

Memo

To: All Department Procurement Liaisons
From: Brian Genzmann, Director of Business and Fiscal Affairs
Date: September 7, 2021
Re: Procurement Announcement: Water Cooler Rental & Bottle Delivery Services

Please be advised that the College has begun to transition its water cooler rental and bottle delivery services to Nestle Waters North America. This will replace the previous contract with DS Water Services of America that has expired and is no longer available for any future orders. The following information and action is needed from your teams:

A FY22 requisition must be submitted and approved through CUNYfirst. Please ensure that your requisition includes the following key pieces of information:

- Number of coolers and their office locations
- Number of bottles requested per month
- Point of Contact (with their email address and phone number) to accept coolers and bottles at the department's locations
- total amount, which must be based on the pricing below and be sufficient for your department's needs for the entire fiscal year

Below is the contracted pricing for FY22 from Nestle:

Water <u>Coolers</u>	<u>College's Price</u>
Hot & Cold	\$5.00/month
Cold & Room Temp	\$5.00/month
Water <u>Bottles</u>	
5 Gallon Nestle Pure Life	\$5.66/each

Once the purchase order has dispatched for your department, finance liaisons must coordinate with Nestle for future deliveries and the previous vendor, DS Water Services, to retrieve their coolers and any used bottles. Note that there are no refunds for unused bottles from DS Water Services. Your [department's procurement analyst](#) will provide you with the contact information for both vendors.

We thank you for your cooperation.

The CCNY Fiscal Affairs Office