



County of Santa Clara

Policy Name: Vending Machine Operations

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Policy Type: Administrative

Category: Facilities

Policy Name: Vending Machine Operations

Policy Owner: Facilities

Policy Purpose

The purpose of this policy is to provide County departments or agencies with procedures for requesting a vending machine to be installed, exchanged, or removed for use by County employees and/or the general public, and to provide guidelines for the disbursement and management of commissions resulting from County vending machine services.

Policy Summary

It is County policy to contract with one vending machine vendor who is given the right to provide vending services for the sale of food, beverages and other products, in compliance with the County Nutritional Guidelines, for use by County employees and, where there is public access to vending machines, to the general public.

The Board of Supervisors awards the contract to the vending machine vendor, following a competitive bidding process and upon the recommendation of the Facilities and Fleet Department (FAF) Director and the County's Food Services Advisory Committee.

County departments or agencies may request a beverage or snack vending machine to be installed, exchanged, or removed at a County facility.



Vending Machine Commission Deposits and Disbursement of Funds

All commissions derived from the sale of merchandise from vending machines will be deposited in Trust Fund 0367 and will be disbursed to the General Fund, Enterprise Funds, Internal Services Funds in consideration of overhead costs, and to the Facilities and Fleet Department Trust Fund.

One-half of the commissions will be disbursed to the General, Enterprise or Internal Service Fund in consideration of the space, utilities and maintenance furnished by the County, and one-half will be disbursed to the Facilities and Fleet Department Trust Fund, which supports all equipment improvements to employee cafeterias. Commissions retained in the Facilities and Fleet Department Trust Fund are designated for repair and replacement of food service facilities throughout the County. Commissions must not be commingled with other accounts.

Valley Medical Center Enterprise Fund

Two-thirds of the commissions from vending machines at Valley Medical Center (VMC) to which patients and the public have access will be disbursed to the departmental patient Welfare Fund, and one-third to the VMC Enterprise Fund.

Procedures

Vending Machine Request

- 1) The **department or agency** requesting the installation, exchange, or removal of a beverage or snack vending machine must complete a Vending Machine Request Form. Forms are available from FAF administration.



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- 1a) The **department or agency** submits the completed Vending Machine Request Form to FAF administration.
- 2) The **FAF Vending Coordinator** evaluates the request.
 - 2a) The **FAF Vending Coordinator** forwards approved requests to the County Vending Machine Vendor.
 - 2b) The **FAF Vending Coordinator** notifies FAF Administration of new vending services.
- 3) For requests for new vending services only, the **County Vending Machine Vendor** contacts the department or agency to:
 - 3a) Determine the appropriate level of service for the location.
 - 3b) Determine the size of the machine to be installed and service schedules.
 - 3c) Coordinate a process for reporting malfunctions or complaints.
- 4) The **County Vending Machine Vendor** installs, exchanges, or removes the beverage or snack vending machine.
 - 4a) The **County Vending Machine Vendor** notifies the FAF Vending Coordinator of the vending service start or end date.

Definitions

For the purposes of this policy, the following definitions apply:



- 1) "**County Facility**" means any building, property, office, or workspace owned, leased, or regularly used for County business.
- 2) "**County Nutrition Standards**" means the comprehensive set of County nutrition standards imposed by County ordinances and Board policies. These required nutrition standards apply to beverages and food served at County-sponsored meetings and events in which County funds are used, and are recommended standards for meetings or events that are held at County facilities but in which food and beverages are provided and/or donated by others and no County funds are used.
- 3) "**Vendor**" means an individual or entity that may participate in bidding or proposing on a County Contract. The vendor will become a contractor or a supplier if it wins the selection process.

Frequently Asked Questions

None.

Related Policies

- Food and Beverage Sales - <https://saecommon.sccgov.org/countypolicy/Food-and-Beverage-Sales.pdf>
- Food Services Advisory Committee - <https://saecommon.sccgov.org/countypolicy/Food-Services-Advisory-Committee.pdf>
- Nutrition Standards Implementation Guidance - <https://saecommon.sccgov.org/countypolicy/Nutrition-Standards-Implementation-Guidance.pdf>



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- Nutritional Policy Relating to Vending Machine Products and County-Sponsored Meetings and Events – Board Policy 3.45 - <https://saecommon.sccgov.org/countypolicy/Board-Policy-3.45-Nutritional-Policy-Relating-to-Vending-Machine.pdf>

Related Forms and Information

- Vending Machine Request Form -
[url]
</sites/policies/FormsrelatedtoPolicies/Vending%20Machine%20Request%20Form.pdf>

History

Date	Changes Made
4/16/2014	Policy Uploaded. (Kyle Larson)