

To: Unit Business Managers
From: Procurement Services
Date: February 1, 2021
RE: Ground coffee and coffee machine change

Procurement Services wanted to let everyone know that the University has **not** renewed our contract with John Conti Coffee and we will no longer be purchasing their products.

If you are currently using a John Conti coffee machine for drip or pour over coffee we ask that you purchase a replacement from Staples and contact John Conti to schedule a pickup of their machine.

The coffee policy will remain the same. All ground coffee, coffee supplies and K-Cups will still need to be purchased from the stockroom when using University funds. Below is list of the ground coffee products that will be stocked in the Stockroom for you to purchase for department use. As soon as the new stock has been purchased the Stockroom list and pricing will be updated.

Brand:	Stockroom Part Number:
Java Roast Donut Shop Blend	7350-0234
Java Roast French Roast	7350-0233
Java Roast Classic Med. Blend	7350-0236
Java Roast Breakfast Light Blend	7350-0238
Java Roast Decaf	7350-0237
Maxwell House	7350-0241

There will be no changes to the K-Cup products currently carried in the Stockroom.

Regards,

Lisa Ennis
Director, Procurement Services