INFORMATION SHEET

STORE: **1210 Medford West**

CURRENT ADDRESS: **2386 W Main St. Ste. A Medford, OR 97501**

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

COMPENSATION AND SALES

Distilled Spirits Compensation

Annual Comp Fiscal Year 2026:	$335,957	**Average Monthly Comp Fiscal Year 2026:**	$27,996

Five Year Distilled Spirits Sales Comparison

Fiscal Year	Consumer	Licensee	Total	Year over Year Change
2026	$2,745,638	$501,052	$3,246,690	-6.28%
2025	$2,898,004	$566,240	$3,464,244	-6.68%
2024	$3,069,768	$642,475	$3,712,243	-9.51%
2023	$3,206,422	$896,120	$4,102,543	3.53%
2022	$3,161,341	$801,379	$3,962,720	1.82%

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 **$6,092** 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. The lease at the current location must be assumed and has the following terms:

- Leased area is approximately 4,000 square feet
- Current monthly base rent with CAM fees is $7,860 (Additional fees may also apply)
- Lease expires May 2029
- Average monthly utilities are $1,204

B. Hours of operation: Liquor stores can be open between 7 a.m. until 10 p.m.; they are required to be open a minimum of 8 hours per day Monday-Saturday which must include the hours between 12 noon and 6 p.m.; opening on Sundays and specific holidays are optional for any number of hours between 7 a.m. until 10 p.m.

C. Present a Statement of Funding Sources and supporting documentation showing adequate finances of approximately **$169,746 - $200,000*** 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 **$110,931.00** 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 **$58,815**).

   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 may provide point-of-sale computer equipment to process distilled spirit sales.

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 9 a.m. to 8 p.m. Friday & Saturday 9 a.m. to 9 p.m. Sunday 9 a.m. to 7 p.m.
	Recommended Minimum Square Footage at Location:	4,000 sq. ft. with approximately two-thirds dedicated to the sales floor and one-third dedicated to the stockroom.
	Recommended Minimum Fixtures and Equipment at Location:	84” high, 22-24” deep heavy duty metal shelving (wall units) 84” high, 14-16” deep heavy duty metal shelving (wall units) 42” high, 19-22” deep heavy duty metal gondola shelving (sales floor) Install sales floor shelving along the perimeter walls Racking for stockroom Modern checkout counter Highly visible illuminated exterior sign and a neon open sign Modern wall color and flooring Creative decor and category signs

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, November 30, 2026** to

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 OLCC.RetailServices@olcc.oregon.gov	-or-	Dave Owens, District Manager Cell # 541-944-2804 dave.owens@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 **JANUARY 21, 2027** public commission meeting to give 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 the store on **FEBRUARY 18, 2027**.