



Arlington
INDEPENDENT SCHOOL DISTRICT
More Than a Remarkable Education



DR. PEPPER CONTRACT Q&A - SUMMARY OF CHANGES BY REVISION DATE

February 16, 2016 Revision

- Question 5: Changed language to indicate purchases made by activity funds are no longer expected to be paid on delivery. Activity fund purchases will be ordered on activity fund PO's and the school will subsequently be invoiced, similar to purchases with budgeted funds.
- Question 6: Changed language to reflect payment procedures for activity fund purchases.
- Question 7: Slight language changes to enhance clarity of procedures for purchases made by support organizations (PTA's, Booster Clubs, Dad's Clubs, etc).

February 5, 2016 Revision

- Question 2: Updated to include all other campus support organizations, such as PTA's, Dad's Clubs, etc.
- Question 7: Updated to include all other campus support organizations, such as PTA's, Dad's Clubs, etc. Throughout this response, removed wording specifically addressing booster clubs and inserted wording to clarify this response involved purchases by all support organizations.



DR. PEPPER CONTRACT Q&A – UPDATED FEBRUARY 5, 2016

In an effort to answer questions regarding the partnership the District entered into with Dr. Pepper, the following questions and answers are provided.

- 1. Q: Must all soft drink and water purchases be made directly through Dr. Pepper now, or can I still buy those items from a big box store like Costco?**

A: All drink purchases for distribution to students, staff or parents on any AISD campus MUST be purchased directly from Dr. Pepper beginning immediately. The requirement to purchase items directly from the District's contracted soft drink vendor is not a new requirement. For more than 20 consecutive years prior to this contract the District was under contract with a different vendor, and all purchases of drinks from a big box store in the past created a situation where the District was potentially in breach of contract. Going forward, the District will do a better job of enforcing the provisions of the contract. Campus principals/department directors are responsible for ensuring their location is in compliance with this contract.

- 2. Q: Are Booster Clubs, PTA's, and other campus support organizations bound by the same terms in number 1, above?**

A: Yes, this contract covers all drinks that are distributed or made available in any fashion by any organization on any AISD property. Again, campus principals/department directors are responsible for ensuring their location is in compliance with this contract.

- 3. Q: If parents donate soft drinks for a one-time event, such as for a dance, can I accept that donation and let my students have the drinks?**

A: Yes, donations of drinks that are not for resale and that are for one-time events may be accepted and given to students. These situations require the campus principal/department director use common sense and good judgement so that the District is not in breach of the contract with Dr. Pepper. Care must also be taken to ensure the donations are not prohibited under requirements related to student nutrition.

- 4. Q: Who is my main contact person at Dr. Pepper for logistics issues, including faulty equipment?**

A: Contact Richard Longoria for all logistics issues at richard.longoria@dpsg.com or 972-786-6401. For equipment issues/problems call 1-800-225-7502 (24 hours per day).

- 5. Q: How do I order product from Dr. Pepper?**

A: Send an email message to Irvingcolddrinkfoodservice@dpsg.com. You will receive a reply email to confirm your order and to confirm the delivery timeline. If District funds are used for the purchase you must enter a District PO requisition in TEAMS. Once a PO is created, Purchasing will email the PO to you and you must place the order with Dr.



Pepper. If campus activity funds are used for the purchase you must follow the guidelines in the *AISD Campus Accounting Manual*. Regardless of funding source, **you must attach a PDF copy of the completed order form to your PO requisition.**

Include the following items in (or attached to) the email message sent to Dr. Pepper to order the product you need:

- a. Completed order form in Excel format (attached to this Q&A);
 - b. The TEAMS or activity fund purchase order number that you issued to order the product, depending on the funding source for the purchase. You should use the attached price list to calculate the amount you will issue on the PO, based on the quantity of product you are ordering.
 - c. **YOU MUST INCLUDE YOUR CUSTOMER ACCOUNT NUMBER ON ALL PURCHASE ORDERS ISSUED TO DR. PEPPER.** A list of customer account numbers by location is attached to this Q&A;
 - d. A contact name and telephone number.
6. **Q: How do I pay for the product I ordered from Dr. Pepper?**
A: See the answer to question number 5 for ordering information. Your Dr. Pepper account is very similar to your Costco account. Regardless of funding source, the invoice you receive from the driver at the time of delivery must be paid either by issuing an activity fund check, or must be scanned and forwarded to Accounts Payable for processing.
7. **Q: How will Booster Clubs, PTA's and other campus support organizations order product from Dr. Pepper?**
A: An officer from each organization that will purchase soft drinks/water should contact Mr. Longoria to set up an account number for their organization even if they do not anticipate purchasing any product until later in the year. Establishing the account number early will expedite the ordering process. To order product, the organization officer may then send an email message to [Irvingcoldrinkfoodservice@dpsg.com](mailto:Irvingcolddrinkfoodservice@dpsg.com). Contrary to documentation that was provided earlier, support organizations will NOT be required to provide a personal line of credit, nor sign the credit application/agreement that was sent out earlier, **as long as all orders are paid at the time of delivery (cash-on-delivery, or COD)**. Because Arlington ISD has a dedicated Dr. Pepper team, the Dr. Pepper team member will be able to work with the organization officer regarding a delivery time so that someone from the organization can be present at the time of delivery. The available delivery window is open from approximately 7 am to 5 pm Monday through Friday. The following items must be included in the email message:
- a. Completed order form available in Excel (the same form that schools will use, which can be obtained from the campus secretary or bookkeeper);
 - b. Organization name, along with a contact name and phone number;
 - c. Delivery location;
 - d. You must indicate the order is COD, **meaning someone from the organization**



will receive the order and pay by check;

- e. Date the product is needed, including a requested time of delivery. See question 8 for expected delivery timelines.
8. **Q: How long will it take to receive my order after I receive a confirmation email message from Dr. Pepper?**
A: Orders received prior to 3:00 pm on any business day will be delivered within approximately 48 hours after confirmation, not including weekends or holidays. *This timeline is estimated, not guaranteed.*
9. **Q: How much donated product is available to my campus, and how do I order that product?**
A: Donated product is available to all AISD campuses that also receive the annual sponsorship payment from Dr. Pepper. Donated product is available on an annual basis only, and unutilized donations will not roll-over to subsequent years. You should send an email message, including the completed order form (see question number 5, above) to Irvingcolddrinkfoodservice@dpsg.com . You MUST include your account number, campus name, contact name, contact number and that you are requesting your donation allotment in the message. The following allotments are available per campus grade span, based on overall enrollment percentages District-wide:
- a. High Schools – 21 cases annually
 - b. Junior High Schools – 9 cases annually
 - c. Elementary Schools – 8 cases annually
10. **Q: What do I need to do to receive my annual sponsorship payment from Dr. Pepper?**
A: Nothing! Payments will arrive in the District account and will subsequently be remitted to your activity fund account via a direct funds transfer. You will be notified when your deposit is remitted to your account, and may anticipate delivery anytime between December 15 and January 15 each year for the next five years.