

# Council Solutions Contracts Handbook



Council Solutions

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**This “Contracts Handbook” is designed to provide information to the Councils on the suite of contracts currently established and/or managed by Council Solutions.**

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## Who We Are



Council Solutions is a joint initiative of the Cities of Adelaide, Charles Sturt, Marion, Onkaparinga, Salisbury and Tea Tree Gully (the **Constituent Councils**). Established as a Regional Authority in December 2012 in accordance with the *Local Government Act 1999* (SA), our purpose is to optimise the financial sustainability of our Constituent Councils through the benefits of collaborative strategic procurement and contract negotiation and management. Council Solutions is governed by a Board of Management comprising an independent Chairperson and the Chief Executive Officer of each Constituent Council.

The current members of the Council Solutions Board of Management are:

- Mark Goldstone, City of Adelaide
- Paul Sutton, City of Charles Sturt
- Adrian Skull, City of Marion
- Mark Dowd, City of Onkaparinga
- John Harry, City of Salisbury
- John Moyle, City of Tea Tree Gully

### Constituent Councils



## Arboriculture Services

This contractual Panel is to be utilised for Arboricultural Advice/Consultation and Tree Works including tree pruning, tree removal, stump removal, root examination and emergency work.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0019-PK
<b>Commencement Date:</b>	1 August 2017
<b>Current Expiry Date:</b>	31 July 2020
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	Initial Term

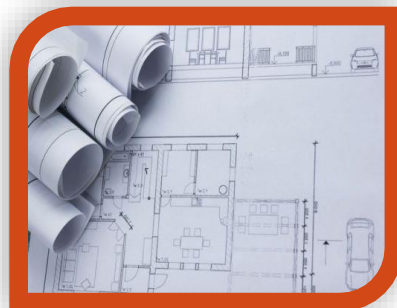
### CONTRACTORS:

<b>Consultancy:</b>	<b>Tree Works:</b>
<ul style="list-style-type: none"> <li>■ Adelaide Arb Consultants</li> <li>■ Arborman Tree Solutions</li> <li>■ Homewood Consulting</li> <li>■ Project Green</li> <li>■ Symatree</li> <li>■ Taking Care Group</li> <li>■ Tree Environs</li> <li>■ Treevolution Arboricultural Consultants</li> </ul>	<ul style="list-style-type: none"> <li>■ Active Tree Services</li> <li>■ Austral Tree Services</li> <li>■ Mechanical Vegetation Solutions</li> <li>■ Para Trees Pty Ltd</li> <li>■ UrbanVirons Group</li> <li>■ Taking Care Group</li> </ul>

<b>Council Solutions Contact:</b>	Clare Coupar Senior Procurement Officer Ph: 8203 7489 Email: <a href="mailto:clare.coupar@councilsolutions.sa.gov.au">clare.coupar@councilsolutions.sa.gov.au</a>
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## Architectural Services

This panel arrangement is to be utilised for architectural services including landscape architectural services and urban design services.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0015-PS - Architectural (General) COSOL-0031-PS - Architectural (Landscape) COSOL-0032-PS - Architectural (Urban Design)
<b>Commencement Date:</b>	1 July 2017
<b>Current Expiry Date:</b>	30 June 2021
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	Initial Term

<b>CONTRACTORS:</b>		
<b>Architectural (General):</b>	<b>Architectural (Landscape):</b>	<b>Architectural (Urban Design):</b>
<ul style="list-style-type: none"> <li>■ Danvers Schulz Holland Architects Pty Ltd</li> <li>■ EnvironArc Design Pty Ltd</li> <li>■ Flightpath Architects Pty Ltd</li> <li>■ Greenway Architects (SA) Pty Ltd</li> <li>■ Studio9 Architects Pty Ltd</li> <li>■ Swanbury Penglase Architects Pty Ltd</li> <li>■ Walter Brooke &amp; Associates Pty Ltd</li> </ul>	<ul style="list-style-type: none"> <li>■ Aspect Studios Pty Ltd</li> <li>■ Birdseye Studios</li> <li>■ Outerspace Landscape Architects Pty Ltd</li> <li>■ Oxigen Pty Ltd</li> <li>■ Tract Consultants Pty Ltd</li> <li>■ WAX Design Pty Ltd</li> </ul>	<ul style="list-style-type: none"> <li>■ Aspect Studios Pty Ltd</li> <li>■ City Collective Pty Ltd</li> <li>■ MMCK Pty Ltd t/a Jensen Plus</li> <li>■ Oxigen Pty Ltd</li> </ul>

<b>Council Solutions Contact:</b>	Colin Owen Senior Procurement Officer Ph: 8203 7116 Email: <a href="mailto:colin.owen@councilsolutions.sa.gov.au">colin.owen@councilsolutions.sa.gov.au</a>
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## Cleaning Services

This contractual arrangement is to be utilised for the provision of car park cleaning, general cleaning services and scheduled periodic cleaning tasks, which include but are not limited to:

- General Office and Public Area Cleaning
- Public Toilets Cleaning
- BBQ Cleaning
- Hygiene Cleaning
- Industrial Cleaning
- Laundry Services



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0040-FM
<b>Commencement Date:</b>	1 September 2018
<b>Current Expiry Date:</b>	31 August 2021
<b>Contract Extensions Remaining:</b>	1 x 2 year extension option
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Zippy Cleaning & Maintenance Services
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<b>Council Solutions Contact:</b>	Bruce Wright Senior Procurement Officer Ph: 8203 7488 Email: <a href="mailto:bruce.wright@councilsolutions.sa.gov.au">bruce.wright@councilsolutions.sa.gov.au</a>
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Cleaning & Maintenance

## Debt Collection Services

This contractual arrangement is to be utilised for the collection of debts incurred by council residents.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0024-PS
<b>Commencement Date:</b>	1 May 2017
<b>Current Expiry Date:</b>	31 October 2019
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	First Contract Extension

<b>Contractors:</b>	Australian Receivables Kemps Credit Solutions
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Engineering Consulting Services

This contractual arrangement is to be utilised for Engineering Consulting Services including civil & structural, building services, geotechnical, process, traffic & transport planning and water environmental services.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0016-PS - Civil & Structural COSOL-0033-PS - Building Services COSOL-0034-PS - Water & Environmental COSOL-0035-PS - Geotechnical COSOL-0036-PS - Traffic & Transport Planning COSOL-0037-PS - Process
<b>Commencement Date:</b>	1 October 2017
<b>Current Expiry Date:</b>	30 September 2021
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	Initial Term

#### CONTRACTORS:

<p><b>Civil &amp; Structural Engineering:</b></p> <ul style="list-style-type: none"> <li>■ FMG Engineering</li> <li>■ Fyfe Pty Ltd</li> <li>■ GHD Pty Ltd</li> <li>■ Kellogg Brown &amp; Root Pty Ltd</li> <li>■ Tonkin Consulting</li> <li>■ WSP Australia Pty Ltd</li> <li>■ Wallbridge Gilbert Aztec</li> </ul> <p><b>Traffic &amp; Transport Planning:</b></p> <ul style="list-style-type: none"> <li>■ Cirqa Pty Ltd</li> <li>■ GTA Consultants (SA) Pty Ltd</li> <li>■ GHD Pty Ltd</li> <li>■ Kellogg Brown &amp; Root Pty Ltd</li> <li>■ Tonkin Consulting Pty Ltd</li> <li>■ Infraplan (Aust) Pty Ltd</li> </ul>	<p><b>Building Services:</b></p> <ul style="list-style-type: none"> <li>■ Bestec Pty Ltd</li> <li>■ Resonate Consultants Pty Ltd</li> <li>■ GHD Pty Ltd</li> <li>■ Kellogg Brown &amp; Root Pty Ltd</li> <li>■ Wallbridge Gilbert Aztec</li> <li>■ WSP Australia Pty Ltd</li> </ul> <p><b>Geotechnical Engineering:</b></p> <ul style="list-style-type: none"> <li>■ FMG Engineering</li> <li>■ Wallbridge Gilbert Aztec</li> </ul> <p><b>Process:</b></p> <ul style="list-style-type: none"> <li>■ Fyfe Pty Ltd</li> <li>■ AT Sys Pty Ltd</li> <li>■ GHD Pty Ltd</li> <li>■ Kellogg Brown &amp; Root Pty Ltd</li> </ul>	<p><b>Water &amp; Environmental Engineering:</b></p> <ul style="list-style-type: none"> <li>■ FMG Engineering</li> <li>■ Fyfe Pty Ltd</li> <li>■ GHD Pty Ltd</li> <li>■ Kellogg Brown &amp; Root Pty Ltd</li> <li>■ Tonkin Consulting</li> <li>■ WSP Australia Pty Ltd</li> <li>■ Wallbridge Gilbert Aztec</li> <li>■ Argon Environmental Pty Ltd</li> <li>■ Australian Water Environments</li> <li>■ Bluesphere En.vironmental Pty Ltd</li> <li>■ Greencap Pty Ltd</li> <li>■ Mockinya Pty Ltd</li> <li>■ Southfront Pty Ltd</li> <li>■ Waste and Management Services Pty Ltd</li> </ul>
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<b>Council Solutions Contact:</b>	Colin Owen Senior Procurement Officer Ph: 8203 7116 Email: <a href="mailto:colin.owen@councilsolutions.sa.gov.au">colin.owen@councilsolutions.sa.gov.au</a>
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## Fencing

This contractual arrangement is to be utilised for the repair of fencing and also includes the supply and installation of fencing.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	G6 06 11 & COSOL-0026-PK
<b>Commencement Date:</b>	30 May 2012
<b>Current Expiry Date:</b>	31 May 2019
<b>Contract Extensions Remaining:</b>	N/A
<b>Current Phase:</b>	Final Extension Option

<b>Contractors:</b>	<ul style="list-style-type: none"> <li>■ Adelaide Chainwire &amp; Domestic Fencing</li> <li>■ Bluedog Fencing Australia</li> <li>■ Fieldquip</li> <li>■ Salisbury Fencing Pty Ltd</li> </ul>
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<b>Council Solutions Contact:</b>	<p>Tammy Sheridan          Senior Procurement Officer          Ph: 8203 7711          Email:  <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a></p>
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## Irrigation Services

This contract arrangement is to be utilised for irrigation services including:

- Irrigation Works
- Irrigation Design
- Supply of Irrigation Parts  
(via an Over the Counter method &/or a Vendor Managed Service method)



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0020-PK (Irrigation Works) COSOL-0028-PK (Irrigation Design) COSOL-0029-PK (Supply of Irrigation Parts)
<b>Commencement Date:</b>	12 February 2018
<b>Current Expiry Date:</b>	31 December 2020
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	Initial Term

#### CONTRACTORS:

<b>Irrigation Works:</b>	<b>Irrigation Design:</b>	<b>Supply of Irrigation Parts:</b>
<ul style="list-style-type: none"> <li>■ Belair Turf Management Pty Ltd</li> <li>■ Greene Eden Watering Systems Pty Ltd</li> <li>■ Lomman Irrigation Pty Ltd trading as ThinkWater Adelaide</li> <li>■ Orb Irrigation trading as Hugall &amp; Hoile</li> </ul>	<ul style="list-style-type: none"> <li>■ Cameron Irrigation Consulting</li> <li>■ Glenelg Irrigation</li> <li>■ HydroPlan Pty Ltd</li> <li>■ Waterpro Pty Ltd</li> </ul>	<ul style="list-style-type: none"> <li>■ Waterpro Pty Ltd</li> </ul>

<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Leasing Finance of IT Equipment

This contractual arrangement is to be utilised for councils leasing IT equipment.

It includes but is not limited to:

- Personal computers & laptops
- Tablets
- Servers
- Multi functional devices
- Thin clients, monitors
- Telecommunication equipment



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	G6 07 12
<b>Commencement Date:</b>	1 February 2013
<b>Current Expiry Date:</b>	31 January 2020
<b>Contract Extensions Remaining:</b>	N/A
<b>Current Phase:</b>	Final Term

<b>Contractor:</b>	Macquarie Bank Limited
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Legal Services

This contractual arrangement is to be utilised for the following areas:

- Commercial Law
- Employment Law
- Environmental Law
- General Litigation
- Local Government Act and Administrative Law
- Planning Law
- Property Law



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0001-PS
<b>Commencement Date:</b>	7 April 2014
<b>Current Expiry Date:</b>	30 June 2019
<b>Contract Extensions Remaining:</b>	N/A
<b>Current Phase:</b>	Initial Term

<b>Contractors:</b>	<ul style="list-style-type: none"> <li>■ Norman Waterhouse</li> <li>■ Minter Ellison</li> <li>■ Mellor Olsson</li> <li>■ Kelliedy Jones</li> <li>■ Cowell Clarke</li> </ul>
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<b>Council Solutions Contact:</b>	Colin Owen Senior Procurement Officer Ph: 8203 7116 Email: <a href="mailto:colin.owen@councilsolutions.sa.gov.au">colin.owen@councilsolutions.sa.gov.au</a>
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## Pest Control Services

This contractual arrangement is to be utilised for the control of European Wasps.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0008-PK
<b>Commencement Date:</b>	1 July 2014
<b>Current Expiry Date:</b>	30 June 2019
<b>Contract Extensions Remaining:</b>	N/A
<b>Current Phase:</b>	Final Term

<b>Contractor:</b>	Rentokil Initial Pty Ltd trading as Rentokil Pest Control
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Postal Services

This contractual arrangement is to be utilised for parcel services, eparcel services, courier services, international post, print post and unaddressed mail.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0007-PS
<b>Commencement Date:</b>	16 January 2017
<b>Current Expiry Date:</b>	31 October 2019
<b>Contract Extensions Remaining:</b>	1 x 12 month extension options
<b>Current Phase:</b>	Second Contract Extension

<b>Contractor:</b>	Australia Post
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Postal Services – Post Billpay

This contractual arrangement is to be utilised for over the counter transaction services including Post Billpay.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0025-PS
<b>Commencement Date:</b>	1 June 2017
<b>Current Expiry Date:</b>	31 May 2020
<b>Contract Extensions Remaining:</b>	3 x 12 month extension options
<b>Current Phase:</b>	Initial Term
<b>Contractor:</b>	Australia Post
<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>



## Quarry Materials

This contractual arrangement is for the supply and delivery of pavement materials, including crushed quarry materials, natural gravel, sand and recycled pavement materials.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	G6 06 12
<b>Commencement Date:</b>	1 September 2012
<b>Current Expiry Date:</b>	31 August 2019
<b>Contract Extensions Remaining:</b>	1 x 12 month extension option
<b>Current Phase:</b>	Third Contract Extension

<b>Contractors:</b>	<p><b>Boral Resources (SA) Ltd</b>  <i>providing services to the Cities of Adelaide, Charles Sturt, Marion, Salisbury &amp; Tea Tree Gully</i></p> <p><b>Southern Quarries Pty Ltd</b>  <i>providing services to the City of Onkaparinga</i></p>
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<b>Council Solutions Contact:</b>	<p>Clare Coupar          Senior Procurement Officer          Ph: 8203 7489          Email: <a href="mailto:clare.coupar@councilsolutions.sa.gov.au">clare.coupar@councilsolutions.sa.gov.au</a></p>
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## Printing and Distribution of Council Rates & Dog Registration Notices

This contractual arrangement is to be utilised for printing, mailing & distributing the council rates and dog notices to their residents.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COLSOL-0013-PS
<b>Commencement Date:</b>	1 October 2017
<b>Current Expiry Date:</b>	31 July 2020
<b>Contract Extensions Remaining:</b>	2 x 12 month contract extension options
<b>Current Phase</b>	Initial Term

<b>Contractor:</b>	Lane Laser Printers Pty Ltd
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Roadworks - Bituminous

This contractual arrangement is to be utilised for the supply of Bituminous Works to meet the requirements of the Council's annual program of Bituminous Works.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0002-RI
<b>Commencement Date:</b>	1 July 2016
<b>Current Expiry Date:</b>	30 June 2020
<b>Contract Extensions Remaining:</b>	2 x 24 month extension options
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Downer EDI Works Pty Ltd
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<b>Council Solutions Contact:</b>	Clare Coupar Senior Procurement Officer Ph: 8203 7489 Email: <a href="mailto:clare.coupar@councilsolutions.sa.gov.au">clare.coupar@councilsolutions.sa.gov.au</a>
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## Roadworks – Crack Sealing

This contractual arrangement is to be utilised for the supply of Crack Sealing works to meet the requirements of the Council's quarterly program for Crack Sealing Works.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0003-RI
<b>Commencement Date:</b>	1 November 2016
<b>Current Expiry Date:</b>	31 October 2019
<b>Contract Extensions Remaining:</b>	2 x 12 month extension options
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	SuperSealing
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<b>Council Solutions Contact:</b>	Clare Coupar Senior Procurement Officer Ph: 8203 7489 Email: <a href="mailto:clare.coupar@councilsolutions.sa.gov.au">clare.coupar@councilsolutions.sa.gov.au</a>
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## Segmental Paving for the Councils Annual New Footpath Program

This contractual arrangement is for the construction of new footpaths (as per each of the Participating Councils nominated “Annual New Footpath Program” or as part of the repair and maintenance of existing footpaths) which may include supply only, supply & installation and installation only components.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0044-RI
<b>Commencement Date:</b>	1 January 2019
<b>Current Expiry Date:</b>	31 December 2021
<b>Contract Extensions Remaining:</b>	2 x 24 month extension options
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Boral Hollostone Masonry
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Supply & Delivery of Concrete

This contractual arrangement is to be utilised for the manufacture, supply & delivery of concrete.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0043-RI
<b>Commencement Date:</b>	1 October 2018
<b>Current Expiry Date:</b>	31 March 2021
<b>Contract Extensions Remaining:</b>	3 x 12 month
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Southern Quarries trading as Direct Mix Concrete Sales
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<b>Council Solutions Contact:</b>	Clare Coupar Senior Procurement Officer Ph: 8203 7489 Email: <a href="mailto:clare.coupar@councilsolutions.sa.gov.au">clare.coupar@councilsolutions.sa.gov.au</a>
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## Temporary Labour Hire

This contractual arrangement is to be utilised by councils to engage temporary staff across the councils for both white and blue collar positions.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0009-PS
<b>Commencement Date:</b>	1 June 2016
<b>Current Expiry Date:</b>	31 May 2019
<b>Contract Extensions Remaining:</b>	1 x 3 Year extension option
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Randstad Pty Ltd
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<b>Council Solutions Contact:</b>	Tammy Sheridan Senior Procurement Officer Ph: 8203 7711 Email: <a href="mailto:tammy.sheridan@councilsolutions.sa.gov.au">tammy.sheridan@councilsolutions.sa.gov.au</a>
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## Transactional Banking

This contractual arrangement is to be utilised by councils for transactional banking services to provide councils efficient banking technology and systems, electronic delivery systems to improve collections, payments and provide a better service for the councils' customers.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	G6 10 12
<b>Commencement Date:</b>	1 December 2012
<b>Current Expiry Date:</b>	30 November 2019
<b>Contract Extensions Remaining:</b>	N/A
<b>Current Phase:</b>	Final Extension Option

<b>Contractor:</b>	NAB
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<b>Council Solutions Contact:</b>	Colin Owen Senior Procurement Officer Ph: 8203 7116 Email: <a href="mailto:colin.owen@councilsolutions.sa.gov.au">colin.owen@councilsolutions.sa.gov.au</a>
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## Unified Communications (Service)

This contractual arrangement is to be utilised by councils for the provision of Unified Communications as a Service (UCaaS). UCaaS comprises the following technical requirements:

- Internet Protocol (IP) Telephony
- Unified Communications Collaboration;
- Contact Centre;
- End User Desktop and Mobility Clients;
- Integration; and
- Other Associated Services.



### KEY CONTRACT INFORMATION

<b>Contract Number:</b>	COSOL-0038-PS
<b>Commencement Date:</b>	1 September 2018
<b>Current Expiry Date:</b>	31 October 2021
<b>Contract Extensions Remaining:</b>	For a further period of up to 2 years
<b>Current Phase:</b>	Initial Term

<b>Contractor:</b>	Mitel Networks Ltd
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<b>Council Solutions Contact:</b>	Bruce Wright Senior Procurement Officer Ph: 8203 7488 Email: <a href="mailto:bruce.wright@councilsolutions.sa.gov.au">bruce.wright@councilsolutions.sa.gov.au</a>
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