

SKAGIT VALLEY FOOD CO-OP

# New Vendor Application Grocery Dept



## Become a Vendor

The Skagit Valley Food Co-op is dedicated to supporting local farmers and producers, but like any responsible business, must balance this priority with labor efficiencies, cost, category requisites, and the diverse needs of our owner-members.

This packet is intended to help you, the **potential vendor**, understand what the Co-op is looking for before you contact us. The information in the packet allows us to evaluate potential products more efficiently. **Completion of our vendor application does not guarantee placement in our store.** Depending on the time of year, it may take us a few weeks to respond to your application.

Our store is a busy place and the volume of visitors we have makes it impractical for our department managers to meet with potential vendors. Our staff cannot accept samples on the retail floor. As a courtesy to our customers and staff, we ask that you **do not drop in or call our department managers.**

**If you are already established with us as a vendor, distributor or product representative, you do not need to fill out this form.** To introduce new items, please drop off samples in our Administration Office, Suite 301 in the Co-op Building during normal business hours. Samples left without contact or pricing information may not be given consideration.

## The Steps

- Visit our store and become familiar with our product selection.
- Review our **business standards** and **product selection guidelines** (below).
- Once you've determined that your product is a good fit for the Co-op, send us your application along with any applicable documents and product samples.
- After reviewing your information, we will be in contact to let you know if we have additional questions and whether or not we will be accepting your product into the store.
- If your product is accepted for retail sale in our store, we will ask you to sign a new vendor agreement.**

## The Co-op's Business Standards

### Are you retail ready?

- Are you licensed to do business in Washington State?
- Do you have a wholesale or resellers permit?

- Are your products made in a certified facility?
- Do your product labels meet FDA, USDA, or WA State Agricultural labeling requirements?
- Does your business carry liability insurance? Does it include Product and Completed Operations Liability minimum \$2M?
- Do your products have a bar code label? (For retail packaging it is preferred, but not required).
- Do you have the ability to accept orders via phone and email during standard business hours?
- Are you be able to deliver product on a regular basis and in a timely manner?
- Are you able to provide a detailed and accurate invoice at the time of delivery?

## The Grocery Dept Product Selection Guidelines

If you have visited our store, you know that we offer a unique shopping experience to Skagit County. More than a natural foods store, we offer a world of culinary delights and quality goods that support a healthy life. Here are the over-arching guidelines that we use when assessing a new product. You don't have to meet every criteria, but meeting most will help you get placed on our shelves.

- High quality at a fair price
- Strong focus on products that support healthful living
- Strong focus on hand-crafted, artisan, and **local** production
- Responsibly-produced and mission-oriented products
  - For example: Organic, Non-GMO, Fair-Trade, Direct-Trade, and programs that support social programs
- Products that are non-toxic and environmentally sound
- Free from artificial flavors, colors, fragrances, and preservatives
- No High Fructose Corn Syrup or MSG
- No hydrogenated fats or artificial sweeteners
- Free from growth hormones and antibiotics
- Foods that satisfy limited & special diets, like gluten-free and vegan.
- Products that limit or reduce packaging waste

**What does local mean?** We define "locally produced" as a product that is grown or made within 250 miles or a 4-hour drive of the Co-op. We define "local company" as a business whose owners live or offices are located within 250 miles or a 4-hour drive of the Co-op.

## Additional Department Specific Requirements

### Dairy

- Documentation of farming and/or manufacturing practices: Organic Certification, Good Agricultural Practices, Good Manufacturing Practices, USDA or Health Department Inspections.
- No rBST or artificial growth hormones
- No antibiotics
- Humanely-raised
- Preference given to pasture-raised and grass-fed livestock
- If grain is included in the animal's diet, preference is given to herds and flocks that are fed Non-GMO grain. Please provide verification of Non-GMO status.
- Country of Origin labeling
- Are we able to schedule a visit to your farm?

### Eggs

- Documentation of farming and/or manufacturing practices: Organic Certification, Good Agricultural Practices, USDA or Health Department Inspections.
- Free-range and pasture-raised flocks
- No antibiotics or growth hormones
- Vegetarian-fed
- Preference is given to flocks that are fed Non-GMO grain. Please provide verification of Non-GMO status.
- Are we able to schedule a visit to your farm?

### Honey

- Priority is given to locally grown, raw and unfiltered honey. Raw is defined as not heated above 118 F.
- Priority is given to bees that forage non-agricultural and non-residential areas.
- Priority is given to Pure USDA Grade A Honey. No Grade C or substandard honey.
- No adulterated honey. No honey from sugar-fed colonies. No honey that contains artificial flavors or additives.
- Spec sheet and product labels with the following information: Producer Name, Crop Year, Floral Variety, and Geographic Origins.
- Provide any additional documentation that speaks to the quality of the product: Organic Certification, USDA Grade Certificate, Producer Certificate for EU, or Lab Test Documents.

**Beer & Wine**

- The Co-op can only sell alcohol that comes through a licensed distributor.
- Priority is given to locally produced craft beers and wines of exceptional quality.
- No fortified products. No artificial colors, flavors, or preservatives.

**Shelf Stable Grocery**

- The Co-op cannot sell home-canned or home-made foods. All products must be produced in a certified facility.
- Must meet USDA, FDA, and WA State labeling requirements.

**Housewares**

- The Co-op cannot sell home-made cleaning products. All products must be produced in a certified facility.
- Priority is given to products free from SLS, Phosphates, and chemical scents.
- Preference given to paper goods made from sustainable sources.
- Preference given to plastics made from plants and biodegradable components.

## New Vendor Application

Business Name \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Alternate address (please explain) \_\_\_\_\_

\_\_\_\_\_

Website \_\_\_\_\_

Social Media \_\_\_\_\_

Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Owner's Name \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Business Tax ID # \_\_\_\_\_

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Distribution Method:

- UNFI
- Other \_\_\_\_\_
- Self-distributing. Business vehicle, UPS, FedEx or other?

\_\_\_\_\_

- If providing Direct-Service-Delivery, please provide details \_\_\_\_\_

\_\_\_\_\_

Delivery Schedule \_\_\_\_\_

When will product be available from this distributor?

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What is your minimum purchase requirement?

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Please list up to four retailers that carry your products:

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Have your products ever been implicated in a food borne illness outbreak or been the subject of a Class 1 Recall? If yes, please explain. Feel free to attach additional information.

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- **Please attach a copy of the following documents:**
    - Business License
    - Wholesale or Resellers Permit, if applicable
    - Liability Insurance with Product and Completed Operations Liability min \$2M
    - Ingredient Statement, if applicable
    - State Facility Inspection, Processing License, and/or GMP, if applicable
    - Non-GMO Verification, if applicable
    - Organic Certification, if applicable
    - Any other relevant documents pertaining to ingredient sourcing.
    - Excel spreadsheet with UPC and pricing
    - Sample Invoice
  - **Dairy & Egg Vendors**, in addition, please attach a copy of the following documents:
    - Certifications from USDA/WSDA
    - Good Agricultural Practices Certification
    - Non-GMO Certification, if applicable
    - Organic Certification, if applicable
  - **Honey Vendors**, in addition, please attach a spec sheet with the following information:
    - Producer Name, Crop Year, Floral Variety, and Geographic Origins.
    - Provide any additional documentation that speaks to the quality of the product: Organic Certification, USDA Grade Certificate, Producer Certificate for EU, or Lab Test Documents.
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## Tell us about your product.

Why is your product a good fit for the Co-op's customers? Please attach sell sheets, photos, or other documents.

## Vendor Application and samples can be mailed to:

Skagit Valley Food Co-op, Attention: Category Manager

202 S. First Street, Mount Vernon, WA 98273

### For Internal Use by Department Manager

Date \_\_\_\_\_ Name \_\_\_\_\_

Did vendor provide the following documents?

- Business License
- Wholesale Permit
- Liability Insurance with Product and Completed Operations Liability min \$2M
- Ingredient Statement
- Sample Invoice

Did vendor meet additional department specific requirements? Yes No

Locally made    locally owned    It's One World

Is packet complete? What Information needs follow-up? \_\_\_\_\_

\_\_\_\_\_

Next steps:

- Accepted: ***New Vendor Agreement*** sent on \_\_\_\_\_
- Not Accepted: Reason \_\_\_\_\_ Notice sent on \_\_\_\_\_

**Return Application to Category Manager with Documentation**