

CONTRACT GUIDE

Contract 1890
Supply & Installation of Solar Power Systems

CONTRACT PERIOD: 1 June 2009 to 31 May 2012 (plus 2 optional extensions of up to 12 months each)

Contract Summary

The Solar Power Systems contract provides a range of 1KW to 5KW solar power generation systems to assist agencies to provide sustainable energy solutions.

Mono-crystalline silicon, multi or poly-crystalline silicon, rigid amorphous crystalline silicon and flexible amorphous crystalline silicon systems are available

Because there are a variety of systems, configurations customers should consult with the service providers to determine the system that best suits their needs, and request quotations on an installation by installation basis.

Renewable Energy Credits (RECs) can be retained by customers or passed back to the supplier to reduce the overall cost of the installation.

NSW Procurement

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Always ensure you obtain the latest version of the contract guide.

Enquiries to 1800 NSW BUY (1800 679 289) or visit the website www.nswbuy.com.au

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Introduction

This contract guide is designed to provide customers with all the necessary information needed to purchase from this contract.

NSW Procurement provides a full range of procurement services for government agencies and other clients. Services include contract management of common use contracts. These are state contracts on a rolling one to five year renewal cycle for the supply of products and services in common use across many agencies.

The contract is for Solar Power Systems for a term of three (3) years expiring on 31 May 2012.

The contract also allows for two (2) extension of up to 12 months each

This contract allows users to achieve cost savings due to the combined purchasing power of the NSW state government.

It offers value for money including competitive rates, and a quality range of products.

Section 1 – Accessing the Contract

State contracts are established under the authority of the State Contracts Control Board and administered by NSW Procurement, an office of the Department of Commerce.

A list of the categories of organisations eligible to purchase from the state contracts is given in Section 5 of this Guide. Most eligible organisations have already registered with NSW Procurement in which case they have immediate access to the contracts.

New Customers

To register as a new customer, visit www.nswbuy.com.au > Purchasing for Government. You can either complete the process on line or download and complete an application form. Once approved, you will be advised of your NSWBUY Identification Number and are then eligible to use any of the state contracts administered by NSW Procurement.

Phone 1800 NSWBUY (1800 679 289) if you have any problems completing your application form or if you wish to check your registration status.

Placing an Order direct with supplier

Registered state contract users can order goods and services direct with the supplier.

By placing an order, an organisation is entering into a contract with the supplier and, as a minimum, the following information should be included in the official order:

- Contract Number and Name
- Name and address of Supplier and Customer
- NSWBUY Identification Number
- Customer's Order Number
- Date of Order and Date of Delivery
- Item, product code, contract price, quantity and any accessories

You need to quote your NSWBUY Identification Number each time you purchase from state contracts. If you are unsure of your NSWBUY Identification Number, please contact NSW Procurement Client Support Centre on **1800 NSW BUY (1800 679 289)**.

Further information on state contracts is also available on the website www.nswbuy.com.au

Placing an Order through smartbuy®

Registered customers have the advantage of signing up as a smartbuy® user.

Simply visit www.smartbuy.nsw.gov.au, complete the e-form in the Buyers section online and submit. Once confirmation of the online application is received back from your organisation's authoriser, a LOG IN and USER ID will be generated to allow you access to the Search and Browse facility of smartbuy®.

The Search and Browse facility allows you to view the goods and services listed and compare prices before placing an order.

smartbuy® training is available by phoning **1800 NSW BUY (1800 679 289)**.

Section 2 – Range of Products/Services

The range of products/services available under the contract include:

Supply and installation of solar power systems in sizes of 1Kw, 2Kw, 3Kw, 4Kw and 5Kw which utilise the following technologies

- Mono-crystalline silicon photovoltaic modules

- Multi-crystalline / poly-crystalline photovoltaic modules

- Rigid amorphous photovoltaic modules

Flexible amorphous photovoltaic modules are also available for other solar applications.

NOTE: Because of the variety of systems and configurations available to customers, their requirements should be discussed with service providers to determine the most appropriate system type, capacity and configuration to suit their needs.

Section 4 – Suppliers

The following Suppliers have been appointed to Contract 0801890 Solar Power Systems.

Suppliers

- **Bovis Lend Lease**
- **Solgen Energy Pty Ltd**
- **Energy Matters**

Customers are free to choose which of the Suppliers they purchase from.

Printed Catalogues

The Supplier may be able to provide hard copy catalogues of the products available for supply under the contract. These are free of charge to customers on a reasonable request basis. The information in the catalogues will be regularly updated by the Supplier through newsletters and other bulletins to ensure that customers are kept up to date on changes to the range of products available.

Supplier Details

Lend Lease Project Management and Construction (Australia) Pty. Ltd.

Contact - Andrew Sheldrick

ABN: 97 000 098 162

Site address: 30 Hickson Road, Millers Point, NSW 2000

Post address: 30 Hickson Road, Millers Point, NSW 2000

Telephone: 02 9236 6111

Facsimile: 02 9383 8142

E-mail: andrew.sheldrick@lendlease.com

Internet: www.lendlease.com

Supplier Notes

Products

Mono and Poly crystalline Photovoltaic modules and associated equipment and works

All Regions

Discount - Nil

Delivery

Installation within 10 weeks of order

Guarantee

Panels / Modules – 25 years

Dealers – N/A

N/A

Solgen Energy Pty Ltd

Contact - David Naismith

ABN: 21 131 625 600

Site address: Suite 11, 76 Reserve Road, Artarmon, NSW, 2064

Post address: PO Box Seaforth NSW 2092

Telephone: 1300 660 704

Facsimile: 1300 660 370

E-mail: dnaismith@solgen.com.au

Internet: www.solgen.com.au

Supplier Notes

Products

Mono-crystalline, Multi-crystalline / Poly-crystalline, Rigid Amorphous, Photovoltaic modules and associated equipment and works

Also available are Flexible Amorphous modules for some applications.

All Regions

Discount

Settlement 7 days 0.9%, 14 days 0.73%

Delivery

Installation within 10 weeks of order

Guarantee

Panel / Modules – 25 years

Dealers N/A

N/A

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Energy Matters

Note. Non Department of Education and Communities Installations Only.

Contact – Paula Coleman

ABN: 45 118 108 044

Site address: 35 Tebbutt Street Leichhardt NSW 2040

Post address: 35 Tebbutt Street Leichhardt NSW 2040

Telephone: 02 9560 0446

Facsimile: 02 8580 4735

E-mail: paula.coleman@energymatters.com.au

Supplier Notes

Products

Mono-Crystalline Only

All Regions

Discount -

2% - Payment within 14 Days

1% - Payment during the month following that in which the invoice has been rendered

0.5% - Payment within 45 Days from receipt of the invoice.

Delivery

Installation within 10 weeks of order

Guarantee

Panels - 25 Years

Installation – 10 years

Modules – 10 Years

Dealers N/A



Section 5 – Contract Conditions

Organisations Eligible to Purchase from the Contract

The following organisations are eligible to purchase from the Contract:

- a) Any department, agency or office of the Commonwealth including any Statutory Authority constituted under Commonwealth legislation
- b) Any department, agency or office of any State or Territory of the Commonwealth, including any Statutory Authority constituted under State/Territory legislation
- c) Any council of a city, municipality or shire constituted by a State or Territory
- d) Any other organisation constituted by or subject to an Act of Parliament either Commonwealth or State or by a Regulation thereunder
- e) Any body or association, other than a trading, commercial or industrial firm or corporation, which conducts a service, not being a trade, business or industry followed or carried on for profit, at the request of the Government, in respect of such service
- f) Any authority, person, body, corporation, association or organisation, whether incorporated or not, to which permission has been given by the Minister for the Department of Commerce, or an official delegate of the Minister, to issue orders for supplies comprised in that agreement.

For the purpose of parts (d) and (e) examples of typical organisations include, but are not limited to:

- Government Schools and Private Schools
- TAFE Colleges
- Public Hospitals and Area Health Services
- Trustees of Public Parks
- Boards
- Tribunals
- Commissions
- Registries.

For the purposes of part (f) authorities to which permission has been given generally have:

- Charitable or benevolent status
- Non-profit objective
- Level of government subsidy/support.

Examples are:

- Non-Government Schools
- Pre-Schools/Kindergartens and Child Care Centres
- Child Care Centres (excluding privately owned)
- Family Day Care Administrations
- Nursing Homes (excluding privately owned)
- Other community based service providers
- Student support groups which are established under the auspice of the relevant school or education institution
- Arts based groups sponsored by the Ministry for the Arts.

Operation of Nominee Purchasing

Introduction

The Nominee Purchaser Arrangement was created under REG 18 of the Public Sector (Goods and Services) Regulation 2000 (NSW). The Regulation allows the State Contracts Control Board ("SCCB") to provide access to suppliers of public sector agencies to SCCB standing offer agreements for the provision of goods and services. These suppliers are known as Nominee Purchasers. The public sector agencies making the nominations are known as Nominating Agencies.

What is a Nominee Purchaser?

"Nominee Purchaser" means a supplier to a public sector agency, nominated by the public sector agency to be authorised to place Orders under Standing Offer Agreements for works done as such a supplier and registered by NSW Procurement. Access of nominee purchasers to SCCB standing offer agreements: Is limited to standing offer agreements relevant to the contract between the nominating agency and the nominee purchaser, and which are specifically listed in the nominee purchaser's registration; and Is for a fixed period of registration, usually ending on the completion of the term of the contract between the nominating agency and the nominee purchaser. A nominee purchaser must not purchase goods or services under a SCCB standing offer agreement, unless they are related to its obligations under a contract with a public sector agency and are used during the term of such a contract or included or incorporated in works, goods or services to be provided to the public sector agency.

If you have any further enquires, or are interested in using this facility please call NSW Procurement Client Support Centre on telephone 1800 NSW BUY (1800 679 289) or e-mail nswbuy@commerce.nsw.gov.au.

Code of Behaviour – Protection of Children and other Vulnerable People

Suppliers to comply with all Department of Education and Training requirements, and requirements of individual agencies where applicable.

Government Taxes, Duties and Charges

Title and Risk

Title and risk passes to the customer on payment

Insurance

The Supplier has arranged with a reputable insurance company:

Public Liability \$20m

Product Liability \$10m

Workers Compensation

Price Variations

The following price variation conditions apply:

Adjustment for movement on CPI on application by Supplier and Approval of SCCB

Volatile items that are imported, including Solar Panel Modules, Data loggers and Power Inverters, adjustment for movement in exchange rates on application by supplier and approval by SCCB.

Section 6 – Frequently Asked Questions

Q What size solar power systems are available?

A 1Kw, 2Kw 3Kw, 4Kw and 5Kw solar power systems are available under the contract

Q What types of solar power systems are available?

A Mono-crystalline silicon, Multi or Poly-crystalline silicon, Rigid Amorphous Silicon and Flexible Amorphous Silicon Systems are available

Q What solar power systems should I choose?

A This depends on your requirements and should be discussed with the contract suppliers. Some systems have specific applications and some systems perform better than others depending on the configuration and location.

Q What are RECs?

A RECs are Renewable Energy Credits which have a value related to the size of the system installed. Customers may choose to retain the RECs and administer the trading or offset of the RECS themselves, or the RECs may retained by the supplier and the value of the RECs deducted from the cost of the system installed (less an administration fee). The number of RECs allocated for each size systems is determined by the Federal Government.

Section 7 – Contract Administration & Supplier Performance Survey

To help us maintain a high level of service and to meet agencies' obligations under NSW Government Service Provider Performance Management Guidelines, we seek your feedback concerning suppliers' performance under contracts established by NSW Procurement (an office of the Department of Commerce) on behalf of NSW government agencies.

Information on "Service Provider Performance Management" is available on the NSW Procurement website at <http://www.nswprocurement.com.au/PDF/Policy/Service-Provider-Performance-Reporting-Guideline.aspx>

For more information on supplier performance feedback please call the NSW Procurement Client Support Centre on 1800 NSW BUY (1800 679 289)

NSW Procurement Contact Numbers

The contract has been arranged and is administered by NSW Procurement. If you have any questions relating to the operation of the contract then contact:

NSW Procurement Client Support Centre

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