

FACILITY NO: 3 –199 – S**DATE: July 29, 2005****FACILITY:** **Employment Development Department (EDD)**
722 Capitol Mall
Sacramento, CA 95814**CVPC DISTRICT NO.: 3**
Patche**CVPC DELEGATE: Paul**

This facility is available to ALL LICENSEES AND VENDORS in the Business Enterprises Program (BEP). All applications must be postmarked by **August 19, 2005**. Send all applications to John L. Westbrook, Program Manager, BEP, and P.O. BOX 944222, SACRAMENTO, CA 94299-9222.

NOTES:

- **The BEP does not provide initial stock loans.**
- Licensees currently owing delinquent fees, penalties, insurance payments, or loan payments are not eligible to compete at this time.
- Unless otherwise specified in this notice, no equipment changes, additions, removals or relocations are contemplated at this time.
- The following information is provided to assist you in evaluating this facility. The BEP does not guarantee the accuracy or validity of this data.

ALL APPLICANTS FOR A SPECIFIC FACILITY WILL NEED TO SUBMIT THEIR APPLICATION AND OPTIONAL RESUME BY THE CLOSING DATE DESIGNATED ON THE ANNOUNCEMENT.

**THE RESUME MUST CONFORM TO THE FOLLOWING FORMAT:
A MAXIMUM OF TWO SINGLE SIDED 8.5 BY 11 INCH PAGES (NO COVER SHEET),
FONT MUST BE 12 POINT OR LARGER.**

BEP WILL NOT ACCEPT ANY APPLICATIONS OR RESUMES AFTER THE CLOSING DATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PROGRAM MANAGER.

Note: This facility is being circulated to award it as a permanent (primary) site. However, if there are no applicants to take it on this basis the BEP will consider awarding it to be combined with your primary facility. Please indicate, on the application attached, whether you want it as a primary site or whether you want to combine it with your existing primary facility.

Housing near this facility: Yes; Rentals: \$1,000.00 and up; Homes for purchase: \$275,000.00 and up; Bus Service: Yes.

Hours: 7:00 a.m. to 3:30 p.m., 5 days a week; Average number of customers: 200; Serving and preparation area: 338 sq. ft.; Employees required: 1 Part-time; Estimated

inventory: \$2,000.00.

FIGURES BASED ON TWELVE MONTH AVERAGE

(Future estimate is within \$20.00 of Actual)

FINANCIAL DATA	ACTUAL		
Gross Sales	\$	4,266.00	
Cost of Goods	\$	3,012.00	71.00%
Labor	\$	260.00	6.50%
Other Expenses	\$	362.00	8.64%
Net Proceeds	\$	632.00	
V.M. Commissions	\$	21.00	
Other Income	\$		
Net Proceeds	\$	653.00	
Fee	\$		
Net Profit	\$	653.00	

RECAP OTHER OPERATING EXPENSES

Accounting	\$	91.00
Laundry	\$	
Utilities	\$	
Pest Control	\$	
Supplies	\$	36.00
Telephone	\$	70.00
Liability Insurance	\$	55.00
Rent	\$	
Transportation	\$	
Other Expenses	\$	

LOCATION EQUIPMENT BY AREA:

722 Capitol Mall: 1-6 ft. custom shelving, 4 refrigerators, 2-4 ft. custom counters,
1 cash register.

COMPETITION:

Coffee pots in building:	Yes
Food services within six blocks:	Yes
Other BEP stands in buildings	Yes
Competitive vending machines:	Yes
Vending trucks:	No

The following attachments are incorporated into the permit for the vending facility. They set forth the minimum standards for operating the vending facility and are provided for your information.

PERMIT ATTACHMENTS:

- Attachment C:** List of Items for Sale
Attachment H: Maintenance and Cleaning Schedule
Attachment I: Business Operations and Practices

NOTE: Please do not send your application or resume to the Field Office.
You must mail them to the BEP Central Office in Sacramento and they must be received by the closing date listed above.

If you have questions or concerns regarding the selection committee process, please contact Clint Vigen at (916) 263-8913.

You will be notified of the time and place of the selection committee. For additional information and application forms, contact:

**Hershel Baser, Business Enterprise Consultant
Northern Region BEP Field Office
(916) 263-8903**

ATTACHMENT C

LIST OF ITEMS FOR SALE

Types of articles to be sold and service offered at: EDD, 722 Capitol Mall, Sacramento, CA 95814.

The items that are to be sold in this attachment are also in line with this administration's policy of a healthier California. This agency wants its employees and visitors to make an informed choice for healthy, fresh-made food that looks and tastes great.

The BEP vendor is not, however, prohibited from augmenting the menu. These menu items can be offered in all appropriate venues available to the vendor within the parameters set forth in applicable codes and regulations. The BEP vendor may request a change in writing to reduce the level of goods and serviced defined herein based upon the needs of the building population and marketability of certain products. Any such request for change shall be approved in writing by the BEP.

PREPACKAGED ITEMS NOT PREPARED ON PREMISES:

Bakery: Muffins, donuts, croissants, bagels, cakes, breads, pies, pastries.

Beverages: Sodas, canned/bottled, juices, canned/bottled, iced tea, canned/bottled, bottled water, sports drinks, orange juice, ½ pint, and 20-ounce bottles assorted flavors. Four selections of "diet" or "sugar free" canned/bottled beverages will be offered for sale to meet the special dietary requirements of customers.

Confections and Snacks: Potato Chips: a minimum of six (6) flavors/types (2 of which must also be available in low fat and baked varieties), pretzels, nuts, trail mix, granola, popcorn; candy, gum, breath mints

Frozen Novelties

Dairy Products: Milk, homogenized, 1/3 quart, milk, homogenized ½ pint, milk homogenized, reduced fat 2%, 1/3 quart, milk homogenized non fat, milk homogenized 1/3,1/2 homogenized, non fat chocolate; Yogurt, a minimum of four (4) flavors, 6oz-serving size; Cottage cheese, ½ pint minimum; Cream cheese individual 1 oz. serving.

Specialty Foods Microwaveable or Ready to Eat: A minimum of four (4) selections, like or similar to but not limited to: burritos, hot pockets, individual microwaveable entrees, pizza, cheeseburger, chili dog, beef, with or without BBQ sauce, ham and cheese, Italian combo sandwich, oriental style food, wraps, pizza bread, bagel and cream cheese, egg rolls, assorted chicken sandwiches, pork sandwiches, sausage and biscuits.

Sandwiches: Ready-made sandwiches shall be provided from the refrigerated

merchandisers. The products shall be of good quality and a variety of a least three (3) breads and meats from ham, beef, and turkey. All items are to be properly labeled according to health department requirements.

APPROVED SUNDRY ITEMS:

Headache remedies: Such as, Tylenol, and aspirin. A minimum of two (2) selections of cough drops/lozenges; a minimum of four (4) selections of antacids.

ATTACHMENT H

Maintenance and cleaning schedule – All cleaning and sanitation shall be done in accordance with the California Uniform Retail Food Facilities Law (CURFFL) and any other applicable codes or regulations. The following schedule and guidelines represent a minimum standard to be adhered to:

The following items for maintenance cleaning are found in dining, serving, kitchen, preparation, storage and vending machine areas. Areas or parts of the facility requiring special attention are identified separately, for example the dining area has specific requirements for tables, chairs and table bases are identified separately.

- **Counter-** To be thoroughly wiped and sanitized as often as required, to keep counter free of spots, spills, residue and refuse.
- **Floors-** To be inspected on a regular basis in conjunction with the use of a floor sweep schedule. Floors will be mopped thoroughly at a minimum of once per day and damp mopped as often as required. The back storeroom shall be kept reasonably clear of debris and all items shall be on shelves or floor pallets.
- **Food contact surfaces-** Food contact surfaces and utensils are to be clean to sight and touch and sanitized before use.
- **General equipment-** To be wiped and sanitized at a minimum of once per day and after each use and otherwise as often as required, to keep equipment free of spots, spill and residue and in sanitary condition for use.
- **Refrigeration-** To have the bottoms, insides including the door tracks cleaned thoroughly at a minimum of once per week and as often as required, to keep them free of spills, residue and build up.
- **Glass surfaces-** To be cleaned with appropriate cleaner at least once per day and as often as required, to keep surfaces free of spots, film, spills and residue. Care should be taken when cleaning glass with chemicals in the presence of exposed food. Exposed food should be removed before any cleaning with chemicals takes place. Such cleaning shall occur after or before prepared food is placed in unit.
- **Trash cans-** To be emptied daily and as often as required, to keep refuse from spilling out of the cans. Cans are to be wiped daily and thoroughly cleaned weekly and as often as required, to keep them free of spots, residue and odors
- **Walls-** To be thoroughly cleaned monthly and to be spot cleaned as often as required, to keep walls free of spots and residue.

- **Air supplies and returns (ceiling vent)** to be thoroughly cleaned quarterly
- **Storage shelving and cabinets-** to be thoroughly wiped and cleaned monthly and as often as required to keep them free of residue and build up.

ATTACHMENT I

Thirty calendar days after the vendor has been selected they shall prepare and provide the following facility plan to BEP in writing. The plan shall include at a minimum the following areas and components:

- 1) "Public and Employee Relations" which shall include plans for:
 - a. Customer feedback
 - b. Public relations training for vending facility employees
 - c. Employee relations – company standards and policies
- 2) "Merchandising" which shall include plans for:
 - a. A variety of merchandise and menus in addition to the minimum standard set forth in Attachment C
 - b. Menu preparation
 - c. Merchandise display(s)
 - d. Inventory control
- 3) "Staff Supervision" which shall include plans for:
 - a. Sufficient level of staffing for type of vending facility
 - b. Duty statements
 - c. Training and cross training of staff
 - d. Supervision of employees
 - e. Controlling employee turnover
 - f. Standards for performance and appearance of staff
 - g. Employee evaluations
- 4) "Financial Responsibility" which shall include plans for:
 - a. Accounting – a system to monitor the daily financial performance of the business, including the records required by BEP as identified in Title 9, California Code of Regulations, Chapter 6 business Enterprises Program for the Blind, Revises March 1993, Article 7, Section 7220 (j).
 - b. Payroll
 - c. Inventory Control
- 5) "Sanitation and Safety" which shall include:
 - a. Compliance with the state injury prevention program as specified in Labor Code section 6401.7
 - b. Compliance with food safety certification requirements as specified in Health and Safety Code, Section 113716
 - c. A Hazard Analysis Critical Control Points (H.A.C.C.P.) plan for food safety