

<div><div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div><div>STATEWIDE POLICY</div></div>	<div>NUMBER</div> <div>107-01-331</div>	<div>SUPERSEDES</div> <div>Policy 125-6-331 (1998)</div>
	<div>EFFECTIVE DATE</div> <div>June 10, 2025</div>	<div>PAGE NUMBER</div> <div>Pages 1 of 3</div>
	<div>LAST REVIEWED DATE</div> <div>June 10, 2025</div>	
	<div>DIVISION</div> <div>Enterprise Asset Management</div>	<div>REFERENCE/AUTHORITY</div> <div><div><div>•</div><div>ORS 276.431(2), 279.835-279.855, 283, 346.130-346.160; 346.510-346.570</div></div><div><div>•</div><div>OAR 125-080-0005</div></div></div>
<div>POLICY OWNER</div> <div>Operations and Maintenance</div>		
<div>SUBJECT</div> <div>Cafeterias in state office buildings and grounds controlled by the Department</div>		
		<div>APPROVED SIGNATURE</div> <div><div><div><div></div><div>Berri Leslie</div></div></div><div>Berri Leslie, DAS Director</div></div>

PURPOSE

To provide clear policies relating to cafeterias, snack bars and food carts in state buildings and grounds which are owned, leased or controlled by the Department of Administrative Services (DAS), according to ORS 346.510 to 346.570 and OAR 125-080-0005.

The [Business Enterprise Program \(BEP\)](#) is administered by the Oregon Commission for the Blind (OCB) under the [Randolph-Sheppard Vending Stand Act](#), which covers federal properties, and [ORS 346.510 to 346.570](#). This state law provides that OCB shall operate cafeterias, snack bars and food carts in or on any "public buildings or properties," defined as any building, land or other real property, owned, leased or controlled by any department or agency of the state of Oregon.

Each year, BEP conducts site surveys in governmental buildings or properties to determine the viability of installing a food service or vending operation at the location to provide self-employment opportunities to Oregonians who are legally blind and wish to run their own food concession businesses. This survey is sent to agency buyers and procurement specialists through the OregonBuys network.

APPLICABILITY

Applies to cafeterias, snack bars and food carts in state office buildings and grounds owned, leased or controlled by DAS.

DEFINITIONS

Cafeteria: a food-dispensing facility that may:

- Provide a variety of prepared foods and beverages;
- Provide a self-service line where patrons may move through a line to select foods and beverages;
- Employ some servers to wait on patrons; or
- Provide seating suitable for patrons to consume meals.

Food cart: a mobile food-dispensing facility also referred to as a food concession business, such as the food cart deployed in Wilson Park near the Capitol building.

Operator: a person who is blind, has seriously impaired vision, or an individual responsible for the day-to-day conduct of the food service operation under a contract with DAS under ORS 346.510 to 346.570.

Oregon Commission for the Blind (OCB): the state agency established under ORS 346.130 to 346.140.

Qualified rehabilitation facility: organizations defined under ORS 279.835 to 279.855.

Snack bar: a shelter, counter, shelving, display case or wall case, including any refrigerating apparatus, espresso stand or snack bar for the dispensing of food stuffs and beverages, approved by DAS having care, custody and control of the building or property in which the facility is located. Vending machines are contained in policy 107-011-330.

State office building premises under the control of DAS: any office building, parking structure, land or other real property owned, leased or controlled by DAS. It does not include single agency-leased facilities which are approved but not being operated by DAS.

GENERAL INFORMATION

- (1) For all available cafeteria, snack bar or food cart locations, OCB shall be given the first right of refusal of the contract based on the terms and conditions set by DAS, according to ORS 346.520 and 346.530. Qualified rehabilitation facilities shall have a second right of refusal on the contract according to ORS 279.835 to 279.855. If more than one qualified rehabilitation facility is competing, the decision to award a contract is based on competitive bidding among them. Any cafeteria, snack bar or food cart or prospective locations not contracted with OCB or qualified rehabilitation facility may be selected by competitive bids.
- (2) No person, firm or state agency may establish or operate any cafeteria, snack bar or food cart in any state office building premises under the control of DAS without a contract with DAS. Contact:

Department of Administrative Services
Enterprise Asset Management, [Operations and Maintenance](#)
1240 Ferry Street SE
Salem, OR 97301-4288
Phone: (503) 378-3664
[Contact the help desk](#) for information at helpdesk@das.oregon.gov.

- (3) DAS determines whether to establish or to continue operating any cafeteria, snack bar or food cart in any location under the control of DAS by written contract, which specifies terms and conditions for operation of cafeteria, snack bar or food cart. DAS may furnish the facility to the extent such a facility is customarily provided for by a lessor subject to negotiation with the operator and may set a rental rate for such a facility at par with prevailing commercial rates for nearby comparable facilities used for similar purposes. The contract term must not exceed five years, subject to renewal by mutual agreement.
- (4) A committee may be established for each cafeteria, snack bar or food cart to assist with operator selection and contract administration, and to meet with the contracted operator periodically. These committees may be comprised of representatives of DAS and of each tenant in that building.

- (5) DAS may determine fees for each cafeteria, snack bar or food cart, which will at least pay for the cost of space, utilities and administration. Such fee schedules may be changed by DAS as needed. DAS may permit such payments to be made quarterly according to the contract.
- (6) DAS reserves the right to reject any bids or proposals. Contract awards are based on appropriate qualification standards, contract terms and considerations offered to DAS by vendors. Conditions considered include, but are not limited to:
 - Restaurateur's experience and competence in managing and operating a food service of a similar nature
 - A proposed menu, food prices and service levels
 - The quality of food and services at other establishments owned or managed by the operator
 - Terms of contract and considerations offered to DAS
- (7) No alcoholic beverages shall be served in any cafeteria, snack bar or food cart contracted with DAS. OAR 125-075-015 and Policy 107-011-321 applies.
- (8) All food service operations shall comply with all applicable laws of the state and ordinances of the local government jurisdictions governing food service.
- (9) DAS reserves the right to make periodic inspections of any contracted food service operation established under this policy to ensure the operator's performance in terms of the terms and conditions of the contract.
- (10) A food service operation operated under the provisions of ORS 346.510 to 346.570 must be used solely for the commodities approved by OCB and by the state agency charged with maintaining the building or property in or on which the food service operation is located.
- (11) For vending facilities management, policy 107-011-330 applies and OAR 125-080-0000.