

ASSET MANAGEMENT DIRECTORATE



INDUSTRIAL ARTS MACHINE TOOLS

CONTRACT DECAM-13-15

ADVICE TO ACCOMPANY MEMORANDUM TO
PRINCIPALS DN/14/00109

Preface

This contract has been established with consultation within DoE and BOSTES to determine a range of equipment suitable to support the delivery and achievement of education outcomes in NSW Government Schools.

The contract specification was developed for Procurement Directorate in consultation with the involvement of:

- **Asset Management Directorate**
 - Compliance and Safety Unit
 - Procurement Unit
- **Learning and Leadership Directorate**
TAS Advisor Secondary Education
- **BOSTES**
Inspector, Technology Education
- **WHS**
Research and Liaison Officer
- **VET in Schools Directorate**
Systems Support Advisor
- **Consultant**
Independent Machinery Safety Specialist
- **School Staff**
Head Teachers from Secondary Schools
- **Procurement Directorate**
Procurement Officer, Procurement Solutions

For enquiries please contact: (Type of machines, workshop placement etc.)

Asset Management Directorate's
Compliance and Safety Unit

Alan Smith 9561 8956

Peter M Smith 9561 8224

Paras Doshi 9561 8969

Barry Ledsam 9561 1124

Procurement Directorate

Chris Dale 9561 8967



Memorandum to Principals

DN/14/00109

High Schools, Central Schools, SSP and Trade Training Centres (TTC's)

Re: Supply of machine tools (DECAM-13-15) to schools with secondary enrolments.

In June 2013, Asset Management Directorate commenced a process to establish a new Machine Tool Contract to provide a range of equipment to support Design and Technology, Industrial Technology and Vocational Education and Training curriculum delivery in schools. A consultative group was established with representation from head teachers / teachers in schools, Curriculum Directorate, Work Health and Safety Directorate, VET in Schools, BOSTES and an external safety consultant. Processes have ensured wide consultation on items included in the new Machine Tools Contract and all equipment provided by the Contract fully complies with the Work Health and Safety legislation and relevant Australian Standards.

DEC Procurement Directorate has established the Machine Tools Contract for schools (Contract DECAM-13-15) that will provide appropriate and safe equipment for use in school workshops. All items available on this Contract have been risk assessed to ensure compliance with both legislative and Department of Education and Communities teaching and learning requirements.

To ensure that only compliant machine tools are used in school workshops, **Principals are advised that use of this contract is mandated and is specifically excluded from alternative methods of procurement including the Local Schools, Local Decisions Policy purchasing arrangements.** This is to prevent substitution with equipment that does not meet DEC safety requirements and prevent purchases from alternate suppliers. Schools must not purchase any machine tools other than those available on Contract DECAM-13-15. A process for the ongoing review of the Contract is being put in place to ensure the current range of equipment available satisfies the educational requirements of the TAS and other curricula.

Before placing an order for machine tools, schools are required to submit a completed purchase checklist and associated documentation to the Asset Management Directorate. The submission requires that:

- consideration be given to the layout of fixed equipment in the school workshop, and
- information be provided to facilitate the delivery and installation of the equipment.

Details of the DEC Purchasing Checklist can be found at:

detwww.det.nsw.edu.au/assetmanagement/safecomp/machine_tools.htm

Principals are requested to distribute this memorandum to the TAS faculty and ensure there is full compliance with the purchasing process for machine tools.

All equipment supplied must be used in accordance with controls specified in the Equipment Safety in Schools database of advice via the DEC Portal, for access see: Equipment Safety in Schools

Should you have any issues relating to this memorandum, please contact:

Compliance and Safety Officers: Paras Doshi on Ph: 9561 8969 or Peter Smith on Ph: 9561 8224.

Environment and Compliance Manager: Alan Smith on Ph: 9561 8956.

Anthony Perrau

Executive Director

Asset Management Directorate

4 November 2014

1. Introduction

All contract items are listed, together with supplier details and prices current at the date of this publication. To ensure that only machine tools which comply with Work Health and Safety legislation and relevant Australian Standards, are placed in school workshops. Principals have been advised that use of this contract is mandated and is specifically excluded from alternative methods of procurement including the Local Schools, Local Decisions policy purchasing arrangement. Further information regarding this policy is available at: detwww.det.nsw.edu.au/procurement/lslld/documents/lslld_excluded_contracts.pdf

This policy is to prevent substitution with equipment that does not meet DoE safety requirements and prevent purchases from alternate suppliers.

Schools must not purchase any machine tools other than those available on Contract DECAM-13-15. A process for the ongoing review of the contract is being put in place to ensure the current range of equipment available satisfies the education requirements of the TAS and other curricula.

Portable power tools

- There is no State Contract for the supply of portable power tools. This is due to the rapid change in supply of items and cost variations. It is strongly recommended that schools purchase portable power tools of a commercial/industrial type as these have a greater longevity, are more robust and more likely to have enhanced safety features.

Equipment safety in schools (ESIS)

- All items of equipment in workshops must be used in accordance with The Guidance Notes and Usage Controls found on the Equipment Safety in Schools (ESIS) database of advice via the DoE Portal staff.det.nsw.edu.au. The advice refers not only to the safe use of contract items but for a wide range of equipment items in common use across all KLA's. Although some advice on the ESIS database may be dated as early as 2003, the advice is still current and is constantly updated as required. Teachers are advised to regularly check for recent updates using the specific link provided. All changes to ESIS will be advised online, and major changes notified via SchoolBiz.

Facilities maintenance contract (FMC)

- The Facilities Maintenance Contract provides for maintenance and cleaning services in each of the Asset Management Unit (AMU) areas. In some areas the same contractor provides maintenance and cleaning services. FMC is used to describe the contract and contractor. Details can be found at: detwww.det.nsw.edu.au/assetmanagement/assets/media/principalsA_Z.pdf.

Equipment

- Machine tools (fixed) in industrial arts workshops are inspected by the FMC annually at mid-year (June/July). Head Teachers should ensure any issues with machines are made known to FM contractors undertaking inspections so that any repairs can be undertaken. In the event of equipment breakdown, this should be immediately reported using FM Web, and the contract requires repairs to be undertaken within 48 hours (2 working days).
- When an item is reported as Beyond Economic Repair (BER) by the FMC, and supported by the AMU, funding of a like replacement item is provided by DoE (50%) and FMC (50%).

Dust/fume extraction

- All fixed dust and fume extraction is maintained by the FMC. In the event of any breakdown, this should be reported using FM Web.
- Schools are to empty dust collection hoppers on a regular basis. This can be undertaken by the Cleaning FMC to empty hoppers using 'Optional Cleaning' schedule of rates contained in the contract. The frequency of hopper cleaning will depend upon of the number of machines connected; staff should check the bins regularly.
- There is no provision in the FMC/Cleaning contracts for cleaning within and on metal and wood machines for the removal of dust and metal turnings. Such cleaning is seen as part of routine maintenance (e.g. lubrication, adjustment of fittings, blades or guards) that is undertaken by staff to ensure machines are in a safe and operational condition.

1. Introduction (continued)

Approval process

- Schools must not order items from the new contract before obtaining approval from the Asset Management Directorate (AMD) Compliance and Safety Unit. Once approval has been received from AMD Compliance and Safety Unit, schools may place an order with the approved supplier. The application can be found on Pages 14 and 15 of this booklet and also available online at: <https://detwww.det.nsw.edu.au/assetmanagement/safecomp/equisafe.htm>. A small number of portable items (listed below) that do not impact on workshop safe working areas may be purchased without approval.
- Schools may purchase the following items without specific DoE approval, but must address all associated WHS issues i.e. ventilation, available power and suitable placement.
 - Item 5 – Dust collector, portable
 - Item 21 – Workshop air Filtration System
 - Item 22A – Air compressor – reciprocating, portable
 - Items 39 & 44 – Pipe / Tube Bender, hydraulic, heavy duty
 - Item 43 – Swage & Jenny
 - Item 45 – Vacuum former, with mobile stand
 - Item 47 – L.P. gas heating kit (with gas fuse)
 - Item 51A – Resistance Welding machine (spot welder) – portable

Contract pricing

- The prices for items are usually revised annually, although occasionally there may be more frequent changes due to the exchange rate of the Australian dollar, as the majority of items are now manufactured outside of Australia. When the Australian dollar increases in value, suppliers may be able to provide additional discounts to schools.
- Schools located outside the Sydney Metropolitan Area will incur additional charges for freight, depending on their location. Schools can reduce these freight costs by combining orders from the one supplier for a number of schools at the same time. Current prices will be reflected in our on-line advice; schools should expect annual price changes.

Installation

- AMD prefers installation to be carried out by the schools facilities maintenance contractor (FMC). This is to ensure compliance with DoE's safe working areas and electrical installation requirements. It also ensures that the facilities maintenance contractor is aware of the additional equipment so that it is included in the maintenance schedule, if appropriate.

Equipment usage by cohort

- An advisory list of approved equipment for each cohort in Industrial Arts / Technology, Hospitality and Agriculture can also be accessed on the Asset Management Directorate's intranet site. Please note that this is a summary of cohort access only. Teachers must have read and implemented the risk assessment advice and guidance controls for specific items on the DoE Portal - Equipment Safety in Schools.
- Should equipment cohort access be varied, these lists will be amended online at: detwww.det.nsw.edu.au/assetmanagement/safecomp/equisafe.htm

2. Approved equipment: Industrial Arts / Technology

✓ = DoE YEAR/COHORT permitted for use

✓* = DoE YEAR/COHORT variation permitted only if a local (RA) Risk Assessment (following DECRA protocol) and higher level of supervision is implemented

Equipment/Process	Prohibited	7	8	9	10	11	12	Teacher
Biscuit Joiner, portable (powered)				✓	✓	✓	✓	✓
Buffing machine (fixed)			✓*	✓	✓	✓	✓	✓
Chain block/block & tackle (when controls implemented)								✓
Combination machines	x							
Comb jointing machine (Hegner)			✓*	✓	✓	✓	✓	✓
Dowelling and mortising machine (fixed)				✓	✓	✓	✓	✓
Drill, portable (cordless) (screw driver type)		✓	✓	✓	✓	✓	✓	✓
Drill, portable (powered) (≤ 10mm max chuck size)				✓	✓	✓	✓	✓
Drill, portable (powered) (≥ 10mm max chuck size)						✓	✓	✓
Drilling and milling machine (fixed)				✓	✓	✓	✓	✓
Drilling machine, pedestal or bench mounted		✓	✓	✓	✓	✓	✓	✓
Edge tool sharpener (fixed)		✓	✓	✓	✓	✓	✓	✓
Folder, cramp (manual)		✓	✓	✓	✓	✓	✓	✓
Folder, cramp (powered)	x							
Folder, magnetic (Magnabend)		✓	✓	✓	✓	✓	✓	✓
Grinder, angle, portable (powered ≤ 115mm)				✓	✓	✓	✓	✓
Grinder, angle, portable (powered 115-235mm)								✓
Grinder, fixed (pedestal or bench mounted)				✓	✓	✓	✓	✓
Grinder, pedestal with wire brushes	x							
Guillotine, metal sheet (manual)			✓	✓	✓	✓	✓	✓
Guillotine, metal sheet (powered)	x							
Lathe, CNC		✓	✓	✓	✓	✓	✓	✓
Lathe, metal working (fixed)			✓*	✓	✓	✓	✓	✓
Lathe, wood working long and short bed (fixed)			✓*	✓	✓	✓	✓	✓
Linishing attachment, on pedestal grinder				✓	✓	✓	✓	✓
Mill, CNC		✓	✓	✓	✓	✓	✓	✓
Milling machine (fixed)				✓*	✓*	✓	✓	✓
Morticing machine (hollow chisel)		✓	✓	✓	✓	✓	✓	✓
Nailing/stapelling machines, portable (electric and pneumatic) < 20mm capacity				✓	✓	✓	✓	✓
Nibbler, portable power tool (or attachment)		✓	✓	✓	✓	✓	✓	✓
Panbrake (manual)		✓	✓	✓	✓	✓	✓	✓
Panbrake (powered)	x							
Planer (fixed) jointer (existing equipment only)								✓
Planer, portable powered (≤ 90mm blade)								✓
Planer-thicknesser combination (fixed)					Refer to online advice in ESIS			
Plasma cutter						✓	✓	✓
Plastic strip bender		✓	✓	✓	✓	✓	✓	✓
Portable abrasive cut off saw								✓

2. Approved equipment: Industrial Arts / Technology (continued)

Equipment/Process	Prohibited	7	8	9	10	11	12	Teacher
Router Table Fixed Table	x							
Router, plunge, portable (powered)				✓	✓	✓	✓	✓
Router table - fixed with FESTO sliding table				✓*	✓	✓	✓	✓
Router table - sliding table				✓*	✓	✓	✓	✓
Router, radial arm	x							
Sander, belt (fixed)				✓	✓	✓	✓	✓
Sander, belt and disc combination (disc only)						Refer to online advice in ESIS		
Sander, belt and disc combination (fixed)						Refer to online advice in ESIS		
Sander, belt, portable (powered, <80mm belt width)				✓*	✓	✓	✓	✓
Sander, belt portable (powered, >80mm - max width 105mm)						✓*	✓*	✓
Sander, disc (fixed)		✓	✓	✓	✓	✓	✓	✓
Sander, orbital, portable (powered)		✓	✓	✓	✓	✓	✓	✓
Sander, random orbit, portable (powered)		✓	✓	✓	✓	✓	✓	✓
Sander, vertical spindle (fixed)		✓	✓	✓	✓	✓	✓	✓
Saw, bandsaw, metal working (horizontal)				✓*	✓	✓	✓	✓
Saw, bandsaw, metal working (vertical)					✓*	✓	✓	✓
Saw, bandsaw, wood working (pedestal or bench mounted, ≤ 400mm wheel diameter)					✓*	✓	✓	✓
Saw, circular (fixed)								✓
Saw, circular, portable, powered, cordless (blade ≤ 190mm)								✓
Saw, circular, portable, powered, cordless fitted with track system (blade ≤ 190mm)						✓	✓	✓
Saw, cold, metal (fixed)				✓	✓	✓	✓	✓
Saw, drop and slide (blade ≤ 265mm)						✓*	✓*	✓
Saw, drop, wood (max blade size 305mm)						✓	✓	✓
Saw, hacksaw, metal (fixed)				✓	✓	✓	✓	✓
Saw, jigsaw, portable (cordless)		✓	✓	✓	✓	✓	✓	✓
Saw, jigsaw, portable (powered)				✓	✓	✓	✓	✓
Saw, panel (fixed)								✓
Saw, radial arm	x							
Saw, scroll (portable or fixed)		✓	✓	✓	✓	✓	✓	✓
Screw driver, portable (powered)				✓	✓	✓	✓	✓
Shaping machine (fixed)				✓	✓	✓	✓	✓
Spindle moulder	x							
Thicknesser (fixed)						✓	✓	✓
Tube/pipe bender				✓	✓	✓	✓	✓
Veneer trimmer				✓	✓	✓	✓	✓
Welding, electric (MIG Metal Inert Gas)				✓	✓	✓	✓	✓
Welding, electric (TIG Tungsten Inert Gas)								✓
Welding, electric arc (stick)				✓*	✓	✓	✓	✓
Welding, oxy-acetylene				✓	✓	✓	✓	✓
Welding, spot		✓	✓	✓	✓	✓	✓	✓

NOTE: This table is a summary of access **only**. Teachers must have read and implemented the risk assessment advice and guidance controls of a specific sites on the DoE Portal – Equipment Safety in Schools.

3. Supplier list and pricing

Item	Short description	AMD approval required	Supplier	Model	FIS Sydney metropolitan area Price (ex GST)
ITEM 01A	BANDSAW, WOOD, ≥ 400mm ≤ 500mm – single phase power	✓	Hare & Forbes	BP-480	\$2,623.75
ITEM 01B	BANDSAW, WOODWORKING, ≥ 400mm ≤ 500mm – 3 phase power	✓	Hare & Forbes	BP-480	\$2,623.75
ITEM 02A	DRILLING MACHINE, FLOOR MOUNTED PILLAR TYPE, single phase power	✓	Major Woodworking	MWE-RF19-1	\$1,905.00
ITEM 02B	DRILLING MACHINE, FLOOR MOUNTED PILLAR TYPE, 3 phase power	✓	Major Woodworking	MWE-RF19-3	\$1,945.00
ITEM 02A	DRILLING MACHINE, FLOOR MOUNTED PILLAR TYPE, single phase power	✓	Hare & Forbes	PD-35	\$2,067.45
ITEM 02B	DRILLING MACHINE, FLOOR MOUNTED PILLAR TYPE, 3 phase power	✓	Hare & Forbes	PD-35	\$2,250.61
ITEM 04	DRILLING MACHINE, GEARED HEAD, 3 phase power	✓	Hare & Forbes	GHD-388	\$4,435.00
ITEM 05	DUST EXTRACTOR, PORTABLE, single phase power		Major Woodworking	MWE-DU025	\$1,025.00
ITEM 06A	GRINDER, PEDESTAL, ≤ 200mm wheel, single phase power	✓	Major Woodworking	MWE-GHBG8-1	\$808.00
ITEM 06B	GRINDER, PEDESTAL, ≤ 200mm wheel, 3 phase power	✓	Hare & Forbes	BG-8	\$1,441.00
ITEM 07A	GRINDER, PEDESTAL, Heavy Duty > 200mm ≤ 310mm wheel, single phase power	✓	Hare & Forbes	BG-10	\$1,744.00
ITEM 07B	GRINDER, PEDESTAL, Heavy Duty > 200mm ≤ 310mm wheel, 3 phase power	✓	Hare & Forbes	BG-10	\$1,744.00
ITEM 08A	LATHE, WOOD (LONG BED), single phase power	✓	Hare & Forbes	M910	\$6,275.00
ITEM 08B	LATHE, WOOD (LONG BED), 3 phase power	✓	Hare & Forbes	M910	\$5,575.00
ITEM 11A	MORTISING MACHINE, HOLLOW CHISEL – single phase power	✓	Major Woodworking	MWE-CM19-1	\$2,063.00
ITEM 11B	MORTISING MACHINE, HOLLOW CHISEL – 3 phase power	✓	Major Woodworking	MWE-CM19-3	\$2,103.00
ITEM 12	ROUTER TABLE, SLIDING TABLE – single phase power	✓	Hare & Forbes	RT-100	\$1,223.00
ITEM 13A	SANDER, BELT (FIXED) – TIMBER LINISHER – single phase power	✓	Major Woodworking	MWE-ES689-1	\$2,835.00
ITEM 13B	SANDER, BELT – 3 phase power	✓	Major Woodworking	MWE-ES689-3	\$2,875.00
ITEM 14	SANDER, DISC – 300mm Disc – single phase power	✓	Hare & Forbes	DS-12S	\$1,799.00
ITEM 15A	SANDER, DISC – 350mm Disc – single phase power	✓	Major Woodworking	MWE-DS15-1	\$1,578.00
ITEM 15B	SANDER, DISC ≤ 350mm Disc – 3 phase power	✓	Major Woodworking	MWE-DS15-3	\$1,613.00
ITEM 16A	SANDER, Twin Drum (Thickness) – single phase power	✓	Major Woodworking	MWE-DS26-1	\$2,990.00
ITEM 16B	SANDER, Twin Drum (Thickness) – 3 phase power	✓	Major Woodworking	MWE-DS26-3	\$3,040.00
ITEM 16A	SANDER, Twin Drum (Thickness) – single phase power	✓	Major Woodworking	MWE-HDDS26-1	\$3,565.00
ITEM 16B	SANDER, Twin Drum (Thickness) – 3 phase power	✓	Major Woodworking	MWE-HDDS26-3	\$3,620.00
ITEM 17	SANDER, Oscillating Vertical Spindle – single phase power	✓	Major Woodworking	MWE-OVS-JM	\$1,908.00
ITEM 18A	SAW, CIRCULAR, PANEL, 305mm – single phase power	✓	Major Woodworking	MWE-SS160-1	\$7,530.00
ITEM 18B	SAW, CIRCULAR, PANEL, 305mm – 3 phase power	✓	Major Woodworking	MWE-SS160-3	\$7,315.00
ITEM 18A	SAW, CIRCULAR, PANEL, 305mm – single phase power	✓	Major Woodworking	MWE-SS160-2.5-1	\$8,210.00

3. Supplier list and pricing (continued)

Item	Short description	AMD approval required	Supplier	Model	FIS Sydney metropolitan area Price (ex GST)
ITEM 18B	SAW, CIRCULAR, PANEL, 305mm – 3 phase power	✓	Major Woodworking	MWE-S5160-2.5-3	\$7,910.00
ITEM 19A	SAW, CIRCULAR, TILTING ARBOR, 305mm – single phase power	✓	Major Woodworking	MWE-MBS300-1	\$2,690.00
ITEM 19B	SAW, CIRCULAR, TILTING ARBOR, 305mm – 3 phase power	✓	Major Woodworking	MWE-MBS300-3	\$2,690.00
ITEM 20A	THICKNESSER – single phase power	✓	Hare & Forbes	T-20	\$3,402.00
ITEM 20B	THICKNESSER – 3 phase power	✓	Hare & Forbes	T-20	\$3,402.00
ITEM 20A	THICKNESSER – single phase power	✓	Major Woodworking	MWE-CT208-1	\$3,630.00
ITEM 20B	THICKNESSER – 3 phase power	✓	Major Woodworking	MWE-CT208-3	\$3,630.00
ITEM 20A	THICKNESSER – single phase power	✓	Major Woodworking	MWE-CT208HH-1	\$4,990.00
ITEM 20B	THICKNESSER – 3 phase power	✓	Major Woodworking	MWE-CT208HH-3	\$4,990.00
ITEM 21	WORKSHOP AIR FILTRATION SYSTEM – single phase power		Major Woodworking	MWE-AF14	\$440.00
ITEM 21	WORKSHOP AIR FILTRATION SYSTEM – single phase power		Major Woodworking	MWE-AF10	\$440.00
ITEM 22A	AIR COMPRESSOR, RECIPROCATING, PORTABLE – single phase power		Hare & Forbes	K25SDL	\$1,772.00
ITEM 22B	AIR COMPRESSOR, RECIPROCATING, FIXED – 3 phase power	✓	Hare & Forbes	K30	\$3,223.00
ITEM 23	BANDSAW, METAL (Horizontal, Swivel Head) – single phase power	✓	Major Woodworking	MWE-RF712DR	\$2,580.00
ITEM 24A	BANDSAW, METAL (Vertical) – single phase power	✓	Hare & Forbes	VB-300	\$3,673.00
ITEM 24B	BANDSAW, METAL (Vertical) – 3 phase power	✓	Hare & Forbes	VB-300	\$3,899.00
ITEM 25A	BUFFING MACHINE – single phase power	✓	Major Woodworking	MWE-GHBM-1	\$1,210.00
ITEM 25B	BUFFING MACHINE – 3 phase power	✓	Hare & Forbes	BUFF-225	\$1,639.00
ITEM 26A	DRILLING/MILLING MACHINE – single phase power	✓	Hare & Forbes	HM-46	\$3,923.00
ITEM 26B	DRILLING/MILLING MACHINE – 3 phase power	✓	Hare & Forbes	HM-46	\$4,023.00
ITEM 27B	FOLDER, MAGNETIC – 1250mm X 1.6mm – single phase power	✓	Hare & Forbes	MB-1250	\$3,765.00
ITEM 28A	PANBRAKE (Manual) – 1250mm X 1.5mm Capacity	✓	Hare & Forbes	PB-416D	\$2,761.00
ITEM 28B	PANBRAKE (Manual) – 1250mm X 2.0mm Capacity	✓	Hare & Forbes	PB-422A	\$3,575.00
ITEM 28B	PANBRAKE (Manual) – 1250mm X 2.0mm Capacity	✓	Hare & Forbes	KP-4	\$6,295.00
ITEM 29	GUILLOTINE (Steel) – 1250mm X 1.6mm Capacity	✓	Hare & Forbes	SG-416A	\$4,613.00
ITEM 31	HYDRAULIC PRESS ≥ 35 tonne	✓	Hare & Forbes	HDP-35	\$3,072.00
ITEM 32	LASER ENGRAVER, CUTTING SYSTEM	✓	Laser & Sign	VLS3.50 30Watt	\$20,620.00
ITEM 32	LASER ENGRAVER, CUTTING SYSTEM	✓	Laser & Sign	VLS3.50 50Watt	\$24,580.00
ITEM 32	LASER ENGRAVER, CUTTING SYSTEM	✓	Laser & Sign	VLS2.30 30Watt	\$18,340.00
ITEM 32	LASER ENGRAVER, CUTTING SYSTEM	✓	Laser & Sign	VLS4.60 50Watt	\$35,680.00
ITEM 33	LATHE, CNC, PC DRIVEN – single phase power	✓	Designability	Boxford 160TCLi	\$25,625.00

3. Supplier list and pricing (continued)

Item	Short description	AMD approval required	Supplier	Model	FIS Sydney metropolitan area Price (ex GST)
ITEM 34	MILLING MACHINE, CNC, PC DRIVEN – single phase power	✓	Re-Engineering Australia	DENFORD VMC1300	\$49,022.68
ITEM 35	ROUTER, 3 AXIS CNC, PC DRIVEN – single phase power	✓	Designability	Boxford A3HSR2	\$30,185.00
ITEM 36A	LATHE, METAL – single phase power	✓	Hare & Forbes	AL-1324	\$8,097.00
ITEM 36B	LATHE, METAL – 3 phase power	✓	Hare & Forbes	AL-1324	\$7,897.00
ITEM 37A	LINISHER, METAL – single Phase Power	✓	Major Woodworking	MWE-GHL2000/75-1	\$1,806.00
ITEM 37B	LINISHER, METAL – 3 Phase Power	✓	Major Woodworking	MWE-GHL2000/75-3	\$1,846.00
ITEM 39	PIPE BENDER, HYDRAULIC, HEAVY DUTY		Hare & Forbes	PB-2	\$1,183.00
ITEM 40	RING ROLLS, HAND	✓	Hare & Forbes	RR-10	\$1,456.00
ITEM 41	ROLLS, SHEETMETAL, MANUAL	✓	Major Woodworking	MWE-GHSR2.5x50	\$2,450.00
ITEM 42A	SAW, COLD, METAL – single phase power	✓	Hare & Forbes	MC-315F	\$5,402.00
ITEM 42B	SAW, COLD, METAL – 3 phase power	✓	Hare & Forbes	MC-315F	\$5,139.00
ITEM 43	SWAGE & JENNY		Hare & Forbes	IK-1.2	\$995.00
ITEM 43	SWAGE & JENNY		Hare & Forbes	SJ-2	\$2,164.00
ITEM 44	TUBE BENDER, MANUAL		Hare & Forbes	TBRD	\$690.00
ITEM 45	VACUUM FORMER		Designability	CR Clarke 725FLB	\$7,480.00
ITEM 46A	GAS METAL ARC WELDER (MIG/GMAW) – 200 AMP – single phase power	✓	Hare & Forbes	200K	\$1,272.50
ITEM 46B	GAS METAL ARC WELDER (MIG/GMAW) – 350 AMP – 3 phase power	✓	Hare & Forbes	350K SWF	\$3,103.00
ITEM 47	L.P. GAS HEATING KIT		Hare & Forbes	31037	\$564.79
ITEM 48	GAS CUTTING EQUIPMENT	✓	Hare & Forbes	CG-30	\$710.00
ITEM 49	WELDING KIT, OXY-ACETYLENE	✓	Hare & Forbes	UNI-FLAME	\$403.50
ITEM 50	PLA SMA CUTTING SYSTEM ≥ 6mm Capacity – single phase power	✓	Hare & Forbes	RAZORCUT 40	\$1,215.00
ITEM 51A	RESISTANCE WELDING MACHINE (Spot Welder) – PORTABLE		Hare & Forbes	7020	\$987.00
ITEM 51B	RESISTANCE WELDING MACHINE (Spot Welder) – FIXED	✓	Hare & Forbes	3406	\$3,219.00
ITEM 52A	WELDER, ELECTRIC ARC (Stick) – 135 AMP – single phase power	✓	Hare & Forbes	RAZORWELD 180	\$398.68
ITEM 52B	WELDER, ELECTRIC ARC (Stick) – 200 AMP – 3 phase power	✓	Hare & Forbes	ARC 400DC	\$1,793.00
ITEM 53	FUME EXTRACTOR, Portable, for Welding	✓	Hare & Forbes	WE-100	\$1,810.00
ITEM 54A	GRINDER BUFFING COMBINATION MACHINE – single phase power	✓	Major Woodworking	MWE-GHGB-1	\$1,008.00
ITEM 54B	GRINDER BUFFING COMBINATION MACHINE – 3 phase power	✓	Hare & Forbes	GRIND/BUFF	\$1,746.00

4. DoE purchasing procedure

DoE purchasing procedure for contract DECAM-13-15

- Before placing an order for machine tools schools are required to submit a completed purchase checklist and associated documentation to the Asset Management Directorate (AMD) Compliance and Safety Unit. The submission requires that;
 - Consideration be given to the layout of fixed equipment in the school workshop, and
 - Information to be provided to facilitate the delivery and installation of the equipment.
- Schools must not place a purchase order for any contract item before obtaining written approval from AMD.
- Details of the DoE Purchasing Checklist including sample workshop layouts and safe working areas for equipment on this and previous contracts can also be accessed on the AMD's intranet site.

Purchasing checklist – application to purchase information

- Prior to the purchase of new / replacement machinery or equipment for installation in Materials type 2 teaching spaces (industrial arts workshops, outdoor workshop, major projects area) the following analysis and information is required from the Principal for formal DoE approval.
- This application must be approved by the Asset Management Directorate Compliance and Safety Unit before placing the purchase order with the equipment supplier for contract DECAM-13-15.
- This application can be found on pages 14 and 15 and includes:
 - Approval to purchase (Part 1)
 - List of workshop equipment (Part 2)
 - Checklist for DoE supply information and school plan for delivery (Part 3)
 - Scaled (50:1) room plan with equipment and furniture showing safe work areas (see sample workshop layouts on pages 16, 17 and 18.)

School: 'Application to Purchase' information

- The 'Application to Purchase' information is to be provided by the head teacher or teacher responsible for facilities to the Principal.
- Some schools may consider it necessary to have an application approved and an order placed before the end of the school financial year.
- Application to be endorsed by the Principal, who checks that all elements of the application are complete and funds are available.
- Application forwarded by mail, fax or email to:

Department of Education
Compliance & Safety Unit
Asset Management Directorate
Level 4, 35 Bridge Street
Sydney NSW 2000

Email compliance@det.nsw.edu.au
or fax 9561 8438

Asset Management Directorate Compliance and Safety Unit Action

- Asset Management Directorate Compliance and Safety Unit to review the application, checking that essential information is complete.
- Advice to the Principal, either – proceed to purchase, or – resolve outstanding matters and resubmit.

School

- On receipt of the Asset Management Directorate Compliance and Safety Unit's approval, place the order with the DoE Procurement Contractor with a copy of the 'Application to Purchase'

OR

- Collate the additional information and resubmit.

5. Information for Principals

Purchase of machine tools / Equipment using Contract DECAM-13-15

- The use of contract DECAM-13-15 has been mandated and no new machinery items other than those listed in DECAM-13-15 are to be installed in school workshops from the date of this advice. Principals are reminded that this contract is specifically excluded from alternative methods of procurement including the Local Schools, Local Decisions policy purchasing arrangements.
- The following steps need to be undertaken by appropriate staff (usually the head teacher TAS or senior industrial technology teacher) to review the appropriate placement and installation of the proposed equipment item(s).

Scaled workshop plan

- A scaled workshop plan showing the placement of all machine tools must be produced by the school. This activity will be undertaken using a Workshop Planning Grid and the safe use area diagrams at a 1:50 scale found at : detwww.det.nsw.edu.au/assetmanagement/safecomp/Purchasing_Checklist_Workshop_Layouts_DECAM1315.pdf
- A diagram of the workshop space showing machines and bench layouts is to be produced by photocopy (grid, safe work zones) and cut/paste of relevant bench and machinery elements. The attached samples on pages 16, 17 and 18 indicate the detail required.
- The workshop layout must consider placement of benches, safe work zones around machines, entry and exit points and access passageways through the workshop space. In general safe work zones should not overlap.
- A copy of scaled workshop plan should be retained for school records.

Electrical assessment

- An assessment needs to be undertaken to determine the need for electrical upgrades to install additional machinery. Advice relating to electrical services may be sought from the Asset Management Unit (AMU) or the Facilities Maintenance Contractor (FMC).

- Where schools wish to install an additional machine(s) and an electrical upgrade is required, these costs will need to be met from school funds.

Dust/fume extraction

- Most woodworking machines require connection to dust extraction. A review of the workshop space must be undertaken to determine options to connect to the fixed system if available and/or the need to provide an appropriate portable dust collection unit.
- The FMC will be able to assist schools in determining the capacity of fixed dust extraction systems.

Contact supplier

- A list of the approved suppliers for contract DECAM-13-15 can be found on this page.
- The use of this contract is mandated and DoE schools must only purchase the items identified in the contract documentation. The purchase of other machine tools or the use of alternate suppliers is prohibited.

Supplier details

Designability

Contact: Merrick Russel
T +61 1300 363 352
merrick@designability.com.au

Hare & Forbes

Contact: Ninos Kanoon
T +61 2 9890 9111
nkanoon@machineryhouse.com.au

Laser & Sign Technology

Contact: Beth Ryan
T +61 2 9584 9499
beth@lastech.com.au

Major Woodworking

Contact: Ryan Powney
T +61 2 9708 3233
sales@majwood.com.au

Re-Engineering Australia

Contact: Dr. Michael Myers
T +61 1300 204 478
sales@rea.org.au

5. Information for Principals (continued)

Delivery considerations

- Where items of heavy equipment are to be shipped to country areas special delivery arrangements will need to be discussed with the supplier.
- In a number of schools, workshop spaces are located above ground level and specialised lifting equipment may be required to install the machine. These requirements must be clearly identified to the supplier who may need to determine any additional costs associated with such work. These costs will need to be met by the school for school purchased items of machinery.

Delivery prices

- For items supplied by Laser & Sign and REA, there is no additional charge for delivery beyond the Sydney Metropolitan Area.
- Additional delivery charges apply to items supplied by Designability, Major Woodworking and Hare & Forbes to the following DoE regions: Hunter Central Coast, Illawarra, North Coast, New England, Western NSW, Riverina and South Coast.
 - Calculation of the total item price for these regions is the Ex works price + freight except where contractors have a fixed price, including delivery for each region.
 - In some cases the Contractor is required to seek and present 2 quotations for freight to the school placing the order. The school can accept either quote presented by the Contractor, or if neither quote is satisfactory, the school can seek alternative sources of freight, however insurance and warranty issues need to be considered.
- See the E-Catalogue for pricing details.

Principal sign off

- The school Principal is to sign off the application to confirm that all required documentation is included and funds are available for the purchase before it is sent to Asset Management Directorate Compliance and Safety Unit for approval.

- Copies of these records should be retained at the school and may be examined by officers from Audit Directorate or the Regional Asset Management Unit. School auditors will be requested to examine school records relating to machinery purchasing processes.

Asset Management Directorate Compliance and Safety Unit approval

The application for equipment purchase that has been signed by the school Principal should be forwarded for assessment to:

Department of Education

Compliance & Safety Unit
Asset Management Directorate
Level 4, 35 Bridge Street
Sydney NSW 2000

Email compliance@det.nsw.edu.au
or fax 9561 8438

- A signed copy of the application must be retained for school records.
- AMD places a copy of equipment approvals on the AMD – Asset Management System (AMS). These may be accessed by Principals using 'AMS on the Web'.

School order to contract supplier

- The official school order for issue to the contract supplier must be accompanied by a copy of the Asset Management Directorate Compliance and Safety Unit approval. Contract suppliers have been advised that equipment should not be provided without Asset Management Directorate Compliance and Safety Unit approval. This will ensure the installation of equipment which is fully compliant with WHS legislation and minimise costs and inconvenience for sites where there may be delivery or installation issues.

Part 1: Application to purchase (photocopy as needed)

School name

Code

Equipment item

Contract
item #

Room name

AMS room no.

Recommendation:

The attached 'Application to Purchase' is recommended for endorsement.

Documents attached:

- Approval to purchase (Part 1)
- List of workshop equipment (Part 2)
- Checklist for DoE supply information and School plan for delivery (Part 3)
- Scaled room (50:1) plan with equipment and furniture showing safe work areas

Contact officer

Name

Date / /

Head teacher / Teacher

Principals endorsement

Name

Signature

Date / /

Forward completed application to:

Department of Education

Compliance and Safety Unit
Asset Management Directorate (AMD)
Level 4, 35 Bridge Street
Sydney NSW 2000 or Fax: 9561 8438
or Email: compliance@det.nsw.edu.au

AMD Compliance and Safety Unit approval

Proceed to purchase

Revise and resubmit

Name

Signature

Date / /

Comments

Part 2: Workshop equipment list (photocopy as needed)

Please list all machinery and equipment which is permanently located in the workshop. This includes fixed plant and other large portable items that are not returned to storage overnight.

No	Description	Included on workshop plan? (Y/N)	
1		Yes	No
2		Yes	No
3		Yes	No
4		Yes	No
5		Yes	No
6		Yes	No
7		Yes	No
8		Yes	No
9		Yes	No
10		Yes	No

NOTE: Copy page if more than 10 items

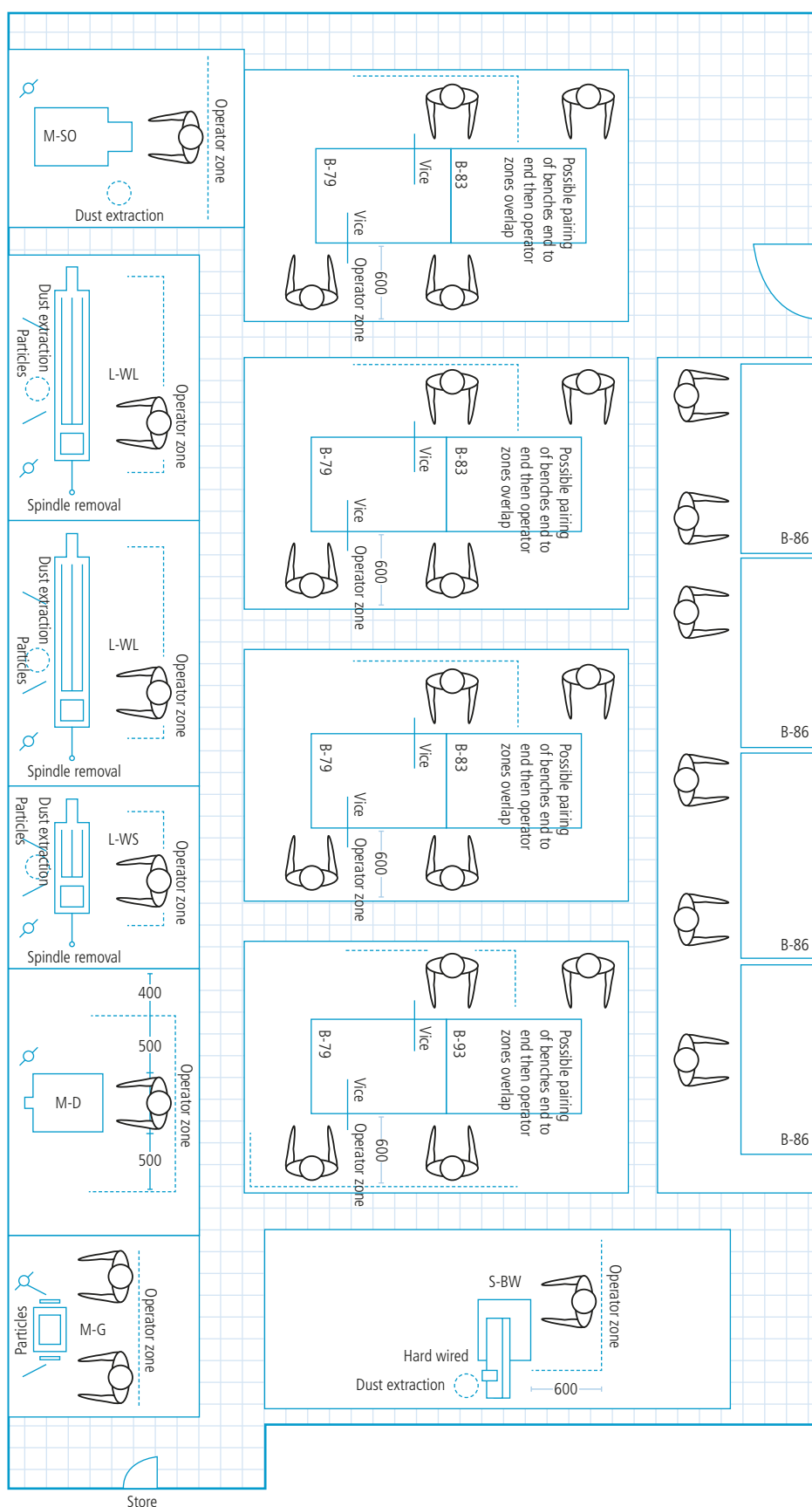
Part 3: Checklist of asset management and supply requirements

- Can equipment be placed to ensure compliance with:
 - 22 bench work stations for students? (in workshops) Yes No
 - Safe work areas for the equipment? Yes No
- If a wood machine, is dust extraction provided by the school as part of the planned equipment purchase? What is this provision? Yes No
 - Extension/connection to existing ducted system
 - Use of new / existing portable dust collection
 - Other, describe
- Is there a connection to existing power that does not require electrical upgrade?
 - Single Phase Three phase (Outlet location should be marked on Workshop layout)
- Has a school plan with delivery access information been provided? Including:
 - Room location, including level
 - Nearest vehicular access, including route for vehicle
 - Possible route of delivery from vehicle, include stairs, changes in level
 - Listing any special site features, that could affect delivery and installation including walkways, attach details as required.

Floor plans – safe working areas for current and previous contract items can be found online at: detwww.det.nsw.edu.au/assetmanagement/safecomp/Purchasing_Checklist_Workshop_Layouts_DECAM1315.pdf
Please ensure that the correct scale is used for each drawing.

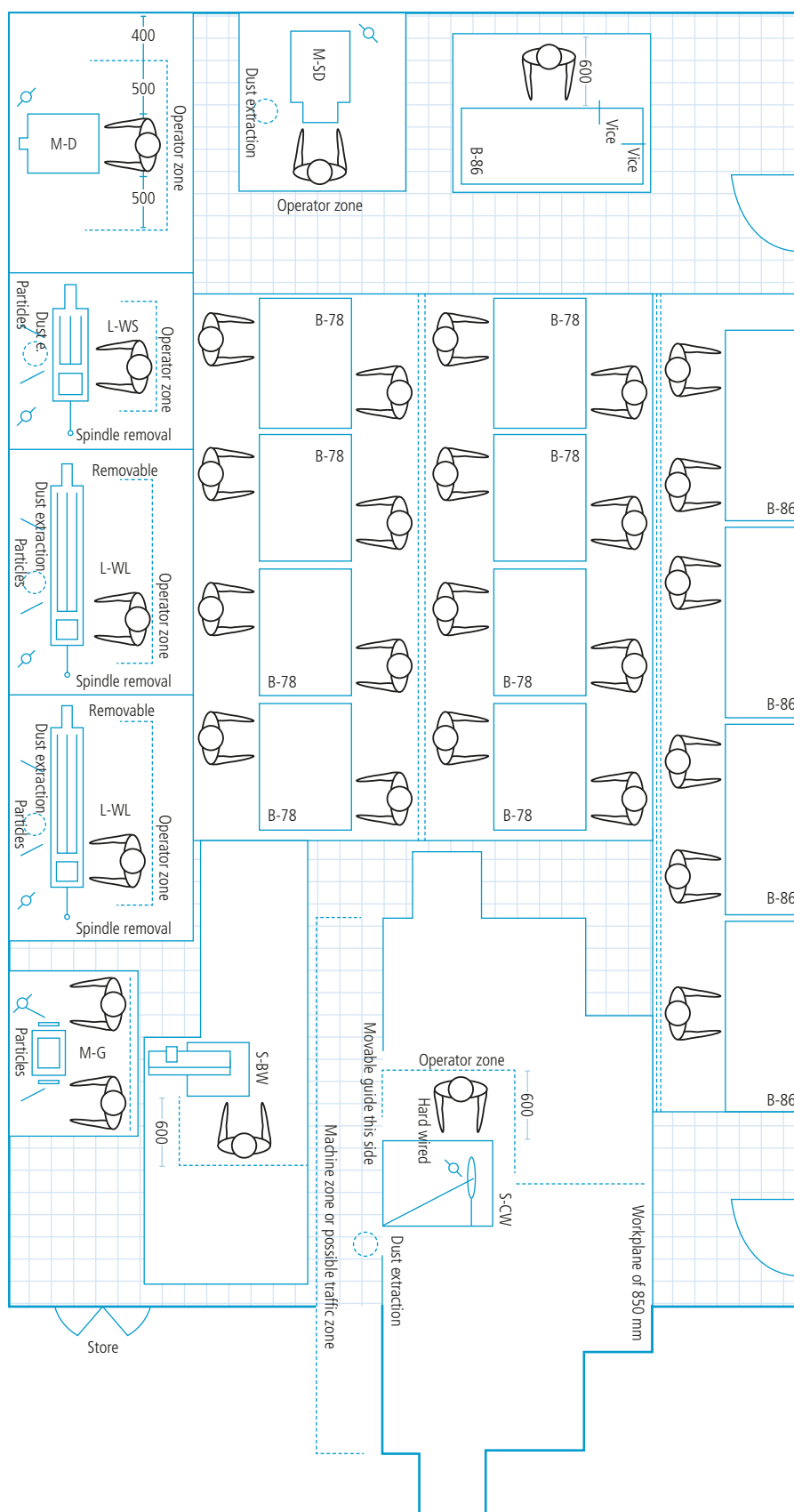
Wood technology

Sample workshop layout A



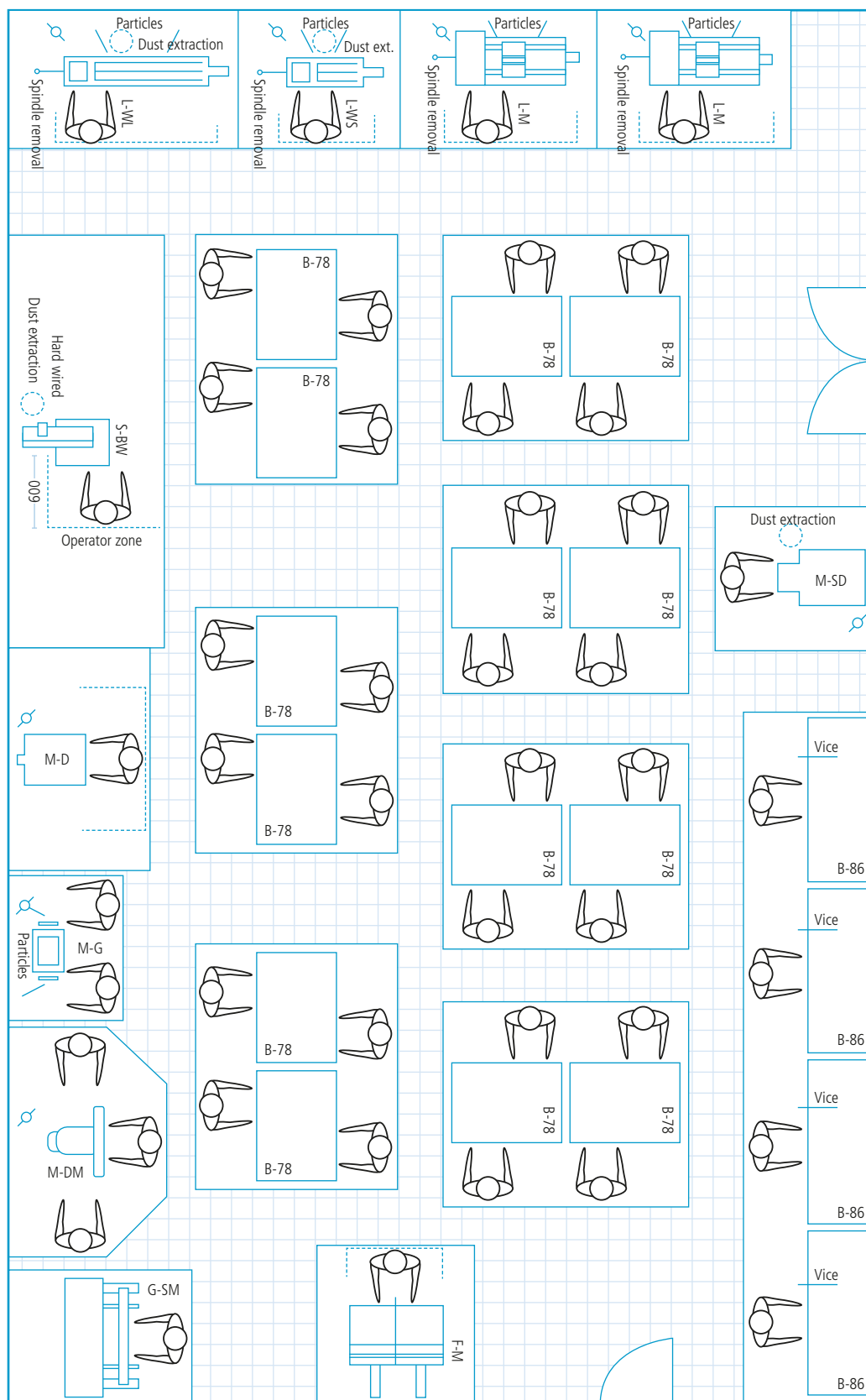
Wood technology

Sample workshop layout B



Wood technology

Sample workshop layout C



Sample Workshop Layout

For School Use

