



SureStart Huber Heights

Request for Proposals

SureStart Huber Heights Project

A Component of the Huber Heights Chamber of Commerce

The SureStart Huber Heights Project, a component of the Huber Heights Chamber of Commerce, is currently seeking proposals from prospective SureStart tenants, both for retail and office concepts. The ultimate goal of the SureStart Huber Heights Project is to create a vibrant location that serves as a destination for the northern Montgomery County Region. We will achieve this goal by facilitating the short term lease of vacant storefronts in the Huber Heights community.

The SureStart Huber Heights Project matches tenants looking to launch their business with Huber Heights property owners who have storefront space available for occupancy.

Are you interested in opening retail or office space in Huber Heights? If so, we want to hear from you. The minimal lease length for your shop will be for three months. Spaces will have varying lease rates, but will be leased *below* market value.

Please note all proposals will remain confidential until accepted into the program. Upon acceptance into the program, all SureStart Huber Heights tenants will be featured in publications and marketing materials. *By submitting your application you are not committed to leasing the storefront if accepted.*

Proposal Requirements

- Completed Business Overview Application
- Optional:
 - * Include 2-5 images of your products and/or samples of your marketing materials
 - * Business plans are also appreciated by the Advisory Board if available; all documents are kept internal to the SureStart Huber Heights team.

- **To be considered for the SureStart Huber Heights Project, your proposal must be submitted by 5:00 pm on October 6, 2017.**
- Please submit the attached application to Geri Bellingar at chamber.assistant@hubercc.com

Leasing Details

- SureStart Huber Heights lease terms are three to six months and long term leases are encouraged after the lease terms expire. Lease terms will be negotiated directly with the property owner. Flexibility for the tenant is a priority.

Community Resources for Business Planning

- There are several resources in the community who are available to assist with writing a business plan or answer any questions you may have before taking the next step to open your storefront. Please utilize them if necessary before turning in your application.
- The Small Business Development Center
- Dayton Metro Library
- SCORE
- Business First for a Greater Dayton Region

Timeline

- October 6, 2017 Deadline for SureStart application
- Week of October 16, 2017 Interviews conducted with top applicants.
- Week of October 23, 2017 Lease negotiations with property owner and tenant begin.

SureStart Huber Heights Business Overview Application

Name : _____

Business Name: _____

Mailing Address: _____

Email Address: _____

Phone: _____

Best Way to
Contact You? _____

How many square feet do you require? _____

What amenities do you require? (Land lines, Wi-Fi, parking etc)

Are you available to occupy and open your SureStart shop in 60 days?

Are you available to help prepare your SureStart location for occupancy? For example, some spaces may require some light sweeping, cleaning windows, etc.

How long do you plan to occupy the space? (The SureStart Project requires leases to be at least 3 months)

Do you plan to open a shop if you are not selected to participate in the SureStart Project?

Marketing

What is the average price of your products/service?

Who are your target customers, and how do you plan to reach those customers? Please be specific as possible.

If you are an existing business, what have you learned from your customers about your offerings? What are your "best sellers?"

Please list three ways you plan to successfully sustain your SureStart shop over the 3 to 6 month SureStart period?

Operational

What’s the status of any inventory/materials/equipment that would be needed for the SureStart shop?

Please describe the role of each person who will be involved in operating the shop:

Financial

Do you have the means to cover any out of pocket expenses such as monthly utility bills?

Please check all leasing terms you would be open to:

Flat rate per month Yes No

Percentage of sales (typically 3-7% of monthly sales) Yes No

Graduated Rent - increase in rent each month over the length of the lease Yes No

Other: _____

NOTE: Occupancy of temporary (and permanent) spaces requires the approval of the Montgomery County Building Regulations Department, and Huber Heights Zoning and Fire Departments. Typically, the requirements for a temporary time limited occupancy are minimal and quickly handled, particularly if the space was previously used or already approved for a similar activity, the space is less than 3000 sq feet, not more than 75-ft front to back and occupancy is less than 50 people. The Building and Fire Departments are directed by Ohio Law to ensure the proposed building/use doesn't endanger public safety and welfare: including that fire extinguishers have been provided, that doors are openable (not locked shut), existing building systems (exit signs, lights, toilets , etc) are provided and working. Each existing building has its own unique history, so requirements will vary: please contact the SureStart Huber Heights as soon as an address and possible use is identified for assistance in obtaining city occupancy approval.

All food related applicants will also be responsible for obtaining the appropriate licenses and permits from the Montgomery County Public Health Department. Visit their website for information and applications. <http://www.phdmc.org/environment/food>.

Every business that plans to sell food to the public is required to get the necessary training and paperwork from Montgomery County. The health department will conduct inspection of all SureStart Huber Heights shops that are selling food items in their stores.

If you have any additional questions, please contact the Montgomery County Health Department at (937 225-6150).