

Aramark Contract Use Information



The City of Round Rock has contracted with Aramark Refreshment Services through a competitive solicitation process, City Manager No. CM-2021-179, for the purchase of coffee supplies and services for City departments.

The Contract with Aramark is tax-exempt and is approved for using City ProCards for making purchases or a Purchase Order may be issued.

- Designated employees are assigned to place orders on this contract for departments coffee supplies. Contact Amanda Crowell to be added to place orders through this contract.
- Options for ordering:
 - a) Aramark can manage inventory for you.
 - b) email: Austincoffee@aramark.com by 12:00PM the day before scheduled delivery. Include your Customer Location Number.
 - c) you can verbally make additions to your order when the route service member delivers.
- If placing a Purchase Order, email the accounting line and amount to add to the Contract to Marilyn Jackson, Contract Specialist.
- ProCard purchases will be adjusted monthly to the Contract in Munis.

If you have any questions or issues using this account or Contract, please contact:

Aramark Representative

Marie Blackmon

Blackmon-marie@aramark.com

Ph: 512-695-5353

Amanda Crowell

Purchaser

City Contact Representative

Ofc: 512.218.5458

acrowell@roundrocktexas.gov

Margie Howard, CPPB

Accounting Technician Senior

ProCard Administrator

Ofc: 512.218.7069