

COUNTY OF VENTURA	2018 ADMINISTRATIVE POLICY MANUAL	BUILDINGS AND FACILITIES CHAPTER IV (A) Operations
Originating Agency: GSA	Last Issued/Revised 2018	<u>Policy No. Chapter IV (A) - 12</u> VENDING MACHINES
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

POLICY

Pursuant to Board policy, all proceeds earned from the County of Ventura's vending machine program, except from machines directly related to the Inmate Welfare Fund, shall be used as a direct offset to the County employees' medical insurance premiums. The General Services Agency (GSA) is responsible for the regulation and placement of all vending machines in GSA-managed facilities and for the accounting and distribution of all proceeds received from the approved vending machine service companies.

GSA will transfer the proceeds from the vending machine program, except from machines directly related to the Inmate Welfare Fund, to the Employees' Medical Fund administered by the County Executive Office (CEO), Human Resources Division. GSA will deposit proceeds from vending machines directly related to the inmate welfare program into the Inmate Welfare Fund.

Only those vending machines authorized by GSA will be permitted in or on County facilities. For the purposes of this policy, County facilities include any facility that is County owned or leased for a County operation(s).

For the purpose of this policy, a vending machine is defined as equipment designed to dispense food, beverages, or sundry items to employees, the general public, and inmates of County penal institutions.

Vending machines that are used by Enterprise Funds, such as Parks, Airports, and Harbor, and placed in public locations for direct use by the public are exempt from this policy.

PROCEDURE

1. GSA will seek competitive bids from service companies to place vending machines within County facilities to ensure quality products and service, equipment maintenance, and appropriate financial arrangements. GSA may enter into contracts with more than one service company if it is to the County's advantage to do so.

2. GSA will ensure that agreement(s) with approved service companies include, at a minimum, provisions to reimburse the County for its costs of having vending machines in County facilities. GSA will ensure that the vendor stocks the vending machines with healthy choice foods to the fullest extent possible.
3. CEO, Risk Management Division will specify the type of insurance and level of coverage that a service company must maintain during the length of its agreement with the County.
4. All of the vending machines placed in County-owned or occupied facilities are under the control and direction of GSA.
5. All requests for additional vending machines, or the replacement or removal of existing ones, should be addressed to GSA/Facilities and Materials Department, Special Services Division (GSA-SSD) at 477-7187, with adequate justification supporting the request. GSA-SSD staff will evaluate all requests, and in those cases where a new or additional vending machine(s) is approved, it will direct its service company to take the appropriate action consistent with this policy.
6. Questions regarding vending machines or service related problems should be directed to GSA-SSD at 477-7187.