

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS**

**SUBJECT: VENDING MACHINES ON COUNTY-OWNED OR LEASED  
PROPERTY**

**PPM #: CW-F-039**

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**ISSUE DATE**  
March 20, 2017

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**EFFECTIVE DATE**  
March 20, 2017  
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**PURPOSE:**

To provide direction for vending machines placed on County owned/leased property and to ensure compliance with applicable health, safety, sanitation, permitting and code regulations.

**UPDATES:**

Future updates to this PPM are the responsibility of the Director of Facilities Management Division under the authority of the Director of Facilities Development & Operations.

**AUTHORITY:**

Administrative Code, Section(s) 201.00, 302.00; as may be amended.

**SCOPE:**

This PPM shall apply to a) vending machines that primarily benefit County employees for their convenience, and b) vending operations owned/leased/managed by non-profit organizations where the non-profit has a valid use agreement for the Park facility in which the vending operation is to be placed (for example, if a recreational youth sports provider (Provider) has an existing use agreement for a Park facility, the Parks and Recreation Department may allow the Provider to locate vending machines/concessions in approved places in the Park facility). All other vending machines, vending operations and food service concessions are governed in accordance with PPM# CW-O-032.

**POLICY:**

The Parks and Recreation Department may form agreements with non-profit organizations to locate vending machines on County property and shall include compliance with health, safety, sanitation, permitting and code regulations as part of said agreement. The Parks and Recreation Department shall also develop procedures to ensure that revenues are properly collected, expended or forwarded, as appropriate. Proceeds from vending machines owned/leased by non-profit organizations may be retained by said organization for the benefit of their programs.

All vending machines placed on County-owned or leased property must be approved by the

Director of the Department which occupies the space, or controls the property, and Facilities Management prior to placement.

All questions pertaining to the placement of vending machines in specific locations should be forwarded to the Director of Facilities Management.

Vending machines shall not be purchased, or become assets of the county. Although no mandatory solicitation process is required for these vending machines, Department Directors are encouraged to consider Blind Services as a provider of vending services. No Department shall enter into any agreement which obligates the County to be responsible for lost revenues, products, or abuse of vending machines.

The net revenues from the vending machines may be used for the common benefit of employees (flower funds, birthdays, rainy day funds, etc.) or for donation to a non-profit organization in the name of the Department at the Department Director's discretion.

No County employee shall be required as part of their job duties to operate and/or maintain the vending machines, nor shall their job evaluations be based on their ability to adequately maintain vending machine operations. Any employee who is authorized to remove cash and/or restock inventory in these machines shall do so on a voluntary basis and shall only perform this service on break time or before/after their normal work hours.

**PROCEDURE:**

To place a vending machine on County owned or leased property, a Department Director must:

- 1) Determine whether vending machines are primarily to serve a County program or County employees.
- 2) Select a vendor and approve the method of acquisition and the location of the machines.
- 3) Obtain approval of the location and installation of the vending machines from Facilities Management. Said approval will include consideration of issues including, but not limited to space allocation, health and safety concerns, sanitation, permitting, and code compliance.
- 4) Maintain a current list of vending machines located on property occupied or controlled by the Department.
- 5) Develop procedures to ensure that revenues are properly collected, expended or forwarded as appropriate.



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**VERDENIA C. BAKER**  
**COUNTY ADMINISTRATOR**

**Supersession History**

PPM#CW-F-039, dated 3/1/93

PPM#CW-F-039, dated 6/1/05

PPM#CW-F-039, dated 12/20/05

PPM#CW-F-039, dated 2/22/12