

To: Faculty and Staff
From: Sally Jensen Molsberger *SJM*
Director, Procurement Services
Date: November 27, 2018
Subject: Campus Coffee Program

Effective January 1, 2019, departments will be required to purchase all coffee and coffee supplies, including Keurig K-Cups, through the Stockroom.

The University has established a contract with John Conti Coffee for drip coffee machines and coffee supplies. In addition, a contract was established with Staples for Keurig K-Cups. These contracts were necessary due to the overall spend exceeding \$40,000 annually.

All industrial drip coffee machines provided by vendors, other than John Conti, will need to be removed and replaced by John Conti machines at no charge. Procurement Services will contact all departments to ensure that the transition of coffee machines goes as smoothly as possible.

Any questions regarding this change should be directed to:

Amber Horn
Manager, Procurement Services
amber.horn@louisville.edu
852-7211