL, LG	Dell Wyse, HP, Samsung	Lenovo VXL, Samsung	NA

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](#).

Note 2: Department of Finance is still negotiating with other potential Contractors. The Buyer's Guide and the table above will be updated as more Contractors are added to the CUA.

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

Printing and Copying Machines and Solutions

Contract no: PCS2013

Buying Rules: Mandatory (Perth Metropolitan Only)
Quotes Required

Term: 29 October 2013 - 28 October 2018



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.

Printing and Copying Machines and Solutions

Who are the contracted suppliers?

<i>Contractor</i>	<i>Panel 1 - MPS</i>	<i>Panel 2 - MFD's</i>	<i>Panel 3 - Printers</i>	<i>Panel 4 - Faxes</i>	<i>Panel 5 - Consumables</i>
Aussie IT					✓
Canon Australia	✓				
Complete Office Supplies					✓
Fuji Xerox Australia	✓	✓	✓	✓	
Konica Minolta	✓	✓	✓		
Kyocera Document Solutions Australia	✓	✓	✓	✓	
Lanier Australia	✓	✓	✓	✓	
Quality Printers and Cartridges					✓
Lexmark International			✓		
Office Max Australia					✓
Ricoh Australia	✓	✓	✓	✓	
Winc					✓
Toner Plus					✓

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_purchasing/docs/soe_network_mfd_print_device_standard.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 2019



What do I use this contract for?

- Mobile Services - Category C
- GSM/3G mobile services
- Satellite services

Who are the contracted suppliers?

	<i>C1: GSM/3G Mobile Services</i>	<i>C2: Satellite Services</i>
Vodafone Australia Pty Ltd	✓	
Optus Networks Pty Ltd	✓	✓
Orion Satellite Systems Pty Ltd		✓
Pivotel Group Pty Ltd		✓
Telstra Corporation Ltd	✓	✓

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:..... **Customer Service Centre**
Phone: (08) 9264 5555
..... 1800 012 828 (regional callers)
E: customer.service.centre@education.wa.edu.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 2018



What do I use this contract for?

Audit Services

- Internal Audits
- Corporate Governance Reviews
- Performance (Operational Audits)
- Compliance Audits
- Financial Audits
- Information Systems Audits
- Probity Audits
- Risk Reviews
- Risk Assessments
- Risk Facilitation Services
- Investigations/Forensic Audits

Financial Advice

- Capital Structure Advice
- Procurement, Tendering and Commercial Advice
- Financial Statement Analysis
- Development of Account Policies and Procedures
- Preparation of Financial Statements and Annual Reports
- Accounting Advice
- Taxation Advice

Financial Assessment Services

- Five Day Turnaround Assessment
- Three Day Turnaround Assessment
- Other Services

Who are the contracted suppliers?

	<i>Audit Services</i>	<i>Financial Advice</i>	<i>Financial Assessment Services</i>
2020 Global	✓	✓	✓
Accru Page Kirk and Jennings	✓	✓	
AOT Consulting	✓	✓	
Andrew Burchfield Consulting	✓	✓	
APV Valuers & Asset Management		✓	
BDO Corporate Finance	✓	✓	✓
Blue Zoo Holdings	✓	✓	✓
Bluerose Consulting		✓	
Braxford Consultancy	✓		
Brewerton & Associates	✓	✓	
Charles Vinci and Associates	✓		
Corporate Scorecard			✓

Whole of Government

Who are the contracted suppliers?

	<i>Audit Services</i>	<i>Financial Advice</i>	<i>Financial Assessment Services</i>
Courage Advisory Services	✓		
Crowe Horwath Perth	✓	✓	✓
Deloitte Touche Tohmatsu	✓	✓	✓
Dr Gordon M Robertson	✓		
Equal Assurance	✓		
Ernst & Young	✓	✓	
GCM Management Consulting	✓	✓	
Grant Thornton	✓	✓	✓
Gresham Partners Limited		✓	
Investec		✓	
KordaMentha	✓	✓	
KPMG	✓	✓	✓
LG Solutions		✓	
LSI Consulting	✓		
Macquarie (Capital) Australia Limited		✓	
Marsden Jacob Associates	✓	✓	
maZentre	✓	✓	
McGrathNicol	✓	✓	✓
Momentum Partners	✓	✓	
Navitas		✓	
Nexia	✓	✓	✓
Nous Group	✓		
Oyster Consulting	✓	✓	
Paxon Consulting	✓	✓	✓
Pitcher Partners	✓	✓	
Portland Group		✓	
Pottinger		✓	
PricewaterhouseCoopers	✓	✓	✓
PricewaterhouseCoopers Indigenous Consulting	✓	✓	
Profectus Australia	✓		
Protiviti Pty Ltd	✓	✓	✓
Quantum Consulting Australia	✓		✓
Quantum Management Consulting and Assurance	✓		
RiskWest	✓		
RSM Bird Cameron	✓	✓	✓
Santo Casilli	✓	✓	
SR Governance	✓	✓	
Stantons International	✓	✓	
Titan ICT Consultants	✓		
Torridon Partners		✓	
UHY Haines Norton	✓	✓	
William Buck	✓	✓	✓

Whole of Government

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.

Contract Manager:..... Vanessa Stickells
Telephone:(08) 6551 1593
Email: .vanessa.stickells@finance.wa.gov.au

[Buyers' Guide](#)
[Price Schedule](#)
[Pick and Buy Order Form](#)
[Customer Contract Form](#)

Debt Recovery Services

Contract no: DRS2018

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

Term: 31 January 2018 - 31 January 2021



What do I use this contract for?

This CUA is designed to help you recover unpaid accounts, in a way that is cost effective and minimises risk.

- Choose from three qualified debt collecting agencies to recover your debts on a 'no success no fee' model.
- Services on offer include letters; phone calls; skip tracing to track down the debtors; field visits to make face-to-face contact with debtors; and legal action.
- You can 'pick and buy' Contractors without having to call for quotes.
- The CUA rates are maximum rates – you can negotiate lower prices based on debt value or volume.
- The Contractors will pursue your Australian and overseas debts

The contracted suppliers will recover debts in the following categories:

- Vacated Housing Debts
- Housing Bond Assistance Debts
- Student Debts
- Overpaid Salary Debts
- Hospital Patient Debts
- General Debts

Debt Recovery Services

Who are the contracted suppliers?

Contractor	Debt Category
Baycorp (WA) Pty Ltd National Credit Management Limited (NCML) Duns & Bradstreet (Australia) Pty Ltd	Vacated Housing Housing Bond Assistance Overpaid Salaries Hospital Patients Student Debts General Debts

Insight Mercantile Pty Ltd, contracted under DRS2013A, will not be supplying under DRS2018. The contract manager can also advise you on how to transition out of the previous contract DRS2013A, if necessary.

For further information on the new arrangement, read the Buyers Guide or contact the contract manager.

Contract Manager:.....Kristien van der Spoel
Telephone:..... (08) 6551 1330
Email:.....Kristien.vanderSpoel@finance.wa.gov.au

[Buyers Guide](#)
[Pick and Buy Order Form](#)

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 assesment. 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](#)

Resources - WA Schools Only

[Quote and Order Form](#)

[How to Buy](#)

Contract Manager: Steve Hawkey
Telephone: 08 6551 1346
Email: steve.hawkey@finance.wa.gov.au

[Buyers' Guide](#)

[Specification Guide](#)

[eDecision Aid](#)

[Pick and Buy Order Form](#)

[Quote and Order Form](#)

[How to Buy](#)

[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: TRP2016

Buying Rules: Mandatory in the Perth Region for Western Australian Authorities and Approved CUA Users for consignments from or destined to Perth.

Term: 1 July 2016 - 30 June 2019
(plus two 1 year extension options)



The new Transport CUA has combined the now expired (30 June 2016) Metropolitan Courier Services and Freight Transport Services CUAs. The new CUA will increase savings to government through the introduction of additional suppliers, by having the same suppliers across multiple categories, and simplifying the buying process through electronic decision aids. The CUA covers all your transport needs including metropolitan courier services and freight services between metro and regional or interstate locations.

Exclusions:

- International freight transport services;
- Services provided under the Removalist Services CUA REM2013 (exception - flat packed furniture or items in their original packaging);
- Freight transport within regional WA centres and across regional WA locations (e.g. Albany to Broome).
- Rail transport;
- Sea freight services (exception - Cocos Islands);
- Services and the transport of goods supplied under other arrangements where freight forms part of those Arrangements (i.e. goods purchased on a Free Into Store (FIS) Basis).

What do I use this contract for?

- Category 1 – Courier Services
- Category 2 – Freight Services
 - 2A – Air Freight
 - 2B – Road Freight

Whole of Government

Key Features and Benefits

- Direct purchasing (i.e. 'Pick and Buy') approach;
- Broad range of courier, road and air freight transport services available;
- Choice of suppliers;
- Panel arrangement;
- Contractor Online booking facilities;
- Track and Trace services;
- Total Transparency of contracted pricing and services through
- E-decision aid; and
- Purchase goods and services under terms and conditions that
- protect you as a Buyer.

A dedicated contract manager is available to help you to understand and get the most out of this contract. If you have any queries about this contract or this publication, please contact:

Adrian Allen

Tel: (08) 6551 1576

Email: adrian.allen@finance.wa.gov.au

Government Procurement Department of Finance

4th Floor Optima Centre

16 Parkland Road

OSBORNE PARK WA 6017

Contract Manager:..... Adrian Allen
Telephone:(08) 6551 1576
Email:..... adrian.allen@finance.wa.gov.au

[Buyers' Guide](#)

[eDecision Aid](#)

[Price Schedule](#)

[Request For Quote Form](#)

[Greater Perth Region Maps](#)

Fuel - Bowser, Bulk and Drum

Contract no : FUE2013

Buying Rule : Mandatory (Statewide)
Quotes not required

Term : 1 April 2013 - 31 March 2020



What do I use this contract for?

- Bowser Fuel (Fuel Cards)
 - ULP (Unleaded)
 - PULP (Premium Unleaded)
 - Diesel (Premium Diesel)
 - Auto LPG
- Bulk Fuel
 - ULP (Unleaded)
 - PULP (Premium Unleaded)
 - Diesel (Premium Diesel)
- Drum Fuel (non-mandatory)
 - ULP (Unleaded)
 - Diesel

Who are the contracted suppliers?

Contractor	Bowser Fuel (Fuel Cards)	Bulk Fuel	Drum Fuel
BP	✓	✓	✓
Caltex	✓ (Including Woolworths sites)		
Shell	✓ (Including Coles sites)		

Fuel Card Conditions & Payment?

Contractor	Where the card can be used	Fee for issue or use of card
BP	ONLY at BP sites	No
Caltex	ONLY at Caltex sites (inc Woolworths)	Every fuel transaction on a Caltex Fuel Card will attract a \$0.19 transaction fee
Shell	ONLY at Shell sites (incl Coles) (and some 3rd party sites)	No

Buyers Tips

Fuel

- The average metropolitan ULP fuel price is 8-12cpl cheaper on Sundays and Mondays so topping up your fuel tank on these days can deliver significant fuel savings.
- 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.
- 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 325 sites in country WA that accept our Fuel Cards so you shouldn't get caught short.

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

[Buyers' Guide](#)
[Fuel Station Listing](#)

GovNext-ICT

- Contract no:** CUAGNICT2015
- Buying Rules:** Mandatory (Statewide)
Refer to Buyers' Guide
- Term:** 20 January 2017 to 19 January 2022
(Plus one, five year extension option)

Gateway Review

Any ICT projects or programs valued at \$10 million and above, including purchases from this CUA, are required to undergo a Gateway Review or request an exemption.

For information please access the [Gateway Webpage](#) or refer to Premier's Circular 2016/05 link in the page.

To arrange for a Gateway review please contact 0865511397 or Send email enquiry to gateway@finance.wa.gov.au

What do I use this contract for?

Category A: Co-Location Services

- Housing of data centre racks in Tier III data centre.
- Data centre link - Fibre, light path or communication link between two GovNext Datacentres.
- Management of equipment in Tier III Data Centre (optional).

Category B: Cloud Services

- Multi-Tenant (Private cloud) Infrastructure as a Service.
- Multi-Tenant (Private cloud) AIX Infrastructure as a Service (optional).

Category C: Network and Communication Services

Network Connectivity

- Provision of network access to a site (to wall plates with sites, ready to connect personnel devices).
- Provision of network connectivity to an existing agency datacentre as a transition measure (optional).

GovNext-ICT

Category C: Network and Communication Services

Gateway

- Managed access to the internet.
- Creation of security zones (DMZ and similar).

IP Telephony

- Supply of telephony and voicemail.
- Supply of telephony, voicemail, instant messaging and presence.
- Centralised supply of Customer Contact Centre software.
- Centralised supply of Customer Contact Centre software (Advanced).

POTS Telephony

- Delivery of and connection to analogue phone services.

Contract Manager:..... Colin MacDonald
Telephone:(08) 6551 3950
Email:..... govnext@gcio.wa.gov.au

Buyers' Guide
eDecision Aid (Contract Documentation)

Human Resource (HR) and Investigation Services

Contract: HRS2015

Buying Rules: Mandatory (Perth region only)

Transactions up to \$50,000 inc GST
Verbal Quotes Required

Transactions between \$50,001 - \$250,000 inc GST
Obtain 2-5 quotes

Term: 1 January 2016 to 31 December 2019
(Plus one (1) 12 months extension option)



What do I use this contract for?

- Category 1 - Job Design and Classification

Includes services such as : Drafting & amending job descriptions, undertaking & drafting classification determination, drafting & finalising criteria progression reports, managing job-matching supported wage assessments & assessment procedures for people with Disabilities initiatives, conducting work assessments & classifications supporting specialist Indigenous positions.

- Category 2 - Recruitment Management

Includes services such as : giving recruitment & selection guidance &/or advice, short-listing applicants & preparation for interviews, acting as selection panellists, drafting selection reports, receiving applications & distribution of information packages, conducting reference checks, undertaking alternative assessment methods, where required.

- Category 3 - HR Investigations

This arrangement is to meet the needs of agencies seeking HR Investigation Services in relation to a range of issues including allegations of misconduct; bullying and employee grievances and can provide advice to a public authority on investigation frameworks, processes and techniques.

PLEASE NOTE:

This CUA covers Recruitment Management Services but is NOT for sourcing/engaging temporary personnel. **CUA TPS2014** for Temporary Personnel must be used for this.

Who are the contracted suppliers?

Please refer to the Buyers Guide and Contractor Profiles.

Contract Manager:.....Meg Herbert
Telephone: (08) 6551 1349
Email:..meg.herbert@finance.wa.gov.au

[Buyers' Guide](#)

[Contractor Profiles - Category 1: Job Design and Classification](#)

[Contractor Profiles - Category 2: Recruitment Management](#)

[Contractor Profiles - Category 3: HR Investigations](#)

[Price Schedule](#)

[Purchase Request Form](#)

Information and Communications Technology (ICTS) Services

Contract no: ICTS2015

Buying Rules: Mandatory for procurements \$50,000 and above in Perth Metropolitan (Discretionary for procurements under \$50,000 and regional Western Australia)

Term: 1 February 2016 - 31 January 2019
(plus two, 1 year extension options)



What do I use this contract for?

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

<i>Category</i>	<i>Service</i>
1	ICT Planning and Advisory Services
	This category covers any planning and advisory services within an ICT Contract
2	ICT Business Solutions Implementation Services
	This category covers ICT applications development, establishment, implementation, integration, management and maintenance.
3	ICT Environment Management Services
	This category includes the management of an organisation's ICT environment such as the management and support services of software and equipment for servers, desktops, portable or mobile computing facilities, network facilities or existing data centre environments.

Key Features and Benefits

- Provides a streamlined procurement process through flexible buying rules and simplified quotation templates.
- Non-mandatory for procurements under \$50,000 providing additional flexibility and choice to Customers for low value procurements.
- Broad categories and a large range of Contractors to choose from to meet agency requirements for ICT Services.

School Websites:

Schools when procuring website design, implementation and ongoing maintenance have the discretion to utilise this CUA under Category 2 – ICT Business Solutions Implementation Services.

The CUA does allow the flexibility for all schools to procure these requirements outside the CUA providing the procurement for website design, implementation and ongoing maintenance remain under \$50,000 inc GST.

For more information on School Website regarding Domain Name Registration, Design and Content, Web Hosting and Frequently Asked Questions (FAQ) click [HERE](#)

Whole of Government

Buyers Tips

- Use the eDecision Aid to access the list of Contractors or use the Contractors Profiles to search and read about the Contractors? experience, skills and available industry certifications.
- Procurements below \$50,000 are non-mandatory under this CUA.
- Procurements of \$250,000 and above require Department of Finance Procurement representative's involvement. Get in contact with your assigned Government Procurement Representative early to discuss your buying needs.
- Bundling of products and services, software-as-a-service and other cloud and hosting services are not within scope of this CUA. Always refer to the Buying Rules in the Buyers Guide.
- The Contractor's published rates are indicative rates only. Rates will be provided during the quotation process.
- 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.

Contract Manager:..... Kala Govindarajoo
Telephone:.....(08) 6551 1348
Email:.....cuaicts2015@finance.wa.gov.au

[Buyers' Guide](#)

[Quotation Form](#)

[Easy Guide](#)

[eDecision Aid](#)

[Evaluation Template](#)

[CUAICT2015 Head Agreement and Customer Contract](#)

[Contractor Profiles - Category 1](#)

[Contractor Profiles - Category 2](#)

[Contractor Profiles - Category 3](#)

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 2018



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:..... Kris Van Der Spoel
Telephone:(08) 6551 1429
Email:...kristien.VanDerSpoel@finance.wa.gov.au

Buyers' Guide

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 2020
Software License period enrolment: 1 June 2015 to 31 May 2018
Data #3 Pty Limited: 1 May 2012 - 30 April 2018
(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

Buyers' Guide

Motor Vehicles and Fleet Services

Contract no : 19510 - Motor Vehicle Fleet Services

Buying Rule : Mandatory (Statewide)
Quotes not required

Term : 1 November 2010 - 31 October 2018

Contract no : 37804 - Motor Vehicles - Passenger and Light Commercial

Buying Rule : Mandatory (Statewide)
Refer to Buyers' Guide

Term : 1 January 2007 - 30 Jun 2017

What do I use this contract for?

19510 - Panel A Motor Vehicle Fleet Services - (\$15.82/vehicle/month)

Vehicle replacement	Fuel provision
Licensing	Data management & reporting
Decommissioning	Crash management
Maintenance & repairs	Management of notices & fines
Fleet management advisory	FBT management
Arrange supply, sit out & management of equipment	

19510 - Panel B Motor Vehicle Disposal and Inspection Services

Inspection of vehicle for mechanical & body damage	Determination of warranty, insurance or refurbishment repairs
Provision of indicative costs for repairs	Re-inspection and certification of vehicle upon completion of repairs
Cleaning & detailing	Upgrading of vehicle licence & registration
Cataloguing, allotting to auction & advertising	Sale of vehicle through fixed price or public auction
Remittance of proceeds & furnishing of sale reports	Managing post-sale warranty provisions

What do I use this contract for?

Contractor	Panel A	Panel B
Fleetcare	✓	
Manheim		✓
Pickles Auctions		✓

37804 - Purchase of passenger and light commercial; vans and trucks; four wheel drives; buses (<4.5 Tonne vehicles)

This CUA covers vehicles <4.5 tonne being passenger vehicles, vans, cab shassis, pickups, sports utility vehicles and small buses.

All Department of Education Offices and Schools must comply with the Department's Motor Vehicles Motor Cars and Buses Leased/Purchased by Schools Policy.

A Business Case to be submitted for approval to the Director, Strategic Asset Planning as per Policy. If approved, the vehicle will be managed by Fleetcare.

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

[19510 Buyers' Guide](#)

[37804 Buyers' Guide](#)

Fuel and Motor Vehicle Rental Services

Contract no : CUAMVR2014 - Motor Vehicle Rental Services

Buying Rule : Mandatory (Statewide)
Quotes not required

Term : 1 June 2014 - 31 May 2019

What do I use this contract for?

Rental of Passenger Vehicles, Light Commercial Vehicles and Small Buses throughout Australia.

Rental Vehicle Insurance

The Department is a Self Insured Agency. Rental/Hire vehicles are automatically provided with comprehensive cover by RiskCover.

When renting a vehicle, a copy of the Department's Certificate of Currency - Motor Vehicle Material Loss or Damage and Motor Vehicle Third Party Liability may be required to be presented to the Rental Company as evidence of coverage. Copies are available from [HERE](#).

Buyers Tips

- 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 an 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 accounts.

Whole of Government

Perth Airport Budget Rental Collection - New School Accounts required

For Schools who collect rentals from Budget at Perth Airport and pay on Account due to a change in ownership you will need to establish a new Account. Below are the operating terms and conditions.

Advice for Staff who make Bookings

- The new account requires a Purchase (credit) Card to be linked to the account.
- The credit card nominated should be the one used by the person who makes the bookings on behalf of the school as they are the only ones who can make bookings going forward.
- When the booking is made it will be charged back to the linked Purchase Card.
- Only the Purchase Card holder is advised of the new Account Number.
- The booker can make the reservation with the school BCD (Budget Customer Discount) account.

Advice for Renters

- Invoice presented to renter doesn't disclose the account number.
- **Renters can still pay using their Government Purchase Card when they collect the vehicle.**

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

Contract Manager:..... Keva Maher
Telephone:..... (08) 6551 1388
Email:..... keva.maher@finance.wa.gov.au

Buyers' Guide
MVR2014 Price Schedule
MVR2014 Airport Concession Recovery Fees

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 2019



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:..... Glenn Riekie
Telephone:(08) 6551 1394
Email:.....glenn.riekie@finance.wa.gov.au

[Buyers' Guide](#)
[Application Forms](#)

Purchasing Card Services and Expense Management System - Schools

Contract no: 35308-Category 3
Buying Rules: Mandatory (Statewide)
Term: 1 July 2011 – 28 January 2019



Notice:

Replacement CUA PC2019 Purchasing Card Services and Expense Management System has been awarded to the National Australia Bank Limited and will commence transactional services as of 29 January 2019. Communications regarding the transition of services to the new CUA will be forwarded to Public Authorities in May 2018.

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:.....Glenn Riekie
Telephone: (08) 6551 1394
Email:..... glenn.riekie@finance.wa.gov.au

[Application Forms](#)

Removalist Services (Office and Staff Relocation)

Contract no: CUAREM2017

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 2018 - 28 February 2021
(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?

Contractor	Office Relocations	Staff Relocations
Adlam Transport Pty Ltd	Yes	
Grace Worldwide (Aust) Pty Ltd	Yes	Yes
Karrinyup Karriers	Yes	
Keys Bros Removals and Storage		Yes
Office Relocation Solutions Pty Ltd	Yes	
SIRVA Pty Ltd ta Allied Pickfords	Yes	Yes
Wridgways Pty Limited t/a Santa Fe Relocations	Yes	

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:..... Adrian Allen
Telephone: (08) 6551 1576
Email:..... adrian.allen@finance.wa.gov.au

[Buyers' Guide](#)
[Price Schedule](#)

Salary Packaging Services

Contract: SPS2017

Buying Rules: Mandatory (State-wide)

Term: 1 May 2017 - 30 April 2022

What do I use this contract for?

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?

Salary Packaging Provider	General Enquiries	Local Representative
Maxxia Australia Pty Ltd.	1300 123 123	08 9363 7001
Selectus Pty Ltd.	1300 669 118	08 9217 1431

Contact:John Lamb
Telephone:(08) 6551 1393
Email:.....John.lamb@finance.wa.gov.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
- The Information Management Group
- Iron Mountain
- ZircoDATA

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 - All Contractors

Price Schedule - Grace Records Management

Price Schedule - Iron Mountain

Price Schedule - Specialised Security Shredding

Price Schedule - The Information Management Group

Price Schedule - ZircoData

Transitioning FAQ and Guidelines

Contract Manager:..... Rob Larkins
Telephone: (08) 6551 1316
Email:..... Rob.Larkins@finance.wa.gov.au

Temporary Personnel Services

Contract: CUATPS2014

Buying Rules: Mandatory (Perth region only)

Term: 9 November 2014 to 8 November 2018



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?

<i>Contractor</i>	<i>Category A Clerical & Administrative</i>	<i>Category B Technical & Trades</i>	<i>Category C Professional</i>	<i>Category D Finance & Accounting</i>	<i>Category E Information and Communications Technology</i>
AndersElite Professional Recruitment			✓		
Chandler Macleod Group					✓
DFP Recruitment Services	✓	✓	✓		
Finite IT					✓
GEL Gov Group	✓		✓	✓	✓
Hays Specialist Recruitment				✓	
Integrity Executive			✓		
Integrity Industrial		✓			
Integrity Staffing	✓				
IPA Personnel	✓				
Randstad	✓	✓			
Talent International					✓
Titan Recruitment					✓

Whole of Government

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:..... Meg Herbert
Telephone:.....(08) 6551 1349
Email:.....meg.herbert@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 2019



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:.....Jasmin Vose
Telephone: (08) 6551 2482
Email:.....wagbt@treasury.wa.gov.au

[Buyers' Guide](#)

Travel Management Services

Contract: CUATMS2017

Buying Rules: Mandatory (Domestic air travel only)

Domestic air travel is mandatory for WA Government departments.

International air travel is non-mandatory for WA Government departments.

The **Buy Local Policy** applies in regional locations.

Term: 1 August 2017 - 31 July 2020

Extension options:

One, three-year extension option

Three, one-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

Air travel reservations (bookings) and associated services provided by the contractor Corporate Travel Management (CTM). Reservations can be made online or via email/phone.

Who are the contracted suppliers?

Corporate Travel Management (CTM)

Key Features and Benefits

- Access to discounted airfares, motor vehicle rental and accommodation through one supplier.
- Access to best in class online booking tools.
- Assistance in user level account management (e.g. policy compliance, expenditure tracking, ticket credit utilisation).
- Configuration of travel solutions to meet user needs by dedicated and qualified travel consultants.
- Reporting tools that assist track and monitor your travel costs and credits.
- Availability of VIP services.

Buyers Tips

- Buy travel online using CTM's Online Booking Tool (OBT).
- Do not have airline preferences.
- Buy the cheapest fare that meets your travel needs ("Best Fare of the Day").
- Use any ticket credits early (they only last 12-months).
- Streamline internal approval processes so that you can buy airfares early (the cheapest fares sell first).
- Analyse your travel performance and change your buying behaviour as necessary.
- Seek training and assistance from CTM to improve your travel management practices.
- Schools should refer to the [Department of Education School Excursion](#) webpage for advice on making travel arrangements for school excursions.

Contract Manager:..... Stephen Koh
Telephone:(08) 6551 1387
Email:.....stephen.koh@finance.wa.gov.au

[Buyers' Guide](#)

[CTM - Contact Sheet for Dept of Education](#)

[CTM - Ticket Credit Guide](#)

[Ticket Credit Calculator](#)

[E-Mail Subscription](#)

Waste Disposal and Recycling Services

- Contract no:** CUAWAS2016
- Buying Rules:** Mandatory (Perth Metropolitan only)
Quotes not required
- Term:** Category A -D 15 May 2016 - 14 May 2021
(plus two one-year extension options)
Category E: 15 May 2016 to 14 May 2018
(Plus one, two year extension option and three, one-year extension options)



What do I use this contract for?

Category A - Total Waste Management Services

- General Waste
- Recycling
- Medical/Clinical Waste
- On Site Services

Category B - Medical/Clinical Waste

- Medical/Clinical Waste
- Operating room plastics recycling

Category C - Sanitary Waste

- Sanitary Napkin disposal
- Nappy disposal

Category D - Office Paper Recycling

- Floor-by-Floor collection of clean office paper bins for recycling

Category E - ICT Equipment Disposal (e-Waste)

- A recycling service for the disposal of end of life ICT equipment

Buyers Tips

- This CUA aims to maximise recycling and minimise waste going to landfill. You are strongly encouraged to reuse, recycle and recover before disposal.
- Assess your waste volume and select the appropriate bin sizes and pick-up frequency. Don't forget to take into account prices for different bin sizes.
- When a category has more than one contractor, consider who best meets your needs at the best prices.
- For organising supply of new/additional sanitary and nappy disposal services (Category C) and additional bulk waste services (Category A), please contact Barry Adamson at Strategic Asset Planning on barry.adamson@education.wa.edu.au or (08) 9264 4870.

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

[Buyers' Guide](#)
[Price Schedule](#)
[Order Form](#)

Bulk Groceries and Fresh Produce

Contract no: GRO2014
Buying Rules: Mandatory (Perth region only)
 Quotes not required
Term: 2 October 2014 - 1 October 2019
 (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?

Category	Sub-Category	Suppliers
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

Whole of Government

<i>Category</i>	<i>Sub-Category</i>	<i>Suppliers</i>
4.3	Refrigerated Processed Meats and Smallgoods	Classic Meats Dardanup Butchering Company Pty Ltd Sealanes Foodservice Superstock Food Services Wing Hong Food Services
5.1	Frozen Beef, Lamb and Pork	PFD Food Services Pty Ltd Sealanes Foodservice Superstock Food Services
5.2	Frozen Poultry	Mondo Butchers Wholesale PFD Food Services Pty Ltd Wing Hong Food Services
5.3	Frozen Seafood	Kailis Bros New West Foods (WA) Pty Ltd Sealanes Foodservice Superstock Food Services
5.4	Frozen Savoury Products	Bidvest Perth Kailis Bros Sealanes Foodservice Superstock Food Services
6.1	Fresh Fruit and Vegetables including Prepared Vegetables	Bell-Vista Fruit & Veg Co Pty Ltd GA Zimbulis & Sons Select Fresh
6.2	Frozen Fruit and Vegetables	Bidvest Perth New West Foods (WA) Pty Ltd PFD Food Services Pty Ltd Superstock Food Services
7.1	Fresh Milk, Yoghurt and Cream	Brownes Dairy Harvey Fresh
7.2	Flavoured Ices and Ice Cream Products	Bidvest Perth Sealanes Foodservice Superstock Food Services
7.3	Cheese and Butter	Bidvest Perth Kailis Bros Sealanes Foodservice Superstock Food Services
7.4	Margarine	Bidvest Perth New West Foods (WA) Pty Ltd Sealanes Foodservice Superstock Food Services
7.5	Eggs	Kailis Bros Sealanes Foodservice Superstock Food Services

Whole of Government

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.

Contract Manager:.....Rob Larkins
Telephone: (08) 6551 1316
Email:..... robert.larkins@finance.wa.gov.au

Buyers' Guide

Cleaning, Kitchen and Bathroom Products

Contract no: CUACKB2015

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

Term: 1 October 2016 - 30 September 2019
(Extension option available up to 24 months)



What do I use this contract for?

Category A - Customised Distribution

A customised arrangement from a panel of suppliers to provide a range of cleaning, kitchen and bathroom products to multiple or nominated sites with orders packaged and labelled for direct distribution.

Category B - General Distribution

A pick and buy arrangement from a panel of suppliers to provide the following products:

- Bags
- Chemical products
- Cleaning products
- Gloves
- Kitchen products
- Paper towels and tissues
- Personal products
- Wiping cloths

Whole of Government

Buyers Tips

- Category A (Customised Distribution) - use the Service Level Agreement Form to seek quotes and select a sole supplier if you wish to stipulate your service requirements.
- Category B (General Distribution) - a one stop shop is available from all three suppliers across all eight product groups. Shop around the different suppliers to make sure you are getting the best price.
- When opening an account or placing orders, advise the supplier that you are an approved CUA user to make sure you are getting CUA prices.
- To view Government pricing go to each supplier's website. You will need to establish an account and obtain a login.
- Check suppliers' delivery charges and product lead times for Category B (General Distribution) in the Buyers Guide.

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Buyers' Guide
Bunzl Service Level Agreement
Winc Level Agreement

Domestic LPG, Medical, Industrial, and Speciality Gases

Contract no: GAS2016
Buying Rules: Mandatory (Statewide)
Quotes not required
Term: 1 February 2016 - 31 January 2021
(plus 1 two-year extension option)



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

LPG in Bulk

- Delivered directly into on-site tanks

Medical Gases

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

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?

	<i>Domestic LPG in Bulk</i>	<i>Domestic LPG in Cylinders</i>	<i>Medical Gases</i>	<i>Industrial & Speciality Gases</i>
Air Liquide WA Pty Ltd				✓
BOC Ltd			✓	✓
Kleenheat	✓	✓		
Elgas	✓			

Buyers Tips

- Always quote the CUA number when buying any gas products from this CUA.
- Check your invoices against the CUA price schedules to make sure you are charged the correct prices.
- A rental fee is payable on all cylinders. To avoid excess fees, buy only what you need and return cylinders that are no longer required.
- Make use of the contractors' cylinder holding report, to keep track of long-held, potentially lost, cylinders on your site.
- Write off missing medical, industrial and speciality gas cylinders to avoid paying rent forever.
- If you are using large quantities of Domestic LPG, consider converting to bulk tanks rather than using cylinders. Discuss your requirements with the Contractor and the Contract Manager.
- Consider using the contractors' online ordering facilities.
- Save money on delivery costs in regional areas by picking up cylinders from the contractors' depot but make sure you have an appropriate vehicle.

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Buyers' Guide

Price Schedule - Medical Gases

Price Schedule - Industrial Gases

Price Schedule - LPG in Bulk and Cylinders

Office Stationery and Consumables

Contract no: CUA2014

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?

	<i>Office Stationery</i>	<i>Office Kitchen Provisions</i>	<i>Copy Paper</i>	<i>Envelopes</i>
Australian Paper				✓
Complete Office Supplies	✓	✓	✓	
Lyreco	✓	✓	✓	
Winc	✓	✓	✓	

Whole of Government

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 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](#)
 - [Lyreco SLA](#)
 - [Winc SLA](#)
- Additional Envelope Documentation
 - Australian Paper
 - [Australian Paper Order Form](#)
 - [Australian Paper Envelope Guide](#)

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Buyers' Guide

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. Its not unusual for them to offer their own discounting arrangement.

If you are buying outside the Contract, normal State Supply Commission purchasing policies and thresholds apply. http://www.finance.wa.gov.au/cms/Government_Procurement/Policies/State_Supply_Commission_Procurement_Policies.aspx

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[Buyers Guide](#)

Regional Group Buying Arrangements

Cleaning Kitchen and Bathroom Products (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 2018

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?

<i>Contractor</i>	<i>General Cleaning Products</i>	<i>Kitchen Products</i>	<i>Bathroom Products</i>
Great Southern Packaging Supplies Pty Ltd	✓	✓	✓
Lorraine Distributors	✓	✓	✓
Winc	✓	✓	✓
Quality Packaging Pty Ltd	✓	✓	✓
Quick Corporate Australia	✓	✓	✓

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Buyers' Guide

Regional Group Buying Arrangements

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 July 2018



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;

Location	Definition / Description
General Locations:	
Albany	All Delivery Places within a 15km radius of the Albany PO
Denmark	All Delivery Places within a 10km radius of the Denmark PO
Katanning	All Delivery Places within a 10km radius of the Katanning PO
Kojonup	All Delivery Places within a 10km radius of the Kojonup PO
Mount Barker	All Delivery Places within a 10km radius of the Mount Barker PO
Specific Location:	
Pardelup Prison Farm	Muir's Highway, Mount Barker

Regional Group Buying Arrangements

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

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[Buyers' Guide](#)

Regional Group Buying Arrangements

Food & Groceries (Narrogin and Southern Districts Sites)

Contract no: GBA201503510 (Group Buying Arrangement)
Buying Rules: Non Mandatory (Narrogin and Southern District Sites)
Term: 1 May 2016 to 30 April 2019



What do I use this contract for?

<ul style="list-style-type: none">• Dry Goods• Dairy Products and Fresh Fruit Juices• Frozen products and small goods• Fresh fruit and vegetables	<ul style="list-style-type: none">• Fresh meat and chicken• Bread
--	--

Location	Definition / Description
Narrogin	All areas within a 10km radius of the Narrogin Post Office
Pingelly	All areas within a 10km radius of the Pingelly Post Office
Lake Grace	All areas within a 10km radius of the Lake Grace Post Office
Boddington	All areas within a 10km radius of the Boddington Post Office
Kondinin	All areas within a 10km radius of the Kondinin Post Office
Dumbleyung	All areas within a 10km radius of the Dumbleyung Post Office
Wagin	All areas within a 10km radius of the Wagin Post Office

Who are the contracted suppliers?

- Bill & Ben's Hot Bread Shop
- Boddington IGA
- Brownes Dairy
- Narrogin Fresh
- Narrogin Fruit Market
- PFD Food Services
- Pingelly IGA
- Wagin Meats

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[Buyers Guide](#)

Supply of Food and Groceries for the South West Region

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



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[Buyers Guide](#)

Waste Disposal Services for the Mid West Region

Contract: **GBA201401405**
Buying Rules: Non-Mandatory
(Mid West Region Only)
Term: 1 August 2014 - 31 July 2018
(plus two 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

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Buyers Guide