

Talawanda Oxford Pantry and Social Services

Commercial Lease Opportunity

Request for Proposal

October 26, 2026

The Owner (TOPSS) seeks proposals from organizations and businesses interested in leasing approximately 1,300sqft of commercial space located at 5445 College Corner Pike, Oxford, Ohio 45056 (Building #2).

The Owner's mission is to alleviate hunger, provide nutrition information and connect families and individuals in need within the Talawanda School District to essential resources supporting their well-being and stability. Accordingly, preference will be given to tenants whose operations strengthen the mission of increasing self-sufficiency, improving health outcomes and supporting economic stability for individuals and families served by the organization while maintaining a financially sustainable business model.

TOPSS is currently providing services to approximately 450 unique households in a given month. The vision is to be able to refer customers to the future tenant to provide continuing services further creating self-sufficiency and improving outcomes.

Please limit proposals to no more than 12 pages. Scope of proposal shall address the following items:

- Legal entity name
- Years in operation
- Ownership structure
- Key leadership personnel
- Description of operations
- Hours of operation
- Anticipated staffing levels
- Expected visitor/customer volume
- Space requirements
- Anticipated parking/access needs
- Desired square footage
- Proposed lease term (12month minimum)
- Desired rental rate based on a double net lease
- Estimated capital investment in property
- Describe how your organization will:

- Support low-income individuals and families
- Benefit local residents
- Support underserved populations
- Provide educational opportunities
- Partner with local organizations
- Measure social impact
- Describe the expected outcomes from your presence in Oxford:
 - Improve quality of life of local community
 - Quantity of residents you expect to serve annually
 - What other measurable outcomes will you track

Property highlights:

- Building #2
 - Configured as office space
 - Multipurpose space with significant natural light roughly 400sqft in size
 - Break area with hand sink and refrigerator off multipurpose space
 - Conference room approximately 140sqft in size
 - Unisex bathroom
 - 3 private offices ranging from 110sqft – 200 sqft in size two with private closets
 - Receptionist area off primary entrance approximately 50sqft in size
 - Primary and secondary entrances/exits (3'0" width)
 - Heating and Air Conditioning
 - High speed internet – Spectrum – tenant responsible for monthly cost
 - 4 dedicated parking spaces (lot facing Reagh's Way)
 - Power – Butler Rural Electric – tenant responsible for usage
 - Gas – Glenwood – tenant responsible for usage
- Modifications or improvements are the responsibility of the tenant. CAD dwgs on files at Scott Webb's office in Oxford.

The owner intends to activate this space by January 30, 2027, with a tenant whose operations create lasting positive impacts within the community. While financial viability remains important, selection will prioritize organizations demonstrating measurable contributions to education, health, community engagement or other mission-aligned outcomes.

Proposals are due by email to Sherry Martin (director@topss.org) by November 9, 2026 at 5:00p.m. Potential tenants will be shortlisted by November 12, 2026, and interviews will be conducted in person, late in the week of November 16, 2026. Shortlisted tenants will be required to submit financial statements for the purpose of evaluating financial stability and capacity.

Appendix A – Evaluation

Criteria:	Points:
Community Impact	25
Operational Feasibility	25
Organizational Stability	20
Alignment with Owner's Mission	20
Lease Economics	10
Total:	100

Appendix B – Future Opportunity

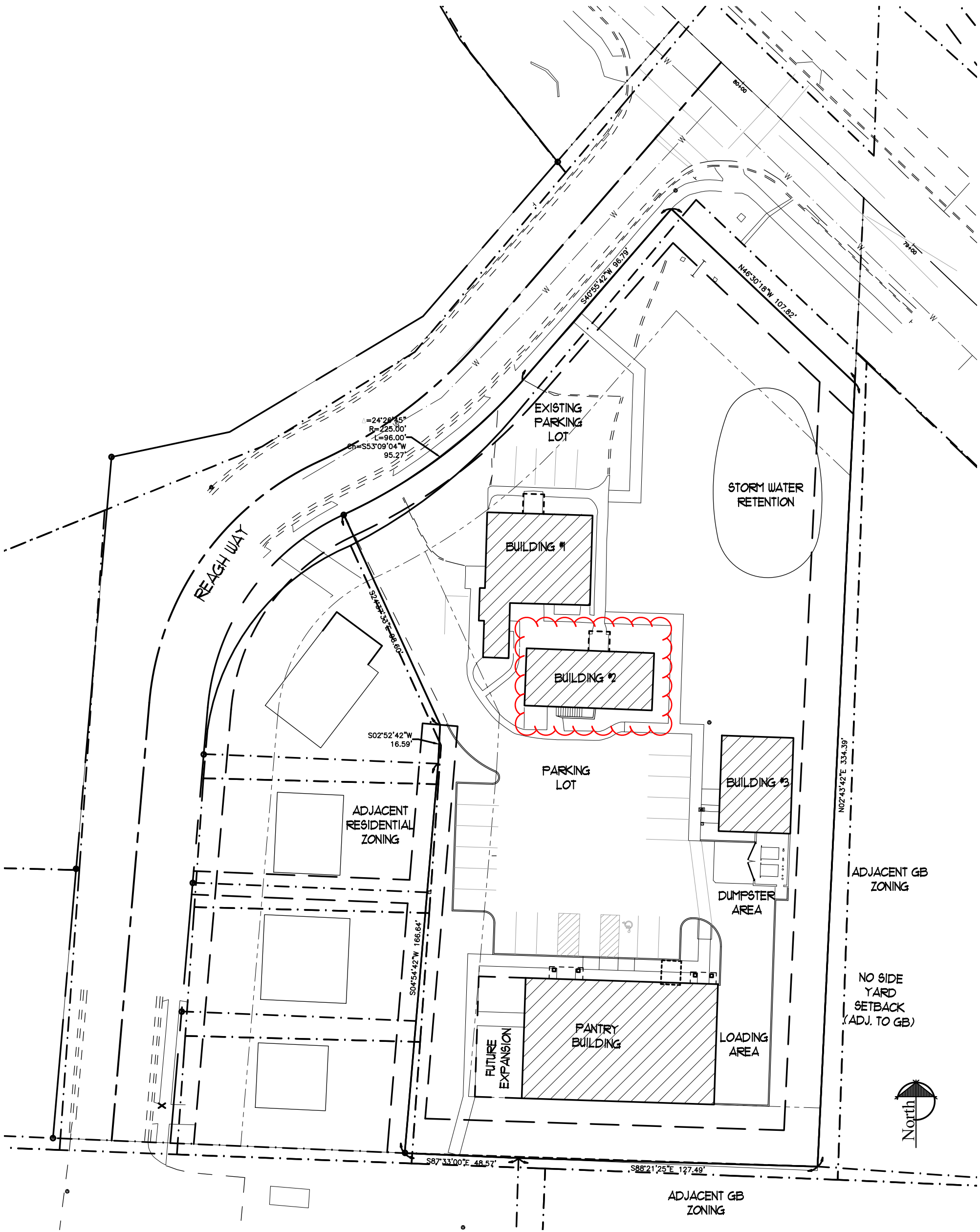
There is an additional building that is not part of this RFP process, that is approximately 2000sqft that is set up as an open space approximately 1000sqft in size, inclusive of a small breakroom with kitchen and private office approximately 80sqft in size and a unisex bathroom located at the same address (Building #1). Property has HVAC, high speed internet. For planning purposes, please indicate if leasing this space would be of interest to you in the future and how your organization would envision utilizing this space as an appendix to your proposal.

FOOD PANTRY & SOCIAL SERVICE CAMPUS

TOPSS

Talawanda Oxford Pantry & Social Services

8 REAGH'S WAY
OXFORD, OHIO 45056



SITE PLAN

1" = 40'-0"

DRAWINGS PROVIDED BASED ON FIELD MEASUREMENTS
& CONSTRUCTION DOCUMENTS AS A INVENTORY OF THE
BUILDINGS ON SITE

EXISTING BUILDINGS:

EXISTING BUILDING #1:	2,000 sf
EXISTING BUILDING #2:	1,328 sf
EXISTING BUILDING #3:	1,252 sf
TOTAL GROUND FLOOR AREA:	4,588sf

INDEX OF DRAWINGS:

COVER	SITE PLAN
A-1 BUILDING #1	EXISTING BUILDING #1 FLOOR PLAN
A-2 BUILDING #1	EXISTING BUILDING #1 ELEVATIONS
A-1 BUILDING #2	EXISTING BUILDING #2 FLOOR PLAN
A-2 BUILDING #2	EXISTING BUILDING #2 ELEVATIONS
A-1 BUILDING #3	EXISTING BUILDING #3 FLOOR PLAN
A-2 BUILDING #3	EXISTING BUILDING #3 ELEVATIONS

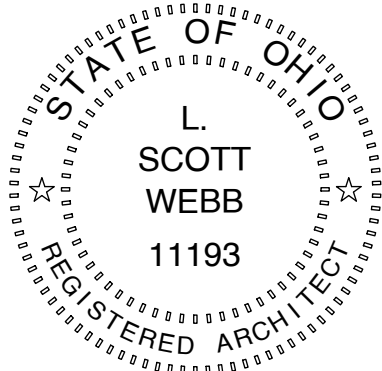
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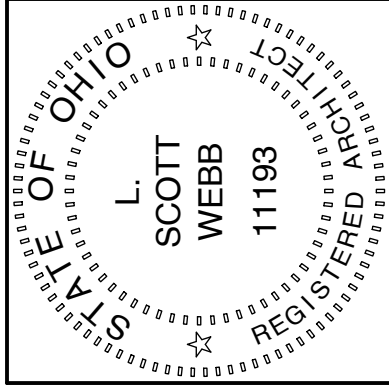
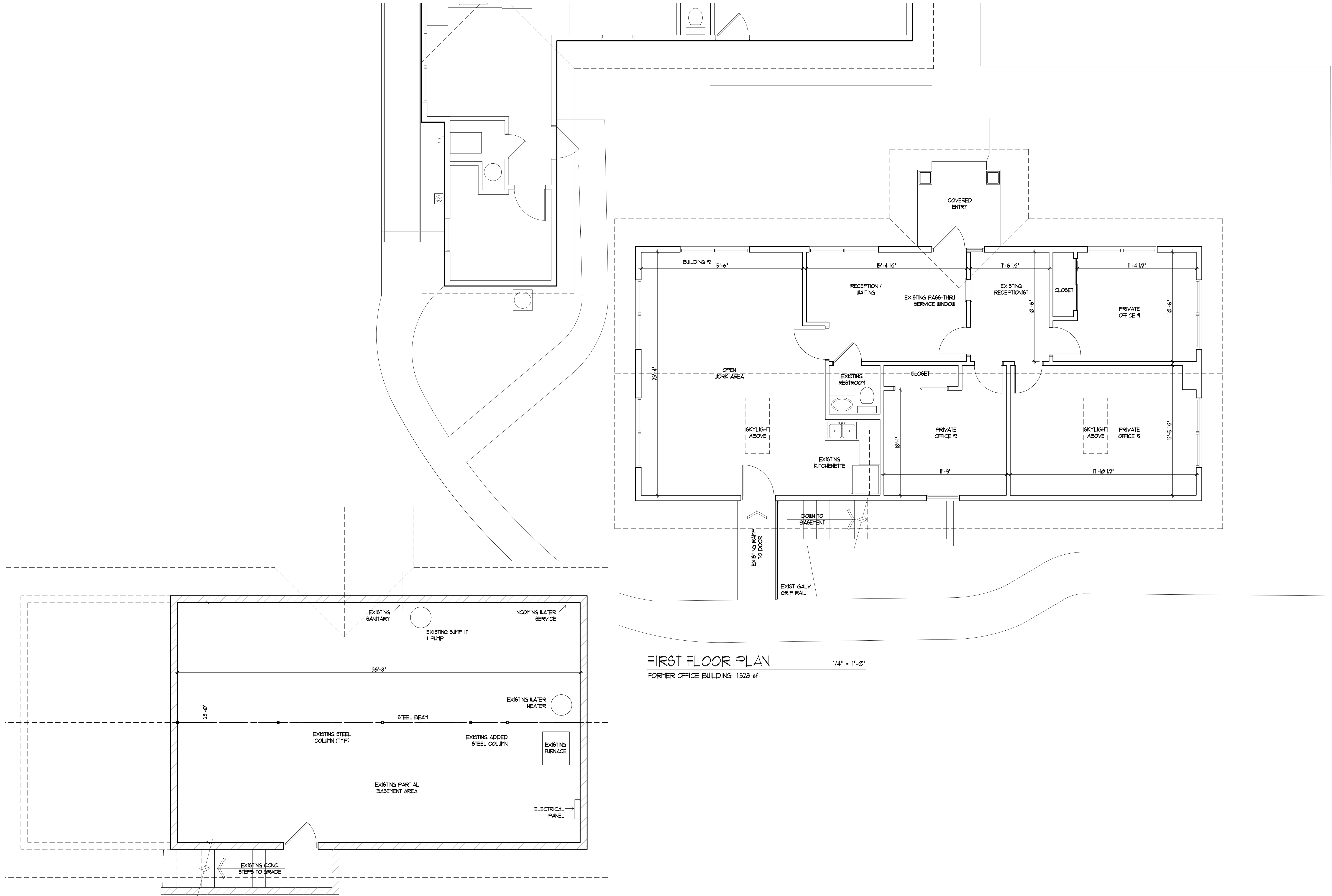
ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

bayer
becker

www.bayerbecker.com
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270





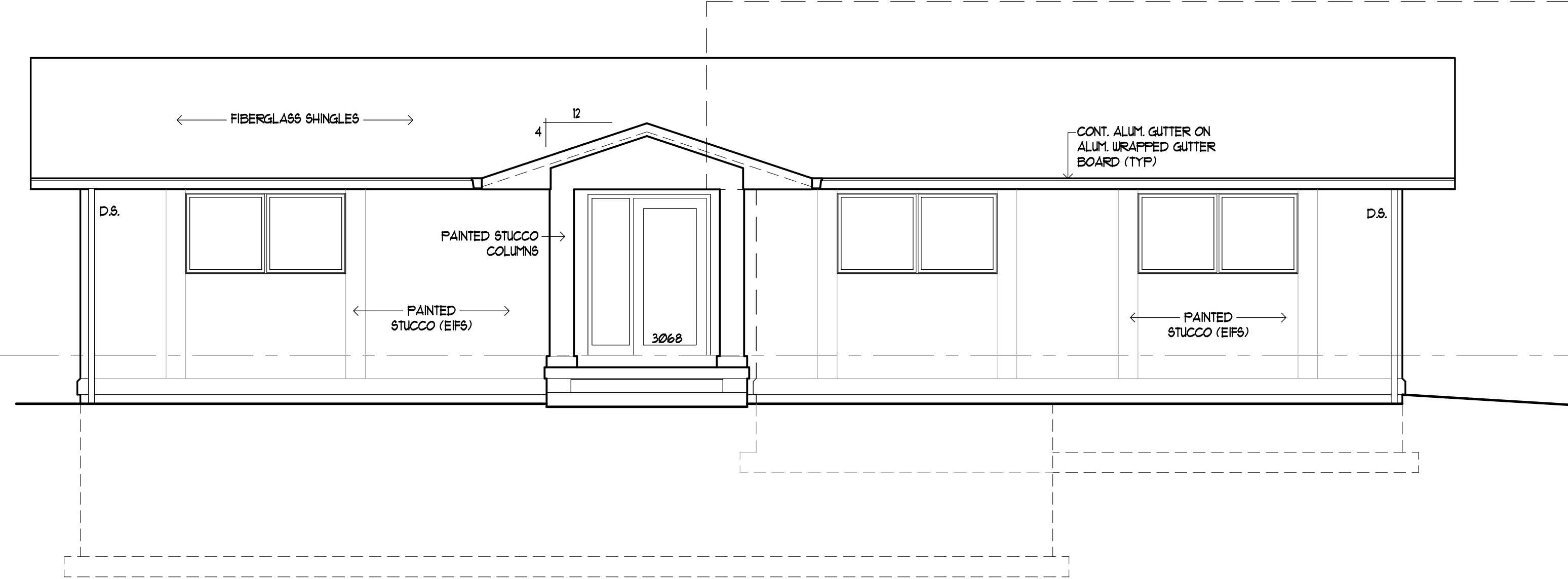
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ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

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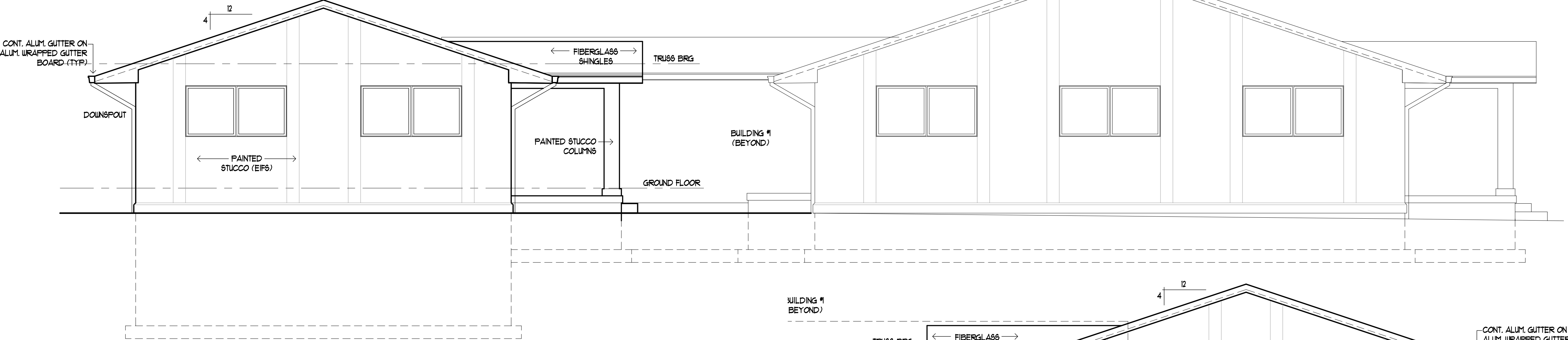
FOOD PANTRY & SOCIAL SERVICE CAMPUS
TOPSS -Building #2
8 REAGH'S WAY
OXFORD, OHIO 45056

October 16, 2026

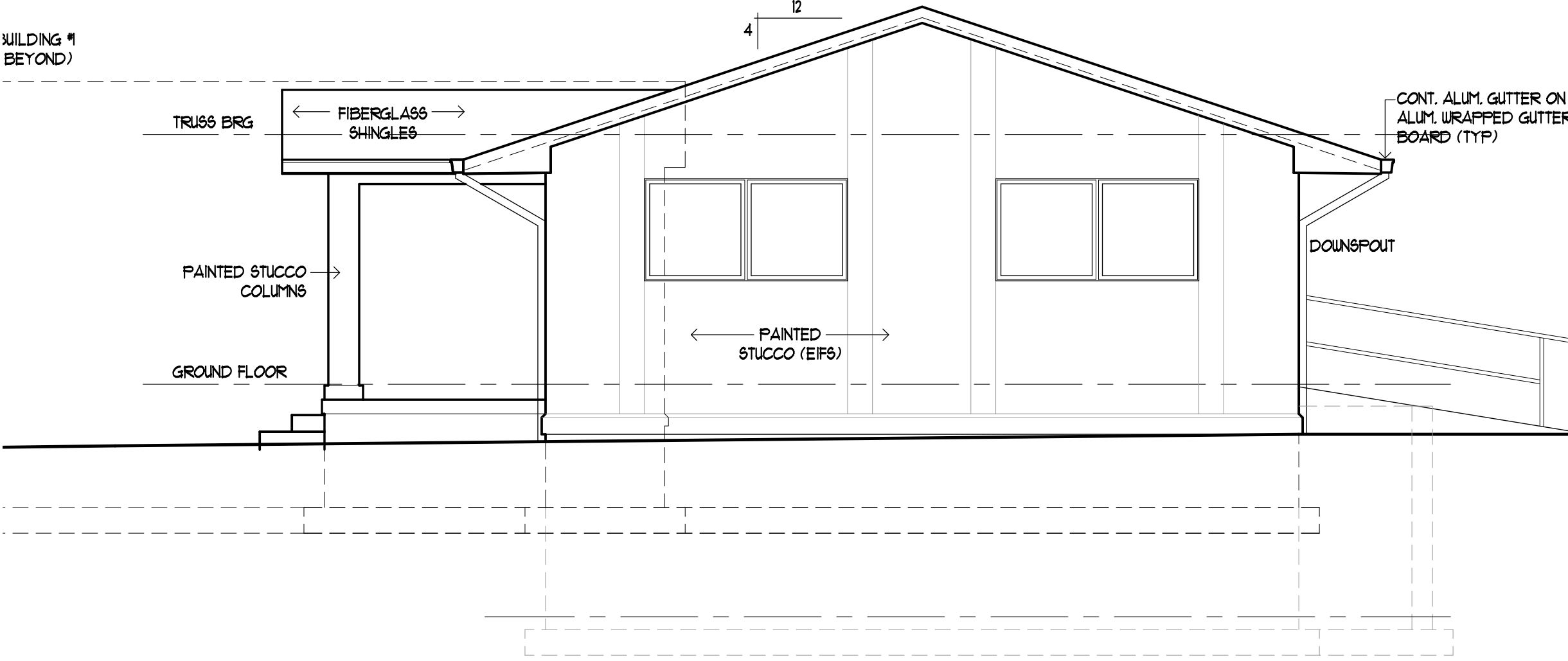
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BUILDING 2



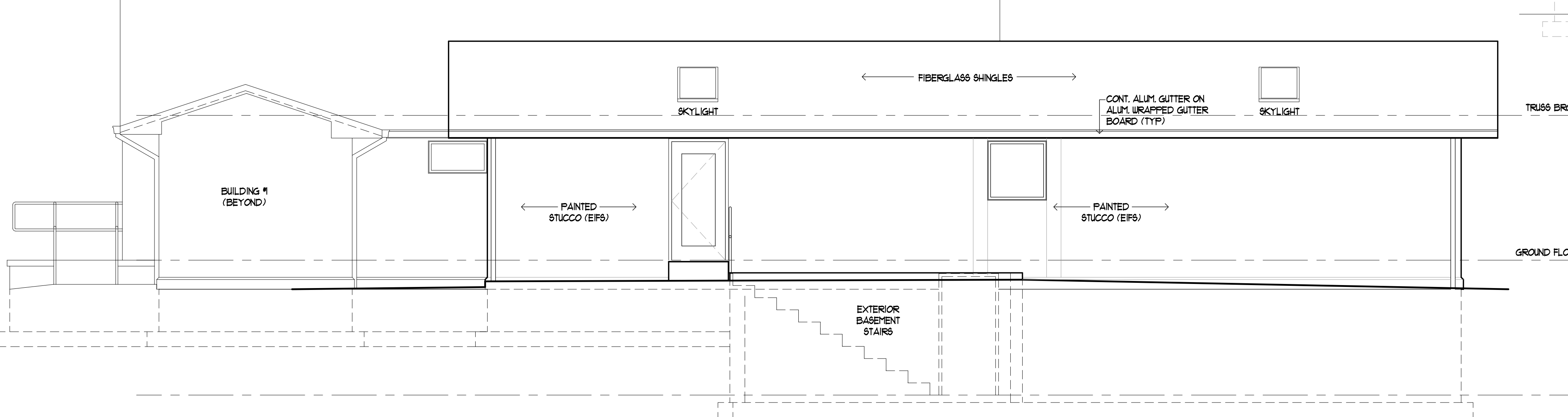
FRONT ELEVATION
FACING NORTH
1/4" = 1'-0"



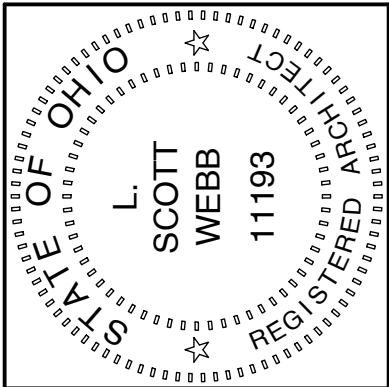
LEFT SIDE ELEVATION
FACING EAST
1/4" = 1'-0"



RIGHT SIDE ELEVATION
FACING WEST
1/4" = 1'-0"



REAR ELEVATION
FACING SOUTH
1/4" = 1'-0"



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Oxford, Ohio 45056
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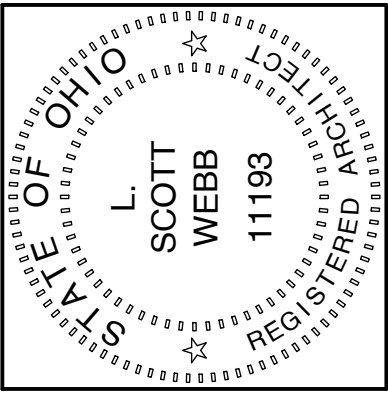
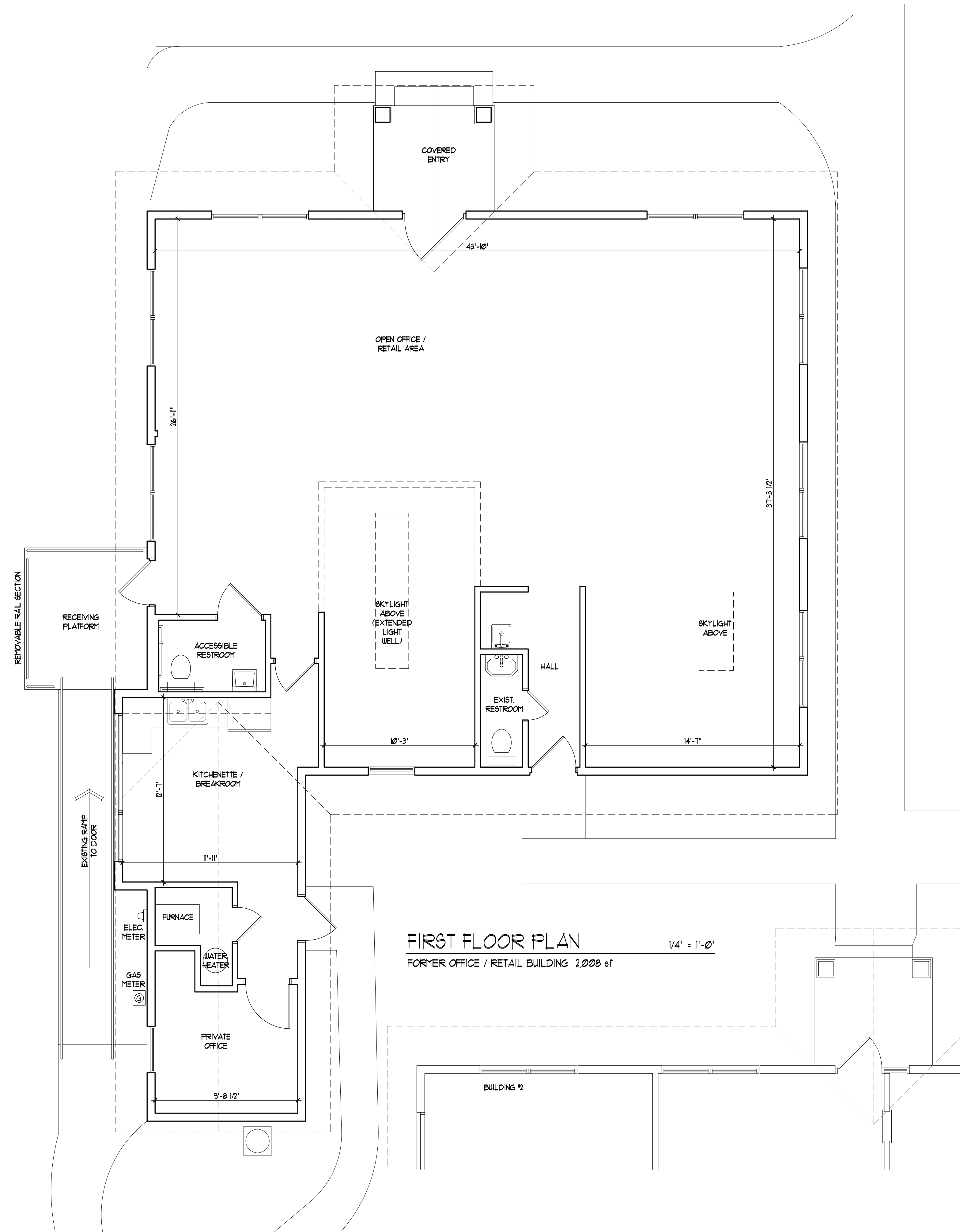
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TOPSS -Building #2
8 REAGAN'S WAY
OXFORD, OHIO 45056

October 16, 2026

A-2
BUILDING 2

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ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
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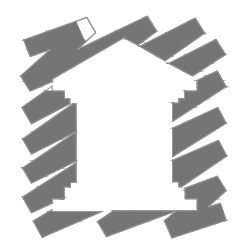
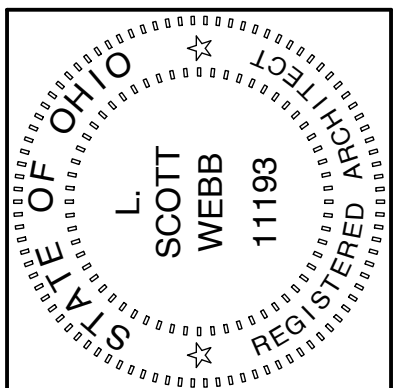
TOPSS -Building #1

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OXFORD, OHIO 45056

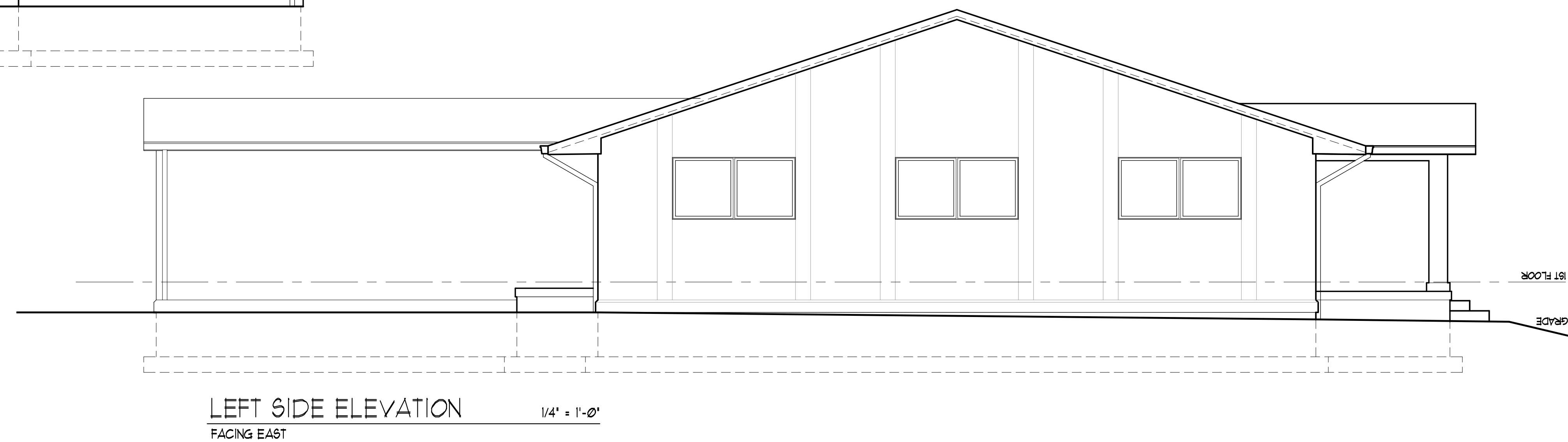
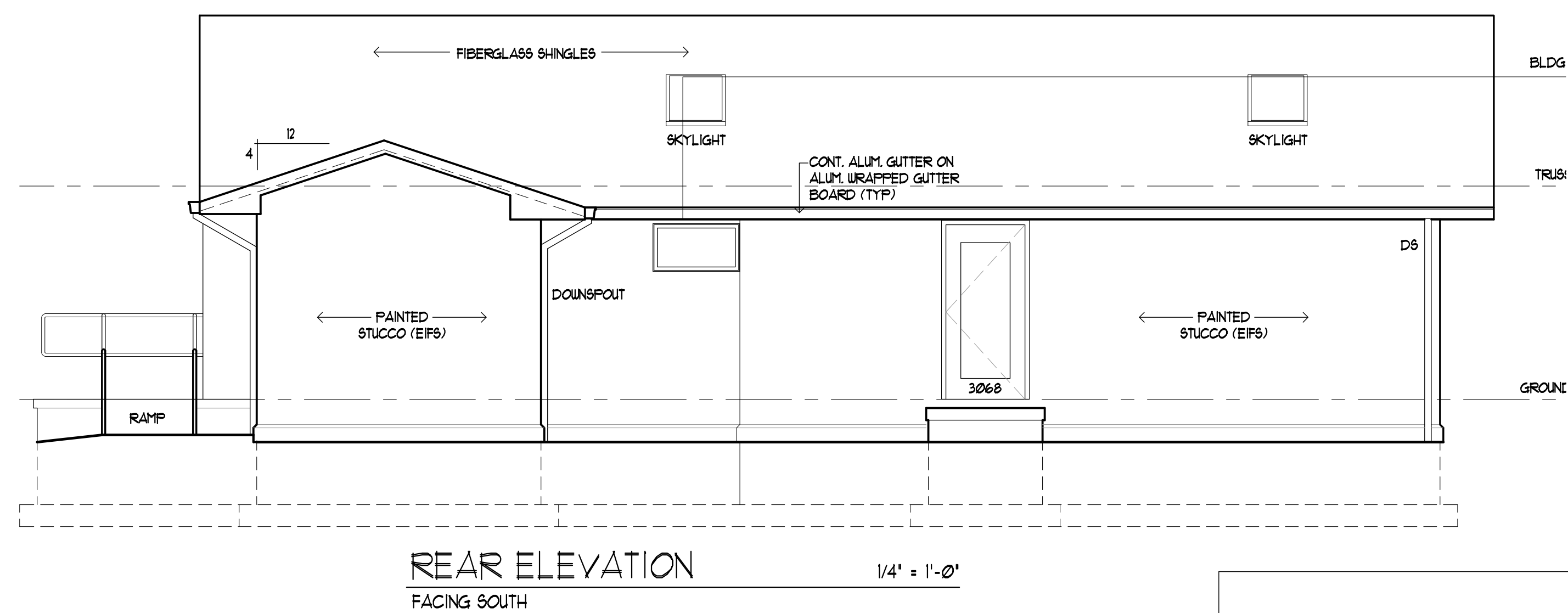
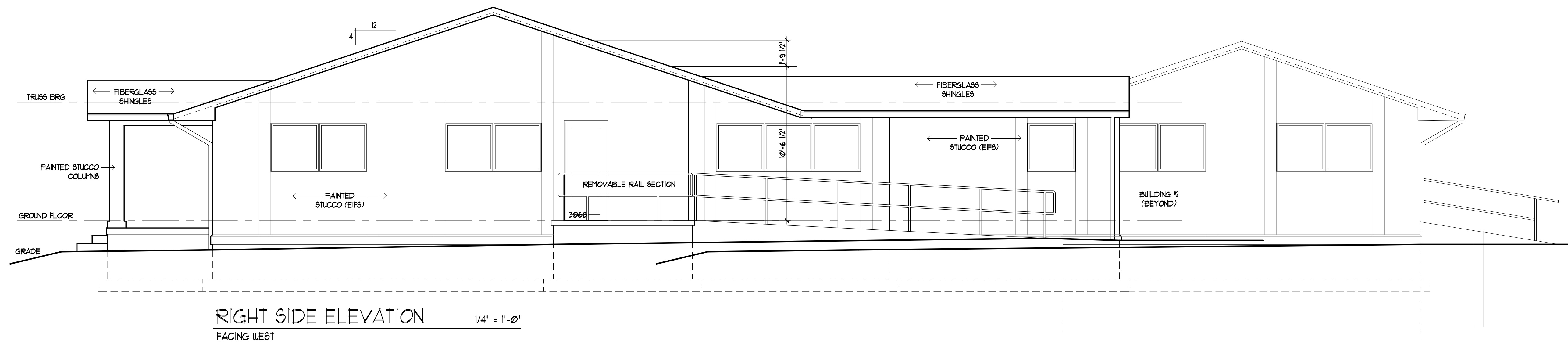
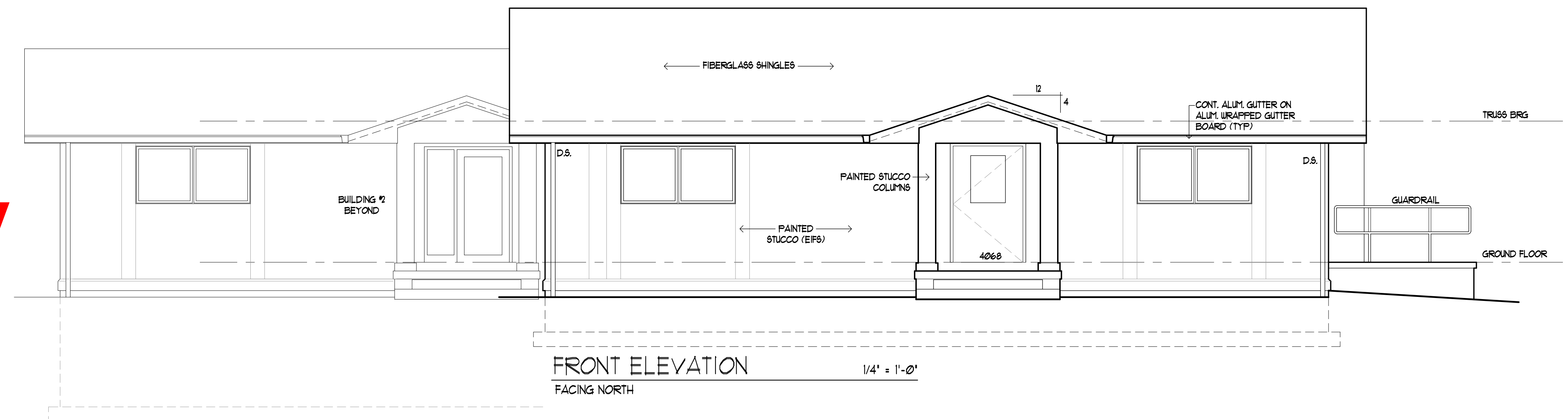
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A=1
BUILDING 1

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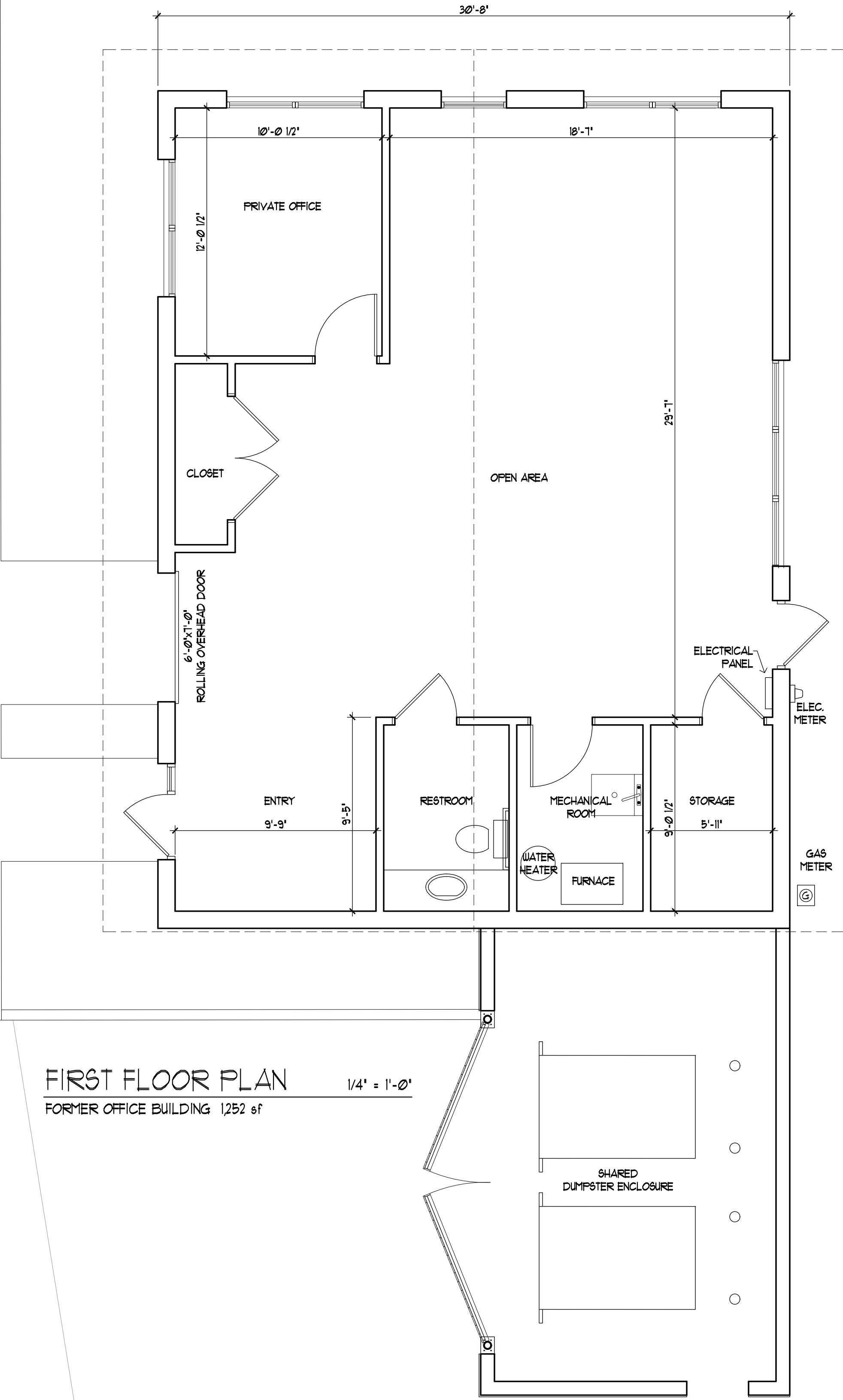
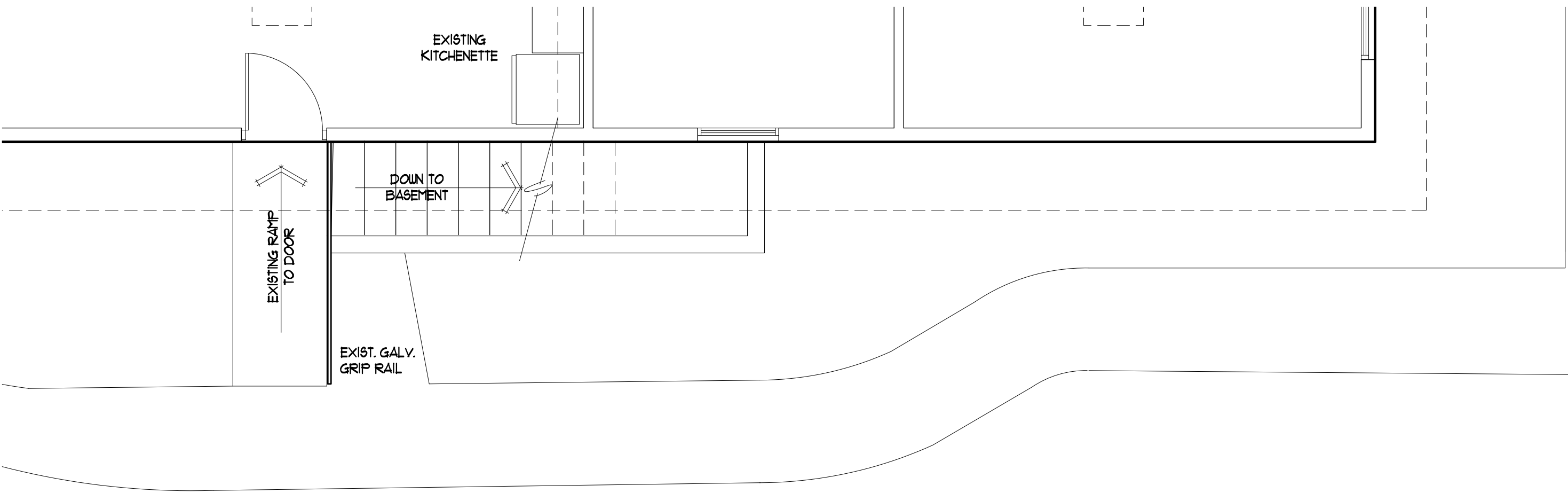
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TOPSS -Building #1
8 REAGH'S WAY

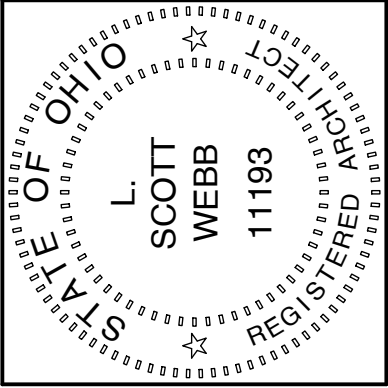
October 16, 2026

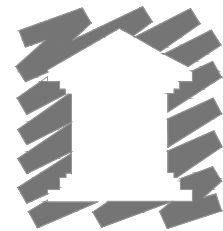
A = 2
BUILDING 1

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FIRST FLOOR PLAN
FORMER OFFICE BUILDING 1,252 sf




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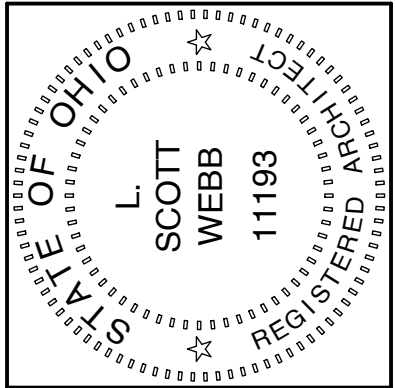
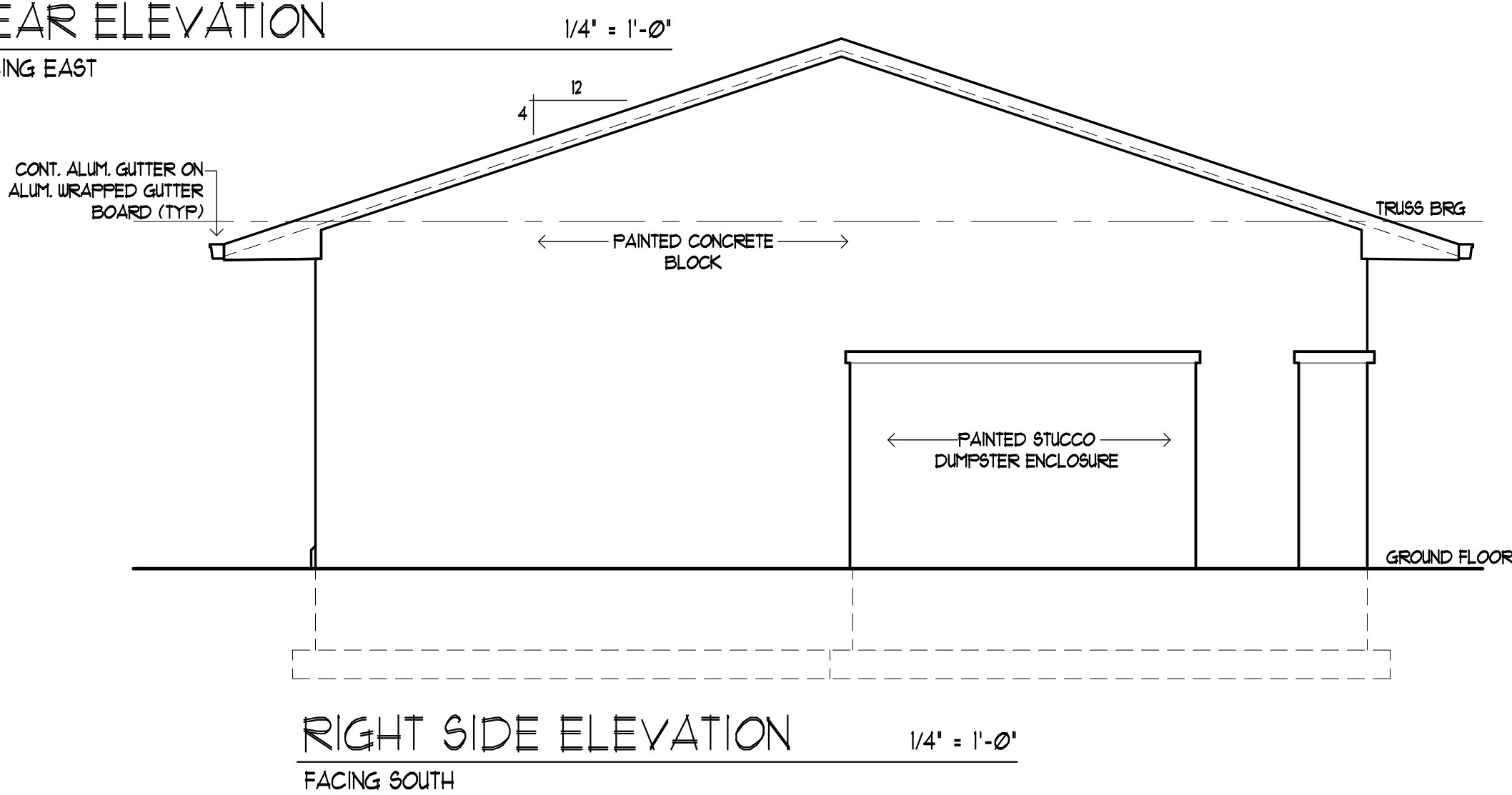
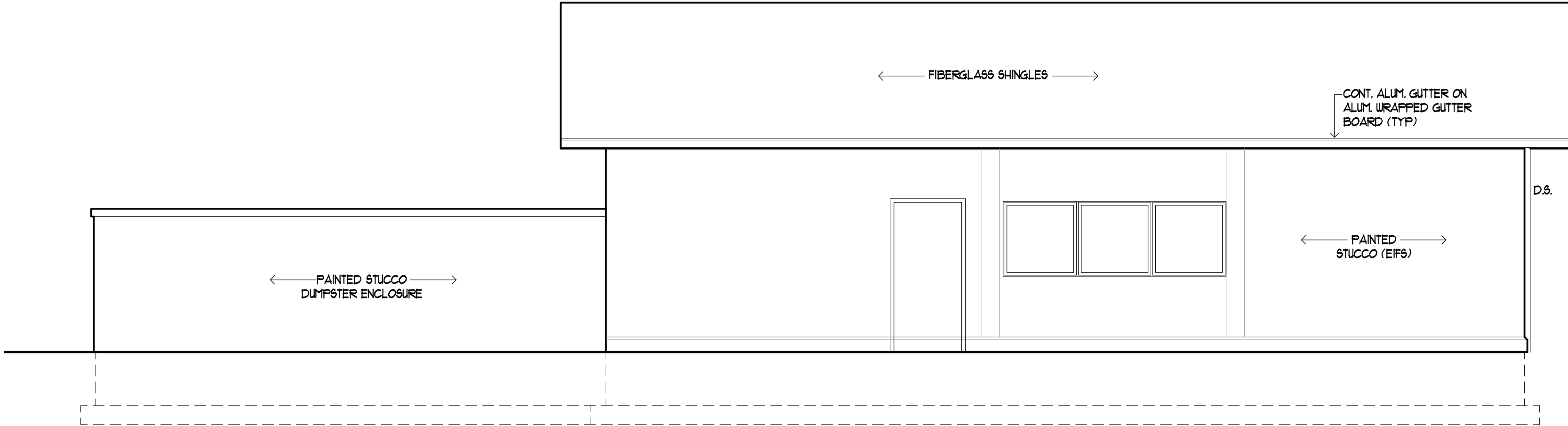
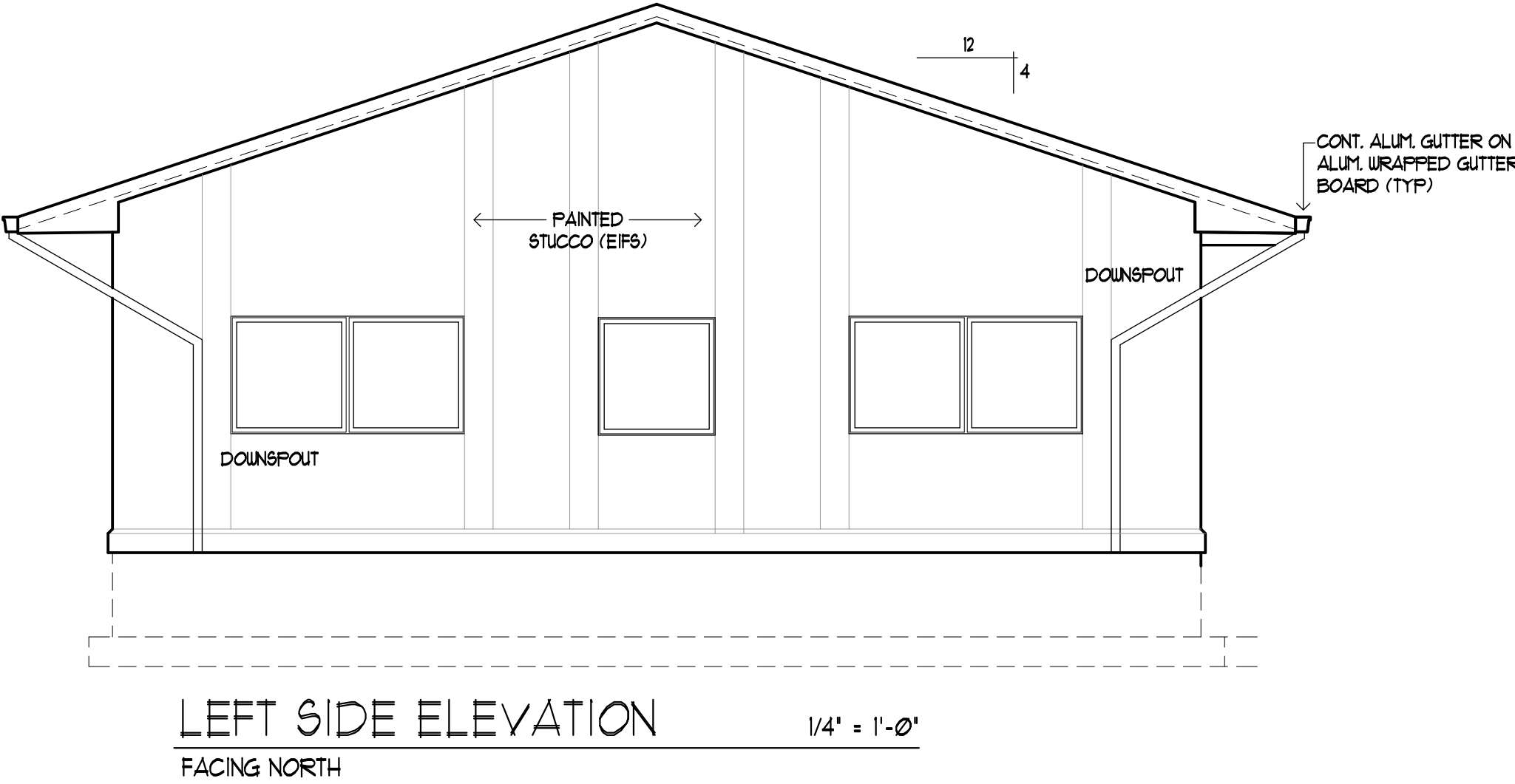
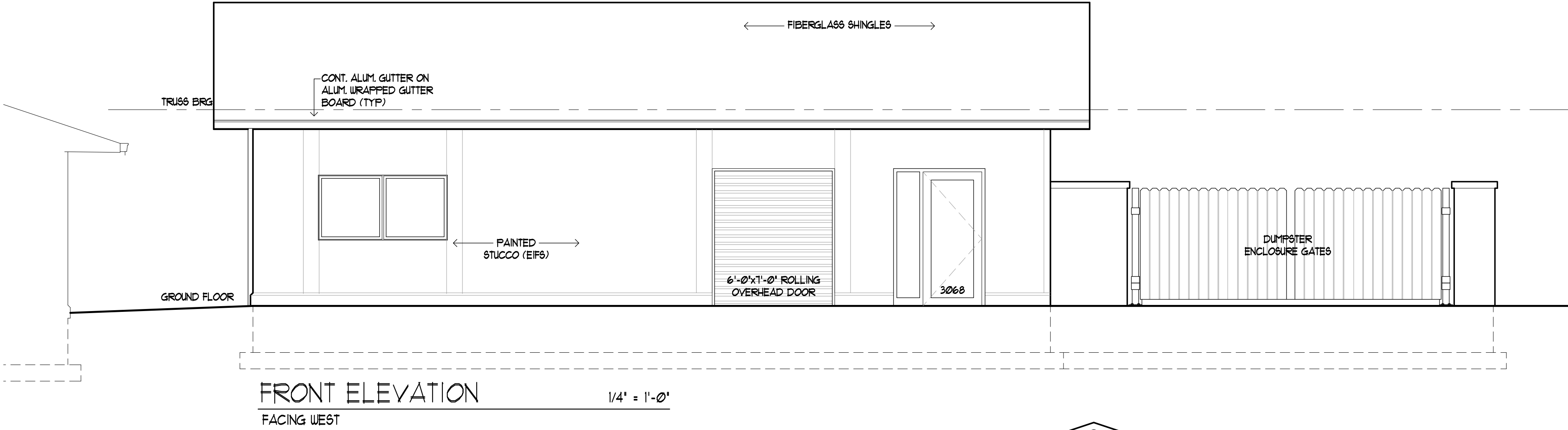
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October 16, 2026

$\Delta = 1$
BUILDING 3

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ARCHITECT
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Oxford, Ohio 45056
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A-2
BUILDING 3