



America's Water, Coffee & Tea Service Company

We at DS Services – Crystal Springs Water are delighted to announce that we have been chosen to be the exclusive bottled water and water filtration vendor for Rutgers University.

As directed by Rutgers Procurement all Rutgers University sites who are currently using a different water vendor, other than DS Services – Crystal Springs Water, will need to commence their water account conversion over to us effective immediately.

NEW ACCOUNTS

Please complete the attached **Account Set Up Form** (see Excel attachment) and we will work to expedite your water service request. Based upon our contract requirements a purchase order is required prior to delivering water service to your location. For more details regarding location set up and ongoing service please see below.

Vendor Information:

DS Services of America, Inc.
dba Crystal Springs Water

Water Service Details:

- Hot and Cold Water Cooler - \$4.00 per month per unit
- Bottle Water Delivery - \$4.00 per 5-gallon bottle – Purified
- Bottle Water Delivery - \$4.50 per 5-gallon bottle – Spring
- Bottle Water Delivery - \$4.50 per 5-gallon bottle – Distilled
- One Gallon Distilled Bottles - \$7.00 per case – 6 count
- .5 Liter Bottles (16.9 oz.) - \$4.99 per case – 24 count
- Cups – 7 oz. cold cups included – 50 count per sleeve
- Filtration - \$21.99 per month per unit

Rutgers University requires a Purchase Order to start Water Delivery Services

To Begin The Process:

1. Complete Account Set Up Form. (Note: Please make sure all **Site Detail Requirements**, as listed below, are detailed on the Account Set Up Form).
2. Email completed Account Set Up Form to: onboardingcs@dsservices.com
3. With this information we will then book your order and supply your site with an individual account number.
4. Upon your receipt of this account number please follow your internal process to obtain a blanket PO which will then be automatically sent to us.
 - a. **Process a Service Request form – Quick and/or Goods Requests will not be allowed.**
 - b. **Include 15-digit Crystal Springs combined account number in requisition description.**
(This includes 7-digit Account Number and 8-digit “Bill To” number.)
 - c. **Attach the returned Account Set Up Form to the requisition.**
5. Once we receive the PO, your first delivery will take place within the week.



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6. Once the account is active (after first delivery is completed) your invoices will be sent directly to: accountspayable@finance.rutgers.edu.

Site Detail Requirements (To be filled out on Account Set Up Form):

- Department and Campus Name and Address
- Location Contact's Name, Phone and Email Address
- Number of Coolers at each Location
- Number of Bottles for 1st Delivery at each Location
- Hours of Operation
- Any special instructions to gain entry for delivery?
- Any Additional Identifiers of Location (Kitchen/ Break room, 1st Floor Lobby, etc.)

EXISTING ACCOUNTS

Each existing account which holds past due with us will retain their old account # but will also obtain a new assigned account #. This will occur as we cannot transfer past due balances. Once the past due is cleared the old account # will become inactive.

For any additional questions regarding your account please contact:

Rutgers University Procurement

Dennis De Marino – Associate Director of Procurement Services

Email: dd780@finance.rutgers.edu

Territory Account Executive Information

Jeff Busse – Territory Account Executive

Email: jbusse@dsservices.com

Phone: 704-430-1207

I look forward to working with all of you and note that I will be your main DS Services – Crystal Springs Water Point of Contact (POC) if you have any additional questions.

Warmest Regards,
Jeff