

# 720 VENDING MACHINES

## I. PURPOSE

The purpose of this policy is to establish procedures to govern vending machines installed in school facilities in the school district.

## II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to contract for vending machines located in school facilities in a manner that establishes controls to avoid fraud, theft, or the appearance of impropriety.

## III. AUTHORIZATION

Automatic vending machines for the dispensing of food, beverages, or other approved items are authorized in any school facility in the school district provided that all contracts for such vending machines must be approved by the Superintendent of Schools as provided in this policy.

## IV. SUPERVISION; APPROVAL; LOCATION

A. All vending machines shall be under the supervision of Superintendent of Schools. That administrator shall be responsible to supervise the machine in compliance with this policy and any applicable laws, including but not limited to all Food & Nutrition guidelines.

B. The items to be dispensed from a vending machine located in a school facility shall be approved by the Administrative Team. All food, beverages, or other items approved shall be appropriate to the school setting and in compliance with Food & Nutrition guidelines. Machines dispensing cigarettes or tobacco products are not authorized under any circumstances. In the event a written complaint is filed with the superintendent regarding the approval or disapproval of any item, the superintendent, after proper review, shall make the final determination.

C. The Administrative Team may regulate the hours of operation of any vending machine. In accordance with the USDA Smart Snack nutrition standards, vending machines with student access should not be operated during the school day (from midnight to 3:30 PM), except for machines dispensing water only.

D. Vending machines shall be located to meet any applicable building or fire or life/safety codes and to provide convenience of operation, accessibility, and ease of maintenance. The building principal shall review the location and content of each machine with the Building Custodial Services Director and the Food & Nutrition Director.

## V. CONTRACT APPROVAL

A. All contracts for the purchase or rental of vending machines shall be considered by the superintendent on a facility-by-facility basis.

B. If the estimated aggregate receipts from all vending machines located in a school facility will be \$10,000 or

more in a fiscal year, the contract for any vending machine in that facility must be awarded after the receipt of sealed bids and compliance with Minn. Stat. 123B.52.

C. If the estimated aggregate receipts from all vending machines located in a school facility will be less than \$10,000 in a fiscal year, the contract for any vending machine in that facility may be awarded after the receipt of two or more quotations after taking into consideration conformity with the specifications, terms of delivery, other conditions imposed in the call for quotations and compliance with Minn. Stat. 123B.52.

D. The contracting process shall be conducted in compliance with Minn. Stat. 123B.52. A copy of this policy shall be included in any specifications or request for proposals or quotations. A record shall be kept of all bids or quotations received with the names, amounts, and successful bidder indicated. All bids and quotations shall be kept on file as a public record for a period of at least one year after their receipt.

E. Any bid or quotation must specify all commissions to be paid from the machine and any other noncommission amounts to be paid as a result of the award of the contract. The noncommission amounts include, but are not limited to, cash payments, in-kind payments, equipment donations, scholarship contributions, bonus payments, or other payments or contributions of any kind or nature. The noncommission amounts shall be reduced to a cash equivalency and shall be specified on the bid or quotation as an additional amount to be paid for the award of the contract.

F. If a contract contains a provision allowing exclusivity, such as all machines in the building carrying only a certain manufacturer's brand of pop, that provision must be reviewed by the administration prior to requesting bids or quotations to ensure that it does not conflict with other contracts of the school district.

G. All contracts for vending machines must be approved by the superintendent. Any contract not made in compliance with this policy shall be void. Any district employee signing an unauthorized contract may be subject to personal liability thereon and may be disciplined for said action.

H. All vending machines are to be installed at the expense of the vending contractor. All financial responsibility for the maintenance and repair of machines shall remain with the vending contractor to the extent not addressed in the contract.

I. No teacher, administrator, school district employee, or school board member shall be interested, directly or indirectly, in a vending machine contract with the school district or personally benefit financially therefrom.

## **VI. ACCOUNTING**

A. Proceeds from vending machine sales and contracts shall be under the control of the superintendent, shall be accounted for in the District Funds which are audited on a yearly basis.

B. Pursuant to the vending machine contract or otherwise, proper auditing and inventory control procedures shall be established to ensure that commissions are being correctly calculated and paid.

### **Cross References:**

Dover-Eyota Public Schools Policy 210 (Conflict of Interest-School Board Members)

Dover-Eyota Public Schools Policy 702 (Accounting)

Dover-Eyota Public Schools Policy 533 (Wellness)

