

JEFFERSON COUNTY COMMISSION



GARY WHITE, PRESIDENT
MARY M. BUCKELEW
BETTYE FINE COLLINS
JEFF GERMANY
STEVE SMALL, JR.


GARY WHITE-COMMISSIONER

Finance and General Services

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MEMORANDUM

TO: Administrative Order Distribution List

FROM: Steve Sayler
Finance Director 

RE: Administrative Order 02-1

DATE: May 3, 2002

Attached are the modified contents pages and Jefferson County Commission Administrative Order 02-1 (as approved on April 16, 2002). Please update your manual for these items. If you are missing any parts of this manual, do not hesitate to contact me.

SS/gm

attachments

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NOTE: Superceded Orders 75-2, 75-3, 76-2, 76-5, 76-6, 77-2, 78-1, 79-1, 80-1,
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ADMINISTRATIVE ORDER NO. 02- 1
OF THE
JEFFERSON COUNTY COMMISSION

Pursuant to the authority vested in the Jefferson County Commission by law, the following Administrative Order is hereby issued:

PURPOSE

To establish a policy and procedure regarding vending and/or sales of food products and drink products in County buildings and on County property.

1. DEFINITION

"vending and/or sales," as used herein, shall mean and include the following:

Any transaction disposing or conveying for a monetary consideration or any other form of consideration, by vending machine or any other method of sale.

2. POLICY

It is the policy and intention of the County Commission to exercise exclusive franchise and control of all forms of vending and/or sale of food products and drink products occurring within County-owned or controlled buildings and property, except such property leased to other entities for food service or for public park and recreation purposes. Such franchise and control shall be implemented by contract with food and drink providers following a competitive bid procedure. All commissions and income whatsoever shall be paid to the General Fund of the County.

3. PROHIBITION

Unless authorized by the County Commission in accordance herewith, all vending and/or sales of food products and drink products in County buildings and County owned or controlled buildings and property is hereby prohibited and violations hereof may result in disciplinary action for County employees and ejection from County property of others.

Authorized Exceptions:


- A. Bottled water provided by the County or by the department at cost (no profit).
- B. Office coffee pot operated at cost (no profit).
- C. Jail store, operated exclusively for inmates, as per Act No. 97-953.

4. PROCEDURE

The authorized vending and/or sales of food products and drink products shall be conducted under the control of the Department of General Services. The Director shall immediately initiate a competitive bid procedure through the Jefferson County Purchasing Department to determine and contract with authorized providers of food products and drink products.

The Director of General Services shall immediately give notice to all unauthorized providers to cease and desist any vending and/or sales of food products and drink products. The cease and desist notice shall have an effective date as determined by the Director to allow for timely installation of authorized vending and/or sales.

ORDERED at the Jefferson County Courthouse, this 16 day of April, 2002.



Gary White, President
Jefferson County Commission

**APPROVED BY THE
JEFFERSON COUNTY COMMISSION**

DATE: 4-16-02
MINUTE BOOK: 137
PAGE(S): 161-162