



**ADMINISTRATIVE MEMORANDUM**  
**COUNTY OF SAN MATEO**

**NUMBER: B-17**

**SUBJECT:** Coin-operated Vending Machines

**RESPONSIBLE DEPARTMENT:** County Manager

**APPROVED:**   
John L. Maltbie, County Manager

**DATE:** November 24, 2014

---

This Administrative Memorandum rescinds and replaces Administrative Memorandum B-17, dated July 25, 2003, revising the policy of privately-owned and operated vending machines placed in County Facilities. This memorandum excludes machines under agreements with the State Department of Rehabilitation.

The Department of Human Resources Procurement Division will be responsible for administering a countywide contract for the placement of vending machines in County facilities. All vendors must comply with the County of San Mateo Wellness Policy.

The Procurement Division will work with the Department of Public Works Facilities Division to ensure all locations are accessible, safe, and energy efficient. Any proceeds paid to the County will be used by Procurement and Facilities to offset administration costs and overhead.

All requests for vending machines at new locations shall be reviewed on a case by case basis by the Procurement Manager and Facilities Manager to determine suitability based on (a) site suitability (b) projected need and proximity to other vending machines, (c) energy and safety considerations; and (d) other factors determined by the Procurement Manager to be in the best interest of the County. An evaluation report, including a recommendation, shall be presented to the County Manager, whose decision shall be final.