

Request for Vending, Food Services and Meeting Services Operations  
as part of an Employment Opportunity Project at  
7991 Columbus Pike, Lewis Center Ohio 43035

The Delaware County Board of Developmental Disabilities (DCBDD) will relocate its operations to a renovated facility at 7991 Columbus Pike, Lewis Center, Ohio on October 1, 2010. The 73,000 square foot facility will house approximately 80 board employees and an average of 80 visitors per day. There is an unfinished South Wing which could add additional onsite workers and visitors when completed.

The Board is seeking a vendor who can immediately implement a vending operation with three machines (two beverages and one snack) and develop a food service operation that can support meetings and events in the East Wing and in the lower levels of the West and South Wings. In addition to providing the actual service, DCBDD intends that these operations will result in employment opportunities for individuals with disabilities who are clients of DCBDD. These opportunities would include a micro enterprise for the vending and an employment enclave for the food and meeting services.

DCBDD will accept proposals from both vending/food service companies who are willing to take affirmative action to expand employment to individuals with disabilities and employment support agencies who have the capacity to develop and manage vending, food and meeting service operations.

There will be a pre-proposal meeting at 12:00 noon on August 27, 2010 at 7991 Columbus Pike, Lewis Center Ohio 43035. Please register for the meeting at [www.dcbdd.org](http://www.dcbdd.org) then click on the picture of the building under "Columbus Pike Progress Report" in the upper right corner of the home page. Proposals must be received by noon on September 9, 2010 at Delaware County Board of Developmental Disabilities, 106 Stover Drive, Delaware OH 43015. If you have questions you may contact Robert R. Morgan, Superintendent, at 740-368-5800 ext. 100.

**Plan Specifications** (visit our website at [www.dcbdd.org](http://www.dcbdd.org) to get updates on the information)

Vending machines need to be handicapped accessible for use by customers.

In exchange for vending space and utilities, DCBDD desires to have the machines filled and serviced daily and have the vending provider provide housekeeping for the vending and staff break area for approximately one hour over the lunch time. The housekeeping is expected to expand as other food service options are added.

The proposal is to include development and expansion of the food service and meeting service operations. Daily food service will include hot and cold beverages, sandwiches, salads and snack. Meeting services will include setup and clean up for scheduled meetings. The meeting service will collect rental fees or more likely meal functions (boxed lunches) in lieu of rental fees. To implement this part of the project a plan and budget will need to be developed to equip

the kitchen, service area and sales area. DCBDD will provide for basic electric and plumbing hook-ups. Proposal must address start up costs and possible funding sources and grants. Provide information on personnel who will be working on this project, their roles and experience in vending/food service and supporting community employment for individuals with disabilities. We feel it is unlikely that any one organization will have the desired experience in both of these areas. We strongly suggest creating partnerships between vending/food business and community employment support agencies. The pre-proposal meeting will provide an excellent opportunity to make these connection so interested parties should come to the meeting ready to make proposals to other parties.

#### Notes

- Uniforms for service
- Name for food service operations
- Products to be available for sale and pricing