



DANIEL P. McCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET – ROOM 820
ALBANY, NEW YORK 12207-2021
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DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

PAMELA O'NEILL
PURCHASING AGENT

December 27, 2023

Hon. Andrew Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

The Purchasing Division issued RFB#2023-121, Supply and Delivery of Bottled Water and received one competitive bid. DS Services dba Primo Water North America was the sole responsive and responsible bidder.

The Purchasing Division respectfully requests approval to contract with DS Services dba Primo Water North America for countywide supply and delivery of bottled water and water cooler rental. The contract term will be for a period of one (1) year. We are requesting authorization for a total cost not to exceed \$100,485.00.

Attached are the related documents for your review. If you have any questions, please contact me directly at 447-7139.

Sincerely,

Pamela O'Neill
Purchasing Agent

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel