# Prohibition of City Funding for Purchase of Single-Serving Bottled Water – Administrative Policy 5.1.11

## PURPOSE

This policy provides guidelines for the purchase of single-serving bottled water with City funds.

## AUTHORITY

Council Policy titled "Prohibition of City Funding for Purchase of Single-Serving Bottled Water", Council Policy No. 1-19, approved on June 3, 2008.

## DEFINITIONS

"Single Serving Water Bottle:" means Aany brand or type of water bottled in a container that is less than 1 liter (1000ml) or 33.8 ounces.

## POLICY

I. Departmental Purchase of Single-Serving Water Bottles:

1. The Department Director or their designee shall be responsible for the purchase of single-serving bottled water and ensure consistency with the intent of Council Policy 1-19.

2. In lieu of purchasing single-serving bottled water, Departments hosting meetings or other City-funded events water must serve tap water using reusable water pitchers kept in good sanitary conditions.

3. Purchase of single-serving bottled water is allowable in limited circumstances as outlined below in accordance with Council Policy No. 1-19:

- Public safety emergencies, investigations, and extended deployments or activation of the Office of Emergency Services;
- High risk of cross-contamination with non-potable water such as at the San José-Santa Clara Regional Wastewater Facility (Water Pollution Control Plant); or
- Situations where there are no reasonable alternatives to bottled water, such as large public events and when large quantities of water may need to be distributed for health and safety reasons.

4. Departments can process the ~~Single-serving Bottled Water Purchase Waiver~~ Waiver Request to Purchase Bottled Water~~form~~, which needs to be approved by the Department Director or their designee.

5. Departments will maintain documentation when an exception is granted and a Waiver Request to Purchase Bottled Water ~~Single-serving Bottled Water Purchase Waiver~~ is used. ~~-~~Waiver forms shall be maintained in accordance with City retention polices~~are kept for a minimum of two years~~ in a central departmental file.

~~6. Finance reports annually about the use of Waivers to the Council through the Environmentally Preferable Procurement Report.~~

~~7.~~6. This policy does not preclude employee-funded water "clubs" or any bottled water purchased or provided by an individual or company using private funds.

II. Contractor and Grantee Purchase of Single-serving Bottled Water:

The following contract provisions must be part of each City contract where:

a. The contract provides for the City to pay reimbursable expenses, or

b. The contract services include provision of food and beverages, including, for example, catering, promotional activities, or events organizing.

*Contract provisions:*

Contractor/Consultant/Grantee agrees that, in the performance of this Agreement, it shall adhere to City Council Policy 1-19, the following provisions of which are made applicable to those under contract with the City:

1. It is the policy of the City of San José that public (City) funds should not be used for the purchase of single-serving bottled water.

2. The following circumstances shall constitute exceptions to the Policy:

   a. Public safety emergencies, investigations, and extended deployments or activation of the Office of Emergency Services;

   b. High risk of cross-contamination with non-potable water such as at the San José-Santa Clara Regional Wastewater Facility (Water Pollution Control Plant); or

   c. Situations where there are no reasonable alternatives to bottled water, such as large public events and when large quantities of water may need to be distributed for health and safety reasons.

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Pursuant to administrative policy, an invoice for payment of City funds to be used for purchase of bottled water under exception number 2.c. must be accompanied by a waiver form signed by the ~~department~~ Department ~~head~~ Director or their designee of the department that administers the purchase~~contract~~. ~~A copy of the *Contractors' Waiver Request* form can be found at: https://sanjoseintranet--simpplr.vf.force.com/apex/simpplr__app?u=/site/a14a500000CPZgPAAX/page/a12a5000002wWzFAAU.~~

## PROCEDURES ~~– Single-serving Bottled Water Purchase Waiver~~

| | |
|---|---|
| Department ~~Employee~~ | 1. Unless exempted per this policy, completes Waiver Request to Purchase Bottled Water~~waiver form~~ and submits for approval to the Department Director or Designee. |
| Department Director or Designee | 2. Reviews ~~waiver~~ Waiver Request to Purchase Bottled Water ~~request~~ and determines if the waiver can be granted in accordance with the policy. |
| | 3. Signs the Waiver Request to Purchase Bottled Water~~waiver form~~ and provides employee with a copy of the waiver. |
| | ~~4.~~ Retains original Waiver Request to Purchase Bottled Water in department files in accordance with retention period for invoices. |
| | ~~5. Responds to annual request from Finance to provide a copy of the form(s).~~ |
| | ~~7.~~4. |

Approved:

/s/ Maria Öberg
Director of Finance

July Day, 2026
Date

Approved for Posting:

/s/ Jennifer A. Maguire
City Manager

July Day, 2026
Date

~~Approved:~~

# Prohibition of City Funding for Purchase of Single-Serving Bottled Water – Administrative Policy 5.1.11

~~/s/ Christine Shippey~~
~~Assistant City Manager~~

~~October 20, 2008~~
~~Date~~