Date: March 31, 2010  
To: City Departments Currently Receiving Bottled Water  
From: Gwen Williams, Purchaser, PUC Purchasing, (415) 554-3128  
Re: Water: Bottled and Dispensers

OCA-Purchasing will be changing the Contractor for Water: Bottled and Dispensers, from DS Waters of America to Nestle Waters North America, effective April 1, 2010. Therefore, to allow for a smooth transition to the new provider, City Departments that are currently purchasing bottled water from DS Waters must do the following:

1) Stop placing orders with DS Waters immediately
2) Reconcile and pay all outstanding invoices
3) Locate and identify all DS Waters equipment for upcoming pickup

The new Contractor, Nestle Waters will only provide Bottled Water Services to the Departments listed below, who have received approval from the Mayor’s Office:

1) San Francisco Fire Department (Special Events & Incidents Only)
2) San Francisco Police Department (Special Events & Incidents Only)
3) Golden Gate Primitive Baptist Church, 2950 Niles Road, Fremont, CA.
4) Municipal Transportation Agency (Local 1414 MOU and 949 Presidio Only)
5) Department of Public Health: Hospitals & Clinics
6) Office of Emergency Services

If your department is not on the above list you must:

1) Contact Johanna G. Partin, Director of Climate Protection Initiatives, at (415) 554-6640 or email: johanna.partin@sfgov.org and request a “Waiver.” If the “Waiver” is approved then OCA will need to add your department to the new contract by completing a Contract Modification.

2) If the “Waiver” is not approved then you must make arrangements with US Pure Water Corporation, the City & County of San Francisco’s Water Dispensing Systems Provider, to have a water filtration system installed for your department. Contact, Michael Davis, our Account Representative at (415) 883-9900.