



# INFORMATION SHEET

STORE: 1101 Clackamas

CURRENT: 16142 SE 82<sup>nd</sup> Dr.  
ADDRESS: Clackamas, OR 97015

This store has an opening for a liquor store operator (agent).

## COMPENSATION AND SALES

### Distilled Spirits Compensation

| Annual Comp<br>Fiscal Year 2025:                    | \$381,619   | Average Monthly Comp<br>Fiscal Year 2025: | \$31,802    |                          |
|---|-------------|---|-------------|--------------------------|
| <b>Five Year Distilled Spirits Sales Comparison</b> |             |   |             |                          |
| Fiscal Year   | Consumer    | Licensee                                  | Total       | Year over Year<br>Change |
| 2025  | \$2,893,169 | \$799,380                                 | \$3,692,549 | -3.9%                    |
| 2024  | \$2,969,215 | \$872,953                                 | \$3,842,167 | -6.9%                    |
| 2023  | \$3,153,301 | \$972,483                                 | \$4,125,784 | -2.1%                    |
| 2022  | \$3,195,876 | \$1,017,737                               | \$4,213,613 | 4.5%                     |
| 2021  | \$3,384,722 | \$647,355                                 | \$4,032,077 | 4.4%                     |

Per ORS 471.750, retail sales agents are compensated for selling distilled spirits to consumers and licensees on behalf of the state. This store will have a monthly base compensation of \$7,241 with a monthly commission rate of 8.38% paid on consumer sales and 6.54% paid on licensee sales.

Keep in mind:

- It may take years to build the business.
- Sales vary within seasons and economic conditions.
- Licensees can purchase distilled spirits at any liquor store within the state.
- Agents will pay all expenses to operate the liquor store from monthly compensation.
- Landlord may require additional financial resources, terms or conditions beyond what is stated in this document.

## CONDITIONS OF APPOINTMENT

- A. This store will be self-serve:
  - Leased area is approximately 2,555 square feet
  - Current monthly base rent is \$5,543 (Plus \$2,261 triple net). Additional fees may apply.
  - Lease has expired and is being paid month-to-month, incoming Agent will need to negotiate new lease with Landlord.
  - Average monthly utilities are \$812
- B. Hours of operation: No earlier than 7 a.m. or no later than 10 p.m.; required minimum of 8 hours per day Monday-Saturday which must include the hours between 12 noon and 6 p.m.

- C. Present a Statement of Funding Sources and supporting documentation showing adequate finances of approximately \$236,206 - \$256,206\* to meet the following obligations:
  - \* This is only an estimate; actual start-up expenses could be higher or lower.
  - 1. Pay a resignation buy-out of \$159,250 pursuant to OAR 845-015-0190.
  - 2. Start-up costs, operating expenses (rent, payroll, etc.), store improvements, appraised fixture and equipment costs, and appraisal fee (approximately \$76,956).
    - Note: Any optional fixtures, equipment (beer coolers, wine racks, humidor, etc.) or non-liquor items may be purchased at an additional cost by agreement with the outgoing agent. These items are not included in this estimate and additional funding may be needed.
  - 3. Meet the operating expenses of the store for two months before receiving compensation.
- D. The point-of sale computer register system must meet OLCC reporting requirements. Further, the system must transmit daily liquor sales and daily liquor inventory to OLCC by the takeover date. The required daily information will also be posted to Oregon Liquor Search. The bank card processing system must comply with Payment Card Industry Data Security Standards from the takeover date. Agent must accept the existing bank card processing equipment lease until its expiration. In the future, OLCC will provide point-of-sale computer equipment to process distilled spirit sales. A monthly equipment lease will be assessed based on the number of registers at the store. The system is cloud-based and access to back-office functions will be through an agent provided computer. Non-distilled spirit sales may be processed through this system.
- E. Store location must have high speed internet and a store specific e-mail account.

## **OLCC RECOMMENDATIONS FOR THE STORE**

|                               |  |
|-------------------------------|--|
| A. Recommended Minimum Hours: | Monday-Thursday 10 a.m. to 8 p.m.<br>Friday & Saturday 10 a.m. to 9 p.m.<br>Sunday 11 a.m. to 7 p.m. |
|-------------------------------|--|

## **APPLICATION PROCESS**

- A. Applicants may apply as either an individual or one legal entity. Applicants are required to complete the appropriate application for appointment type. If the application is not complete, the application will not be considered.
- B. If applying for more than one advertised store, submit a separate application for each.
- C. To be considered, email a completed application by **12:00 PM, Monday, January 19, 2026** to [OLCC.RetailServices@olcc.oregon.gov](mailto:OLCC.RetailServices@olcc.oregon.gov). **Applications received after this deadline will not be accepted.**

Emailed applications will **only** be accepted as an attached **PDF – NO ZIP FILES**.

D. Applicants with questions regarding the application process or operating a liquor store may contact:

Retail Services  
503-872-5020 -or-  
[OLCC.RetailServices@olcc.oregon.gov](mailto:OLCC.RetailServices@olcc.oregon.gov)

Monica Rohrscheib, District Manager  
971-990-9440  
[monica.rohrscheib@olcc.oregon.gov](mailto:monica.rohrscheib@olcc.oregon.gov)

Please keep in mind, liquor operators are independent contractors and OLCC does not have access to a P & L statement or operating expenses.

## **SELECTION PROCESS**

- A. A staff screening committee will evaluate and rank all applications.
- B. Highest ranking applicants will be selected for a personal interview.
- C. Finalists will be invited to the Thursday, February 19, 2026, public commission meeting to present a presentation to the Board of Commissioners. At a minimum, presentations must include hours of operation, specific commitments for store equipment and fixtures including thoughts, ideas for the current location or if applicable for a future location.
- D. Selection and appointment of a finalist will be made by the Board of Commissioners after all finalists have presented.
- E. The appointed agent will tentatively begin operating Monday, March 16, 2026.