

SKAGIT VALLEY FOOD CO-OP

# New Vendor Application PRODUCE & GARDEN



## 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?
- Do your product labels meet FDA, USDA, or WA State Agricultural labeling requirements?
- Does your business carry liability insurance?
- 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 Produce Department's 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.

## Fresh Produce

- High quality at a fair price
- Preference is given to locally produced and certified organic produce
- In most cases, the Co-op cannot sell homegrown fruit. Some exceptions are made for unique offerings of exceptional quality that come from local hobby farmers.
- Documentation of farming practices: Organic Certification, Good Agricultural Practices, or Statement of Best Practices.
- Wild harvested mushrooms must be accompanied by the Washington State Department of Health **Wild Mushroom Harvest Form**.
- Country of Origin labeling
- Are we able to schedule a visit to your farm?
- Products that limit or reduce packaging waste

## Garden & Floral

- Excellent quality at a fair price
- Preference is given to locally grown plants, seeds and fresh cut flowers

- In most cases, the Co-op cannot sell homegrown plants or seeds. Some exceptions are made for unique offerings of exceptional quality that come from local hobby farmers.
- No noxious weeds or invasive species
- Bee-friendly: Nursery plants grown without the use of neonicotinoid insecticides or other systemic herbicides and insecticides.
- Documentation of growing practices: Organic Certification, Good Agricultural Practices, or Statement of Best Practices.

**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.

# 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:

- Self-distributing.
- UPS, FEDEX or other \_\_\_\_\_

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

When will product be available?

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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
  - Good Agricultural Practices or Statement of Best Practices
  - Non-GMO Verification, if applicable
  - Organic Certification, if applicable
  - Any other relevant documents pertaining to nursery or farming practices
  - Sample Invoice
  - Excel spreadsheet with UPC and pricing
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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. Be certain to fill out the product form on the next page or provide a copy of this information.



## Vendor Application and samples can be mailed to:

Skagit Valley Food Co-op

Attention: Category Manager

202 S. First Street

Mount Vernon, WA 98273

**OR**

You can drop off the application with samples in our Admin Office, Suite 301 on the third floor of the Co-op building.

### For Internal Use by Department Manager

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

Did vendor provide the following documents?

- Business License
- Wholesale Permit
- Liability Insurance
- 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**



