



Department of
Education

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DIRECT TO MARKET (D2M) ^L ⁷ INFORMATION FOR CONTRACTORS

Introduction to Direct to Market

The Department of Education has introduced a new program for schools called Direct to Market (D2M). This is a voluntary program, which is available to all Western Australian metropolitan and regional public schools. Schools can also still choose to use the Department of Finance's Building Management and Works to undertake maintenance and minor works.

What types of works can be undertaken through the D2M program?

There is a select approved list of lower risk minor and maintenance projects that can be undertaken as part of this program. Please refer to [appendix A](#) for a full listing of all the project categories and associated applications.

Is there a financial limit on the works that can be undertaken as part of this program?

The value of each project has to be less than \$20,000 including GST.

Who manages the procurement process for the works?

Each school is responsible for the procurement, contract and management of the projects at their school that are undertaken through this program.

There is no panel arrangement of preferred suppliers/contractors. Schools engage and contract direct with the market.

What are the contractor minimum requirements?

All contractors need to have the below:

- Registered Australian business with an Australian Business Number (ABN)
- Motor vehicle and compulsory third party insurance
- Public and products liability and workers compensation insurance
- National police clearance (issued within the last 24 months); and
- Professional registration (e.g. builders licence, plumbers licence) as relevant to the project

How should a contractor behave on a school site?

At all times contractors must:

- undertake the work and deliver services maintaining a safe and healthy environment, and to a high standard
- avoid hazardous work, noise or loud or inappropriate conversations and ensure behaviour is in keeping with a school environment
- conduct business with professionalism, care, diligence and accountability meaning that at all times contractors conduct must be suitable for a school site (the principal/site representative determines what is suitable conduct for the school site); and
- treat the site representative and all other people with courtesy and respect.

Appendix A – D2M Program List

Project Category Work	Included Applications
Air Cooling, Heating and Fans	Wall Mounted Cooling and Reverse-cycle Split Air Conditioning Systems; Ceiling Fans.
Boiling Water Units	Under bench or wall mounted boiling water units for the purposes of hot drinks in Staff Kitchens only.
Carpet & Carpet tiles	Carpet and carpet tiles can be laid anywhere apart from excluded areas. Refer to the school for a list of excluded areas.
Ceramic Tiling - Floor and Wall	Toilets; Showers; Splash Backs; Wet Areas; and Change rooms.
Display Systems – Whiteboards, Pinboards and Smart TV's	Supply/Supply and install of: Whiteboards; Interactive Whiteboards (IWBs); Pinup Boards; Wire Display Systems - Smart TVs; Blackboards; Indoor Powered Scoreboards.
Electrical Works	General purpose outlets (GPO); Connections to fixed appliances including stoves, heating appliances, exhaust fans, roller doors, and hand dryers; Residual current device (RCD) protected outlets; Internal Lighting Installation.
Fixed Furniture and Joinery Carpentry	Cupboards; Cabinets; Benches; Shelving; Vanities; Fixed Desks; Outdoor Furniture; Replacement of existing doors; Replacement of existing windows; Toilet partitions.
Floor Covering – Vinyl	Administration Foyer and Offices; Staff Offices; General Learning; Areas/Classrooms(unless detailed in exclusions refer to school for list); Libraries; Staff Rooms e.g. tea prep areas; Activity Areas (areas in front of worktop with sinks; Interview, Conference and Seminar Rooms; Collegiate Rooms; Specialist Classrooms – e.g. Arts, Science; Kindergarten and Pre-Primary Classrooms; Kitchens and Canteens/Cafeteria; Medical Rooms; Dental Therapy Centre; Food technology areas – may also be tile finish.
Gas Fitting - Gas Appliances	Connection of reticulated natural gas appliances, including: Canteen/Cafeteria Gas Range (Cooktop)/Electric Oven; Hot water Storage units; Instantaneous hot water units; Gas bayonets; Gas heaters; Gas burners; Isolation valves.
Grounds Watering Reticulation	Minor Irrigation Reticulation Systems (including reticulation controllers) to garden and lawn areas as well as connected into an existing irrigation water supply and control system; Small pressure pumps for low pressure installations.
Line marking	All permanent line marking applications on hard surfaces, within the school boundary including courts and car parks.
Locks & keying systems	Door Locks; Padlocks.
Painting	All Internal painting; Some external painting (refer to school regarding pre-finished surfaces).

Plumbing Works	<p>Repair and replacement of existing water, sewer and waste water services internal to the school site including:</p> <p>Pipework; Tapware; Plumbing Fixtures; Thermostatic Mixing/Tempering valves.</p> <p>Connection of new equipment into existing systems including:</p> <p>Boiling Water Units; Drinking Troughs; Dishwashers.</p>
Refrigerated Drinking Units	<p>Refrigerated Drinking Troughs.</p> <p>Cold water drinking units.</p>
Security Screens	<p>External openable windows and doors;</p> <p>Doors and windows to canteen;</p> <p>Servery to canteen;</p> <p>Keying systems – Refer to 'Locks & Keying Systems'.</p>
Signage	<p>Internal Placards;</p> <p>Building and Room Identification Signs;</p> <p>Wayfinding;</p> <p>On site off street parking signage;</p> <p>On site traffic management signage;</p>
Softfall	<p>Playgrounds;</p> <p>Hard Landscaping.</p>
Soft Landscaping and Gardens	<p>Small Grassed Areas (Also refer to Synthetic Turf available to schools below);</p> <p>Garden Beds; Tree Plantings;</p> <p>Retaining Walls less than 500mm;</p> <p>Landscape maintenance e.g. top dressing, mulching.</p>
Student Lockers and Bag Hooks	<p>Supply and install of Student Lockers;</p> <p>Installation of Bag Hooks.</p>
Synthetic Turf	<p>Installation to shaded, secure areas only.</p>
Tree pruning	<p>Tip Pruning; Radical Pruning; Selective Pruning.</p>
Window tinting and security film	<p>All window tinting and security film applications.</p>
Window Treatments – Blinds, Curtains and Shutters	<p>Roller Blinds;</p> <p>Blinds, Venetian, Vertical and Café;</p> <p>Curtains; Internal Shutters;</p> <p>External Roller Shutters (manual and electronic);</p> <p>External Awnings.</p>