



## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Peterson, Robert - Director  
Public Works  
**REPORT BY:** Nancy Oweong, Staff Services Analyst I - 253-4603  
**SUBJECT:** Agreement with Napa Valley Vending

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign a License Agreement with Napa Valley Vending for annual reimbursement to the County of \$840, for the term March 11, 2008 through March 10, 2011, with an option to automatically renew at the end of each such term for an equivalent period, for the installation, replenishment of items and maintenance of vending machines in County owned buildings.

### **EXECUTIVE SUMMARY**

Approval of this agreement with Napa Valley Vending will provide vending machines to disperse various snacks and beverages in County-owned buildings for the convenience of County staff and members of the general public.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Napa Valley Vending will provide \$70 per month to reimburse the County for electricity charges.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The availability of vending machines to County staff and the general public is a convenience that allows them to remain on the property while obtaining refreshments.
Is the general fund affected?	Yes
Future fiscal impact:	The term of the License Agreement is for three years.

Consequences if not approved: Refreshments from the vending machines will not be available.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

A Request for Proposal (RFP) for vending machine services was issued in August 2007 with a response due by September 17, 2007. Napa Valley Vending was the only vendor to respond to the RFP. Napa Valley Vending will pay an annual fee to the County of \$840 to reimburse County for electricity charges. The current vending machine company does not pay such a fee.

The License Agreement with Napa Valley Vending will provide vending machines to dispense various snacks and beverages in County owned building for the convenience of County staff and members of the general public. The term of the license agreement shall commence March 11, 2008 and shall continue in effect for three years. The term shall then be automatically renewed at the end of each such term for an equivalent period unless either party gives the other party notice of non-renewal at least 30 days prior to the expiration of the current term.

Vending machines are currently located in several County owned buildings and will be replaced with newer more energy efficient models. The vending machines will provide various snacks and beverages to County staff and to members of the general public who are working or obtaining services from the County. The availability of vending machines serves a public purpose by eliminating the need for County staff and members of the general public to leave the property in order to obtain refreshments.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi