

T0002 – Bottled Water/Cooler Rental Term Contract

Please be advised that T0002, Bottled Water/Cooler Rental term contract will expire on April 30, 2009, and unfortunately, due to issues with the bids, a replacement contract will not be immediately available. There are also issues with the fact that this contract in many instances, constitutes discretionary spending. Therefore, while the Purchase Bureau is making every effort to rebid and issue a new contract in the next few months, the replacement contract will be limited, as set forth below.

As part of the Governor's overall commitment to driving greater efficiency into the way the State conducts business, use of this contract will be limited to those field offices that clearly do not have potable water or that continually have problems with their well water. Given the choices that we are being forced to make, eliminating bottled water for those locations that have potable water is a relatively simple way to save money.

Thus, with the exception of the locations that do not have potable water, agencies must begin to make arrangements with the current contractors to remove the existing coolers by April 30, 2009. Until a new contract is issued, the locations that do not have potable water may continue to rent/purchase bottled water using their Delegated Purchasing Authority (DPA). Note: Please contact your Department's Director of Administration/Procurement Official for the locations that have been approved to purchase bottled water.

During the term of this contract, the Purchase Bureau will monitor expenditures and may require the Agency(ies) to provide, in writing, a detailed justification for each cooler and type of cooler rented.

We understand that agencies may encounter water issues from time to time. In those instances, the agency may purchase bottled water via the pending term contract, or in the interim via DPA, on a temporary emergency basis, but first must receive approval from the Purchase Bureau. For those locations with repeated water issues, agencies should contact DEP.

It is important to note that with the exception of those locations identified, agencies will not be permitted to procure water through the pending term contract or DPA unless prior approval is received from this Division.