

EARLY ORDERING IS MODIFIED THIS YEAR DUE TO COVID-19 RESTRICTIONS.

Please limit your orders warehouse items only. If non-catalog or Office Depot items are requested, MCPS Procurement will hold orders pending further direction on school accessibility to allow deliveries.

FY21 earlyordering : water cooler & bottled water services

Schools may choose to use staff funds to purchase bottled water at the MCPS contracted rate; however, each school needs its own separate account. For New Account setup, please use the [New Location Form](#). Send to govtrequests@dsservices.com.

Please send requests and concerns regarding delivery, billing questions, cooler replacements, moves, services requests to GovtRequests@dsservices.com. To expedite service please type MCPS in the email Subject line along with your concern. Please copy [Julie E Johnson@mcpsmd.org](mailto:Julie_E_Johnson@mcpsmd.org) on all correspondence. You are asked to state your school name and address when requesting service.

The rental cost of each dispenser is **\$1.99** per month (non-refrigerated and hot & cold). Spring Water is **\$3.79**/5gallon bottle. CUPS by the sleeve: flat bottom plastic cups (7oz) at \$2.99 (50ct); cone (5oz) at \$3.50 (200ct). CUPS by the case (20 sleeves per case): 7oz cups at \$59.80; 5oz cones at \$70.00.

*****Pricing subject to change as of August 1, 2020*****

PLEASE NOTE!

Schools no longer need to create requisitions for bottled water service.

Schools should select from one of the following payment options:

- **Purchasing card** (preferred method). Payments may be paid monthly or set up as re-occurring payments each month.
- **Check**—schools may pay monthly invoices with a school check.

Central Office staff may continue to create purchase orders for their bottled water needs. For additional information on placing a new purchase order or setting up a new account, please contact [Julie E Johnson@mcpsmd.org](mailto:Julie_E_Johnson@mcpsmd.org).