

DEPARTMENT: Public Works

Michael D. Edwards  
Public Works Director

Phone: 966-5356

**RECOMMENDED ACTION AND JUSTIFICATION:** (Policy Item: Yes X No   )

Recommendation regarding process to allow vending machines in County-owned buildings.

Public Works recommends that the Board direct staff to prepare a request for proposals (RFP) to solicit vendors or organizations who may wish to place vending machines on County property. Staff suggests that a very simple RFP be issued to all interested parties that would request the following basic information:

1. Name of the business or organization and business address.
2. Whether the organization is for profit or a nonprofit enterprise.
3. The types of vending machines that the organization proposes to install.
4. The locations the organization would be interested in placing machines.
5. The types of products and the proposed prices for same.
6. The amount proposed, if any, that the organization intends to pay back to the County for the use of County property or percentage share of profit.
7. If a nonprofit organization, list where profits are distributed.

The intent of this simple process would be to give both vendors and the Board the maximum flexibility to provide these services. The RFP should state that the County will select the vendor or vendors whose proposal is believed to be in the best interest of the County and that such selection will not be based upon price alone. The Board should appoint an ad-hoc committee consisting of staff and one or two Board members to evaluate the proposals and make a final recommendation.

If the Board agrees with this process, staff will prepare an RFP and bring it back to the Board as soon as possible for approval prior to issuance. The RFP would then be advertised publicly, and additionally, sent out to known interested parties including, but not limited to, SEIU and Ms. Randa Strickfaden.

Staff recommends that the process not include the County airport. This facility has a workable temporary arrangement, and staff feels that a permanent vending machine concession should be offered to a future fixed base operator (FBO) as part of that solicitation.

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

Ms. Randa Strickfaden approached the Board on July 16 and again on August 13, 1996, requesting that she be allowed to install a small snack food vending machine in the Hall of Records. After considerable discussion, the Board directed Public Works to return with a recommended process.

When the prior FBO left the airport, he took the vending machines with him. In order to provide some interim services to the public at that location, Public Works staff contacted SEIU. They agreed to install one of their soda machines as long as necessary; however, they were not interested in providing snack foods. Public Works then contacted Ms. Strickfaden, and she agreed to provide a small snack food vending machine on an interim basis. SEIU has been providing soda vending machines for several years in some County buildings, although there has been no formal agreement with the County.

**LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

1. No action. No new vending machines would be provided at any County facilities. Presumably, the current informal arrangement with SEIU would continue.
2. Direct staff to prepare a more formal and detailed bid specification for these services. This would not encourage vendor participation and would likely result in excessive costs for preparation and review of the specifications.

**COSTS:** (X) Not Applicable

- A. Budgeted current FY \$ \_\_\_\_\_
- B. Total anticipated costs \$ \_\_\_\_\_
- C. Required additional funding \$ \_\_\_\_\_
- D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5th Vote Required

- A. Unanticipated revenues \$ \_\_\_\_\_
- B. Reserve for contingencies \$ \_\_\_\_\_
- C. Source description: \_\_\_\_\_

Balance in Reserve Contingencies,  
if approved: \$ \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number  
the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY**

Res. No.: 96-362 Ord. No. \_\_\_\_\_ This item on agenda as:

Vote - Ayes: Unanimous Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

Approved ( ) Denied

Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of  
the original on file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California

By: \_\_\_\_\_  
Deputy

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: [Signature]

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

---

TO: MIKE EDWARDS, Public Works Director  
FROM: RHONDA SCHERF, Deputy Clerk of the Board RA  
SUBJECT: VENDING MACHINES IN COUNTY-OWNED BUILDINGS

---

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on September 3, 1996

ACTION AND VOTE:

Mike Edwards, Public Works Director;

A) Recommendation Regarding Process to Allow Vending Machines in County-owned Property (Continued From Policy 8/27/96)

**BOARD ACTION:** Discussion was held. (M)Parker, (S)Stewart, Res. 96-362 adopted approving recommendation with change to direct the Public Works Director to handle the request for proposal process versus a committee and that County Counsel be conferred with on this matter; directing that the Airport be excluded from this process; and directing that no vending machines be allowed in the Courthouse/Ayes: Unanimous.

cc: Ken Hawkins, Auditor  
Jeff Green, County Counsel  
Randa Strickfaden  
Lisa Edelheit  
File