



VENDOR CONTRACT

The City of Seattle
**CONTRACTING AND
 PURCHASING SERVICES**
 700 – 3rd AVE #910
 Seattle, WA 98104-1808

Vendor Contract # 0000002184	Date 12/10/2015	Change Order # 3
Payment Terms Net 30	Freight Terms Prepaid & Allowed FOB: NA	
Buyer: Rick Davison	FAX: 206-233-5155	Phone: 206-684-8310

Vendor #0000039122
 RICHARDSON BOTTLING COMPANY
 DBA MOUNTAIN MIST COMPANY INC.
 P.O. BOX 44427
 TACOMA, WA 98444

Contact: JOHN BEAUCHAMP
 Phone #: 1-800-232-7332
 Fax #: 253-537-7896
 E-Mail:
johnbeauchamp@mountainmist.com

Ship To: SEE BELOW
Bill To: SEE BELOW

RICHARDSON BOTTLING COMPANY DBA MOUNTAIN MIST COMPANY INC. is awarded a contract for providing the City of Seattle with One to Five Gallons of BOTTLED WATER AND/OR DISPENSER RENTAL. This contract was awarded as a result of Invitation to Bid #51407.

Change Order #1, issued to add an approval process and contact people to the contract.

Change Order #2, issued to extend contract and delete Scott Minnix as the contact person.

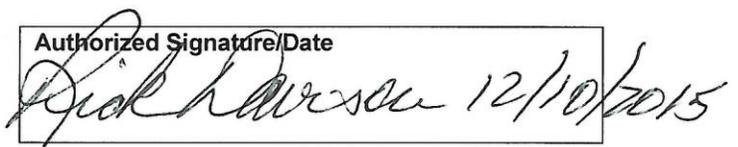
Change Order #3, Issued to extend contract through 12/31/2020, change the City contact information and update the vendor name. In all other aspects this contract remains unchanged.

Departments must get approval first to order the one to five gallons of bottled water and/or dispenser, The contact for approval is Sarah Calvillio-Hoffman sarah.calvilliohoffman@seattle.gov

This contract provides bottled water to an authorized city employee, authorized means approval by Sarah Calvillio-Hoffman. Orders shall be placed by the City of Seattle. Invoices shall be mailed in duplicate to the City of Seattle, Accounts Payable, per attached list. Each invoice shall indicate Contract #0000002184.

The City does not guarantee utilization of this contract.

This contract is per Invitation Bid #51407, Please use the new contract #2184 to bill all invoices against.

Authorized Signature/Date
 12/10/2015



VENDOR CONTRACT

The City of Seattle
PURCHASING SERVICES
700 – 3rd AVE #910
Seattle, WA 98104-1808

Vendor Contract # 0000002184	Date 7/18/2013	Change Order # 2
Payment Terms Net 30	Freight Terms Prepaid & Allowed FOB: NA	
Buyer: Sara Schutt	FAX: 206-386-0068	Phone: 206-684-0456

Vendor #0000039122
MOUNTAIN MIST COMPANY INC.
P.O. BOX 44427
TACOMA, WA 98444

Contact: JOHN BEAUCHAMP
Phone #: 1-800-232-7332
Fax #: 253-537-7896
E-Mail:
johnbeauchamp@mountainmist.com

Ship To: SEE BELOW
Bill To: SEE BELOW

MOUNTAIN MIST COMPANY INC. is awarded a contract for providing the City of Seattle with One to Five Gallons of BOTTLED WATER AND/OR DISPENSER RENTAL. This contract was awarded as a result of Invitation to Bid #51407.

Change Order #1, issued to add an approval process and contact people to the contract.

Change Order #2, issued to extend contract and delete Scott Minnix as the contact person.

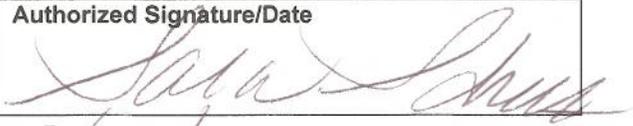
Departments must get approval first to order the one to five gallons of bottled water and/or dispenser, The contact for approval is Sarah Calvillio-Hoffman sarah.calvilliohoffman@seattle.gov

This contract provides bottled water to an authorized city employee, authorized means approval by Sarah Calvillio-Hoffman. This contract is for five years ending 12/31/13, with a two-year extension for a total contract life until 12/31/2015, if all extensions are exercised by the City. See Attachment #1, specifications and Attachment #2, terms and conditions.

Orders shall be placed by the City of Seattle. Invoices shall be mailed in duplicate to the City of Seattle, Accounts Payable, per attached list. Each invoice shall indicate Contract #0000002184.

The City does not guarantee utilization of this contract.

This contract is per Invitation Bid #51407, Please use the new contract #2184 to bill all invoices against.

Authorized Signature/Date  7/18/2013
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Attachment #1
Change Order #2
Mountain Mist
1-800-232-7332
Vendor Contract #0000002184
1/29/1/2008 through 12/31/15

Bottled Water Delivery

Item #	Description	Unit Price
1	One gallon container - bottled drinking water	\$3.48 case .58 each
2	Five gallon container - bottled drinking water	\$2.75
3	Cold Dispensers Monthly Rental Rate	\$2.00
4	Hot/Cold Dispensers - Monthly Rental Rate	\$2.00
5	Charge for bottles lost or stolen or damaged by the City one (1) gallon bottles	NA
6	Charge for lost or stolen or damaged by the City five (5) gallon bottles	NA

Departments will have the option of calling the vendor when they want their dispenser cleaned or replaced. Such services shall be at no additional charge.

Payment Terms: Net 30



City of Seattle

Gregory J. Nickels, Mayor

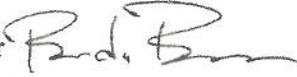
Fleets and Facilities Department

Brenda Bauer, Director

MEMORANDUM

DATE: October 29, 2008

TO: Department Directors

FROM: Brenda Bauer 

SUBJECT: Revisions to Implementation Guidelines for Bottled Water Restrictions

In August, guidelines for departments to implement restrictions on bottled water were distributed to Department Directors. These guidelines asked departments to remove bottled water from vending machines. Since August, an assessment/inventory of vending machines and areas where vending machines are available (e.g., community centers, parks, and other public spaces) was completed.

Based on the use and location of vending machines, as well as concerns with providing healthy beverage options in vending machines, Departments may choose to keep bottled water stocked in vending machines. Restrictions on bottled water, as directed by Executive Order 02-08, will not apply to bottled water in vending machines.

If you need additional information or have questions regarding the implementation guidelines for bottled water restrictions, please contact Scott Minnix, Facility Operations Division Director, at 684-0142.

Attachments: Revised Bottled Water Implementation Guidelines (10-29-08)

cc: Ken Nakatsu, Mayor's Office
David Bracilano, Personnel Department
Karen Reed, Seattle Public Utilities
Scott Minnix, Fleets and Facilities Department
Myrna Frasier, Fleets and Facilities Department
Sarah Calvillo Hoffman, Fleets and Facilities Department

Revised Implementation Guidelines for Restrictions on Bottled Water

This document provides guidance to departments for the implementation of restrictions on bottled water, as directed in the Executive Order 02-08 issued by Mayor Greg Nickels on March 13, 2008.

Bottled Water Restrictions

As directed by Executive Order 02-08:

- Effective January 1, 2009, City of Seattle funds may not be used to purchase bottled water for City facilities or events;
- Departments are required to eliminate the use of single-serving and/or large-volume bottled water dispensers (i.e., water coolers);
- Departments that are responsible for managing specific City of Seattle facilities are required to conduct an assessment for phasing out the purchase and use of bottled water/dispensers with the most environmentally responsible alternative (see Appendix A) that addresses any water quality issues that may exist in some facilities;
- Departments that currently purchase bottled water or have a bottled water dispenser are required to phase out the purchase and use of bottled water/dispensers by December 31, 2008.

Exceptions to these restrictions include:

- Where there are no reasonable alternatives to access safe and drinkable water,
- When there are hydration requirements for employees working outside of City facilities (i.e., fieldwork),
- When legal or other contractual reasons are present, and/or
- For emergency supplies or in the event of emergencies that affect access to potable water.

The Executive Order:

- DOES NOT restrict City employees from privately purchasing bottled water for individual personal use; however, it does not allow private purchase of water service for the office, unless otherwise authorized. City employees are encouraged to take advantage of the City's high quality water.
- DOES NOT require departments to have bottled water removed from vending machines contracted by the department.

Implementation Guidelines

If the department has concerns about replacing existing bottled water use with an environmentally responsible alternative, the department should have its water tested to determine whether it is safe for drinking. If the water is safe for drinking, the department should inform employees and proceed with discontinuing bottled water use. If water is not safe for drinking the department will be responsible for incurring the cost of providing safe drinking water to staff, and must utilize an environmentally responsible alternative to bottled water (see alternatives on page 3, Appendix A). If an environmentally responsible alternative does not meet the needs of the department or the department's needs fall under one of the exceptions listed above, the department may request to be waived from restrictions outlined in Executive Order 02-08.

Below are the steps for departments to implement the restrictions on bottled water in City facilities:

1. *Assess existing bottled water purchasing and use practices.*
Please use the questionnaire in Appendix B to assess the department's existing use. Give a copy of the completed questionnaire to Fleets & Facilities and the property manager(s) of your building(s), if different.
2. *Where appropriate and needed, determine whether your facility's water is safe for drinking.*
Please contact Seattle Public Utilities' Water Quality Lab at 684-7834. The lab will determine whether your building's tap water needs to be tested or if it has been tested in the recent past and what the test results were.

3. *Eliminate bottled water, or, as necessary, determine an environmentally responsible alternative.*

- If the tap water is determined to be safe for drinking and there are no significant aesthetic issues (e.g., discoloration and/or unpleasant taste and odor), no further action is required of the department and the department should discontinue bottled water use.
- If tap water is determined to be unsafe for drinking, the department is responsible for providing safe drinking water to staff and incurring the cost. The department must choose an environmentally responsible alternative listed in Appendix A on page 3, unless alternatives do not meet the department's needs or needs fall under one of the exceptions listed on page 1. Departments should choose the alternative that addresses the contaminants identified by SPU's water quality test and is appropriate for their business operations or needs.
- If the tap water has significant aesthetic issues (e.g., discoloration or unpleasant taste or odor), departments may implement an environmentally responsible alternative listed in Appendix A on page 3. Use the exemption request form in Appendix B to report to Fleets & Facilities and to property management, if the property is not managed by Fleets & Facilities.

Bottled Water at City Events

Per Executive Order 02-08, City funds may not be used to purchase bottled water for any City events. It is recommended that departments utilize pitchers or jugs of tap water at events.

Bottled Water for Field Work

To avoid heat-related illnesses in the outdoor environment, departments may continue to purchase bottled water for employees working in the field where safe drinking water is not readily accessible. Washington Administrative Code 296-62-09540 requires employers to provide and make at least one quart per employee per hour of drinking water readily accessible when heat-related illness hazards are present. Jugs of tap water or other alternatives should be considered.

More Information

For more information on the effects of using bottled water and the quality of Seattle's tap water, see:

Water Quality: http://www.seattle.gov/util/About_SPU/Water_System/Water_Quality/SPU03_001885.asp

Impact of Bottled Water: http://www.seattle.gov/util/About_SPU/News/News_Releases/SPU01_003484.asp

Help

If you need assistance with complying with the Mayor's Executive Order, contact the Fleets & Facilities Department, Facility Operations Division, Scott Minnix, Director, at 684-0142.