DS Waters Water Filtration Units

Overview

UH entered into a contract with DS Waters (DBA Sparkletts) to provide water filtration units for $17.99/month plus an annual charge of $25.00 to change the filter. Also, the UH Skilled Trades Shop must approve the proposed location of the filtration unit before installation and inspect the unit after it is installed.

Steps for Requesting a Water Filtration Unit

1. Requesting department submits billable work request to PlantOps Customer Service, including cost center to be charged, for the Skilled Trades Shop to approve/install the installation of the water filtration unit. Specify the proposed location of the unit(s).
2. Customer Service notifies the requesting department of the work request number and forwards the work request to the Skilled Trades Shop.
3. Requesting department submits DS Waters Order Form to DS Waters and includes work request number on Order Form. The DS Waters Order Form is located on the UH Finance References page: http://www.uh.edu/finance/pages/References.htm
4. The Skilled Trades Shop will coordinate with DS Waters to locate water tap within 48 hours of receiving the work request, provided the Skilled Trades Shop is not busy with a campus plumbing emergency.
5. DS Waters installs unit within 24 hours of being notified by Skilled Trades Shop of approved location.
6. DS Waters notifies the Skilled Trades Shop that installation is complete.
7. The Skilled Trades Shop inspects installed water filtration unit and notifies PlantOps Customer Service that unit is okay.
8. Skilled Trades Shop will notify the requesting department that the unit is safe to use.

These steps are also summarized in a flowchart.

Water Filtration Units vs. Bottled Water Dispensers

- Water filtration units use the building’s water supply. Bottled water dispensers use plastic bottles, which are difficult to handle and bad for the environment.
- Water filtration units are less expensive than bottled water dispensers. Water dispensers average $12/month plus $5/bottle. Water filtration units are a fixed price per month regardless of use. See scenarios below.

Scenario 1: Department uses a bottled water dispenser and consumes 1 bottle of water per day.

$12 + ($5 * 20 days) = $112/month * 12 months = $1,344/year.

Scenario 2: Department uses a DS Waters water filtration unit.

($17.99/month * 12 months) + $25 for filter = $240.88/year + $50 estimated one-time charge for Skilled Trades Shop to inspect unit. That’s a savings of over $1,000/year compared to a bottled water dispenser!
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Additional Information about DS Waters Water Filtration Units

- See the water filtration units [here](#).
- PO not required to request a water filtration unit (follow the steps above).
- Payment can be made by P-Card (preferred) or voucher.
- Use account 53500, Rental – Equipment, when paying for rental of water filtration units.
- No minimum rental period.
- If you want to stop renting the filtration unit, send an email to Naomi Alfred at DS Waters (nalfred@water.com) and DS Waters will remove the unit within 60 days. There is no penalty but you must continue to pay for the unit until it is removed by DS Waters.

Contacts for Questions

Mason Reese, DS Waters Key Account Manager, 954-614-6338 mreese@water.com

Mason can provide more information about the units, how they work, and which one to choose.

Naomi Alfred, DS Water Key Customer Care Lead, 866-307-6092 x5200 nalfred@water.com

Naomi receives the DS Waters Order Form (scan and email) and handles billing questions.

UH Skilled Trades Shop, 713-743-0971

The Skilled Trades Shop can answer questions about the proposed location of the water filtration unit or related to the installation.

Mike Glisson, Executive Director of Finance, 713-743-8706 mtglisson@central.uh.edu

Mike can answer questions about the business process or the DS Waters contract.

Web Documents

This document, the DS Waters Order Form, and DS Waters Order Process Flowchart, and pictures/descriptions of the water filtration units are located on the UH Finance References page: [http://www.uh.edu/finance/pages/References.htm](http://www.uh.edu/finance/pages/References.htm)