

**Message from Dexter King – Director, Strategic Procurement Services
Coffee Services
February 2023**

This notice is to advise the community of an updated Vendor of Record (“VOR”) for **Coffee Services**.

Background

The University awarded a public proposal for the selection of a single VOR for the provision of coffee services for office and administrative areas.

In accordance with University priorities on environmental impact and social procurement, the vendor was heavily scored on the following criteria:

- **Fair Trade Certification:** The University is currently working on an application to become a Silver-level Fair Trade Campus. This certification recognizes York’s commitment to sustainable sourcing and fair labour practices in the Global South. Part of the requirements for Fair Trade Certification include consuming Fair Trade certified coffee, tea, hot chocolate and sugar in lunch and break rooms across the campus.
- **Sustainability:** The University has made a commitment to be net-zero by 2049 regarding its carbon emissions. A key driver to achieving this objective will require vast cuts on the waste generated on campus. As K-Cups are not easily recycled (even the biodegradable ones), moving away from K-Cups will support York’s sustainability objectives.
- **Social Procurement:** The University is keenly aware of its place in the community and being a champion of inclusive growth. Ensuring our coffee is sourced from farmers paying fair wages and utilising sustainable harvesting practices ensures our commitment to being good global citizens.

Switch Over and Next Steps

The awarded VOR remains The Brew Centre. However, per York’s environmental and social commitments, the following changes will be implemented:

- **Removal of all Keurig KCup machines:** All Keurig KCup machines must be removed from campus and exchanged for approved sustainable options by the end of March 2023. Units in possession of Keurig KCup machines are to **contact The Brew Centre directly to arrange the switchover** at their earliest convenience but no later than the end of March 2023.

**Note: Specialty drink machines are not permitted under this contract (i.e., no espresso/cappuccino machines). Water systems are not part of this contract.*

- **Consumables switch to Fair Trade:** At the end of March 2023, lunch and break rooms across campus will be supplied **exclusively with Fair-Trade** coffee, tea and hot chocolate. All coffee, tea and hot chocolate products that do not bear the Fair-Trade Certification will no longer be available on SmartBuy. Sugar will be offered in both regular and Fair-Trade options, subject to supply availability.

** Note: In comparison with regular packaging, compostable materials are more likely to sustain air damage if left in storage for long periods of time. This is especially applicable to coffee pods. Therefore, in order to avoid stale product, consumers are advised to avoid prolonged storage.*

- **How to Order:** All consumable supplies are to be ordered via [SmartBuy](#), York's eProcurement system. All equipment is to be ordered directly with The Brew Centre by contacting Laurie Hobbs at orderdesk@thebrewcentre.com or 905-795-3260.

Should you have any questions, please contact Daniela Velizarova, Senior Buyer, Strategic Procurement Services via e-mail at vdaniela@yorku.ca.