


## Operations and Support Services

## Memorandum

Jeffery M. Kauffman  
Assistant Vice Chancellor  
(512)499-4295



DATE: August 4, 2006  
TO: UT System Administration Department Heads  
CC: GRP – Meeting Coordinators  
APS Customer Advisory Group  
FROM: Jeffery Kauffman   
SUBJECT: Vending Machine and Coffee Service

The University of Texas System Administration has entered into contracts with ACCENT Food Services for Vending Machine and Coffee Services. The purpose of this memorandum is to notify you of this change, inform you how it effects your department, and to request information from you to assist us in making this a smooth transition.

### **Vending Machine Services**

Brand-new beverage and snack vending machines will be located at the System Complex on Monday, August 21<sup>st</sup>. Locations are identified in an attachment to this memorandum.

### **Coffee Services**

Under the contractual relationship with ACCENT, coffee services for the System Complex conference rooms and departmental kitchens will be handled through a centralized process, managed by Operations & Support Services. We believe that the centralized process will provide System Administration with better pricing, efficiency, and monitoring capabilities. The term "coffee services" can be used interchangeably with kitchen supplies and includes items such as tea, sweetener, creamer, etc. Locations are identified in an attachment to this memorandum.

### **Important Dates:**

- **Friday, August 18<sup>th</sup>** - the last day that your department should place an order to a vendor for any type of kitchen supplies (i.e., coffee, tea, sweetener).
- **Monday, August 21<sup>st</sup>** – All departmental orders for kitchen supplies are made through the OSS-Facilities' SOS system.

**ACTION REQUESTED:** By **Tuesday, August 8<sup>th</sup>**, please provide **Robin Wagner, OSS-Facilities**, via e-mail:

1. The employee(s) in your department that you authorize to order coffee supplies for your departmental kitchen through the SOS system. In your response please confirm the current SOS authorized representative and limit additional users to one.
2. Your department's official occasions account number to utilize for supplies ordered by the employee(s) identified in number 1.

**Notification:**

- Employee(s) in your department that are listed as a meeting coordinator and/or a member of OSS-Accounting & Purchasing Services Customer Advisory Group are copied on this communication.
- To help with the transition, we are scheduling an introduction to ACCENT, including a Q & A session, for appropriate employees in your department to attend.
- A general notice of the change will be placed in the weekly, System newsletter on Monday, August 14<sup>th</sup>.

**Miscellaneous Items:**

1. ACCENT will coordinate all orders with OSS-Facilities. The order and corresponding delivery slip will be delivered to your department. An authorized approver on your account(s) will sign the delivery slip. OSS-Facilities will provide the signed delivery slip to OSS-Accounting & Purchasing Services for handling the payment.
2. Anderson Vending respectfully declined from submitting a proposal for this scope of work.

**OSS contacts for these services:**

- Ordering and Equipment Issues – OSS-Facilities Management
- Refunds of Vending Machines – OSS-Accounting & Purchasing Services

### VENDING MACHINE LOCATIONS

#### Ashbel Smith Hall

Garage UL (1 soda and 1 snack machine)  
2<sup>nd</sup> Floor Kitchen (1 soda machine)  
3<sup>rd</sup> Floor Break Area (1 soda machine)

#### Claudia Taylor Johnson Hall

Basement (1 soda and 1 snack machine)  
3<sup>rd</sup> floor break area (1 soda machine)

#### The Lavaca Building

1<sup>st</sup> floor break area (1 soda and 1 snack machine)  
2<sup>nd</sup> floor break area (1 soda machine)

#### The Colorado Building

Basement (1 soda and 1 snack machine)  
6<sup>th</sup> Floor Break Area (1 soda machine)

#### O'Henry Hall

1<sup>st</sup> floor break area (1 soda and 1 snack machine)

#### Policy Academy

1 soda and 1 snack machine

### COFFEE SERVICE LOCATIONS

#### Ashbel Smith Hall (8)

2<sup>nd</sup> floor kitchen  
3<sup>rd</sup> floor kitchen  
4<sup>th</sup> floor kitchen  
5<sup>th</sup> floor kitchen  
6<sup>th</sup> floor kitchen\*  
7<sup>th</sup> floor kitchen  
8<sup>th</sup> floor kitchen  
9<sup>th</sup> floor kitchen

#### Claudia Taylor Johnson Hall (3)

1<sup>st</sup> floor break area  
2<sup>nd</sup> floor break area  
3<sup>rd</sup> floor employee break area kitchen

#### The Lavaca Building (2)

1<sup>st</sup> floor break area  
2<sup>nd</sup> floor break area

#### The Colorado Building (8)

Basement employee break area kitchen\*  
2<sup>nd</sup> floor kitchen\*  
3<sup>rd</sup> floor kitchen\*  
4<sup>th</sup> floor kitchen  
5<sup>th</sup> floor kitchen  
Conference room 6.500 kitchen area  
ODOP Suite # 6.200 kitchen area  
OEB Suite # 6.600 kitchen area

#### O'Henry Hall (3)

1<sup>st</sup> floor break area  
2<sup>nd</sup> floor break area  
4<sup>th</sup> floor kitchen area

\*anticipated future sites which may currently be under construction