



Friendship Centers of Emmet County
1322 Anderson Rd, Petoskey, MI 49770
P: (231) 347-3211

2016
Request for Information - Farm to Senior Produce Pilot

Responses must be submitted to Christine Scott by Tuesday, March 1, 2016 at 5pm. To be considered, one copy of completed RFI must be submitted by:

1. Email to chris@emmetcoa.org OR
2. Fax to 231-347-3795 (ATT: Christine Scott) OR
3. Mail to Friendship Centers of Emmet County

ATT: Chris Scott

Farm to Senior

1322 Anderson Rd, Petoskey, MI 49770

This RFI is for individual farms interested in selling produce to the Friendship Centers of Emmet County senior congregate meal and Meals on Wheels programs Farm to Senior pilot project. Contact Christine Scott (231) 347-3211 x 17 if you have questions.

Part 1. Overview

Friendship Centers of Emmet County (FCEC) provides a variety of programs and services to individuals 60 years or older who reside in Emmet County. Services provided reflect the mission of the organization - to ensure that all senior citizens have the opportunities, information and services necessary to live healthy, safe, and active lives in dignity.

Among the services provided are congregate, or group meals and Meals on Wheels, or home-delivered meals. FCEC meal programs are intended to address both the nutritional and social needs of our community's older citizens by providing balanced, hot meals at affordable prices. Client surveys reveal that meals are one of the primary reasons Emmet seniors seek services from the organization. With over 69,644 meals prepared in 2015, FCEC provides a valuable source of nutrition and socialization for our county's elders. Additional information on congregate and Meals on Wheels programming can be found online www.emmetcoa.org/home.

With support from the Petoskey Harbor Springs Area Community Foundation, Friendships Center of Emmet County has begun to assess the feasibility of purchasing some of its produce used in their congregate and home-delivered meals from local growers. FCEC is looking to partner with farmers who grow produce in Antrim, Emmet, Charlevoix, Cheboygan, and Otsego counties to meet some of their food needs.

This Farm to Senior Request for Information (RFI) solicits information from farmers in Antrim, Emmet, Charlevoix, Cheboygan, and Otsego counties interested in selling to FCEC throughout the growing season. Interested farmers are invited to complete the application below. FCEC will use the information provided to better understand availability and interest among local growers and inform future conversations with farmer partners for produce sourcing. We ask information about farm practices and product availability regarding certain produce items used in FCEC menus. Following this initial communication, FCEC will work with interested farmer(s) to discuss further details (including price) and come to an agreement on next steps.

Part 2. Partner Expectations

The following list includes expectations of farmers who participate in FCEC Farm to Senior pilot project.

Food Safety

In order to provide food that is safe for FCEC seniors and staff, farmers are expected to follow good on-farm food safety production and post-harvest handling practices. This includes safe planting and use of nutrients (compost) or pest-control mechanisms; harvesting procedures; cooling; washing; packing; delivery, etc. FCEC expects potential farmer partners to provide food safety documentation, which may include a food safety/sanitation plan, logs, journals, documentation of Safe Food-A-Syst, and/or USDA and other third-party good agricultural practices audit, to show that the farm is following good food safety practices.

Farm Visit

Before purchasing begins, FCEC staff and/or Farm to Senior pilot partners will visit the farm to meet the farmer(s), observe farm practices, and assure that good food safety practices are being followed. Logistics and other details of purchase and sale will be discussed at this site visit.

Insurance

Farmer should carry product liability insurance of no less than \$1 million.

Product Specifications and Pack Sizes

All products must be packed and stored under sanitary conditions and in accordance with good commercial practices. Products delivered must match the specifications and standard pack sizes specified for each product, which are described in the Produce Availability and Pricing Form below. FCEC will work with the farmer(s) to communicate appropriate deviations from specified pack sizes and specifications as needed.

Traceability

Each case delivered must be labeled with farm name, product, date harvested and date packed.

Ordering

The product quantities described in the application below are estimates of the quantities that FCEC could purchase. The farmer(s) should plan to provide FCEC with produce availability on a weekly or bi-weekly basis, either by phone or email. FCEC will then send farmers Purchase Orders (PO's) by email with product need dates and quantities no less than 7 days prior to delivery to FCEC. Farmers must designate a primary contact person to work with FCEC in a timely manner to communicate availability and meet order requirements, as well as a secondary contact (for instances when primary contact is unavailable).

Delivery

Farmers must deliver products in clean, sanitary vehicles. While refrigerated trucks are not required, product temperatures will be checked upon delivery at FCEC for appropriate ranges. These appropriate ranges will be communicated to the farmer(s) at the beginning of the FCEC - farmer partnership. Please also note that the FCEC is open to discussing alternative farm-to-FCEC delivery options if transportation is a limitation to participation.

Farmers are expected to bring copies of POs with each delivery and deliveries must match PO quantities and pack sizes specified. Deliveries must be made Monday through Friday between 7:00 and 11:00 am at 1322 Anderson Rd, Petoskey, MI 49770. Additional details related to delivery site will be discussed when appropriate. FCEC has the right to refuse products that do not match agreed upon product specifications, pack sizes, quantities, temperatures or delivery times.

Invoicing

Farmer(s) must email OR fax invoices to FCEC no more than 7 days after delivery to Christine Scott or Cindy Helton, Food Service Director.

Email: chris@emmetcoa.org OR cindy@emmetcoa.org

Fax: 231-347-3795 (ATT: Christine Scott OR Cindy Helton)

Payment

Farmer(s) will receive payment by mail within 30 business days upon receipt of invoice.

Part 3. Application

Instructions

Please complete the Application Questions and Produce Availability and Pricing form. Responses are due Tuesday, March 1, 2016 by 5pm.

Questions

Please complete the following information about the farm:

Farm Name: _____

Website (if you have one): _____

Primary Contact Name: _____

Primary contact is expected to provide communication with FCEC by phone and email in a timely manner.

Work Phone: _____ Cell Phone (if different): _____

Email: _____

Secondary Contact Name: _____

Secondary contact is expected to provide communication with FCEC by phone and email in a timely manner when primary contact is unavailable or unreachable.

Work Phone: _____ Cell Phone (if different): _____

Email: _____

Physical Farm Address: _____

Mailing Address (if different): _____

Type of organization (circle one): LLC 501c3 Other:

Projected acres of fruit/vegetable production on farm for 2014 growing season: _____

Is direct delivery to the FCEC a barrier? (circle one)

Yes, I would like to discuss alternative delivery options

No, not at this time

Has farm sold produce to any other institution or wholesale buyers, such as colleges, hospitals, schools, or produce distributors including Cherry Capitol, Goodwill, or other food hubs in the past 2 years? If so, please fill out the following:

Institution or wholesale name (Please include contact name)	Institution or wholesale contact (phone/email)	When did you sell to them?	Which item(s) did you provide?	Approximate quantity of each order?

Does farm have a written food safety plan? Yes No

Does farm keep logs or documentation (e.g. journal) of food safety related information? Yes No
(If yes, please attach copy here)

Does farm have any of the following?

Circle all that apply.

(If yes, please attach copy of certification here)

GAP Audit

GAP training (but not official GAP audit)

MAEAP Audit

Certified Naturally Grown

Certified Organic Sustainable growing practices (but no certification)

Other: (please describe) _____

Briefly describe how and where products are rinsed/washed on the farm, if applicable.

Briefly describe how and where products are packed on the farm.

Does farm have \$1 million product liability insurance? Yes No

Does farm use any pesticides or fertilizers? If so, list below. Please include natural and synthetic/chemical applications used on the farm. Attach extra pages if necessary.

Is a farmer or farm representative interested in partnering with FCEC to educate seniors about local food? Check all that may apply.

- Visit the Friendship Centers of Emmet County congregate meals site
- Special educational events
- Provide picture(s) of farm or farmer(s)

Produce Availability and Pricing

The quantities and types of produce items below are some of the approximate quantities that FCEC may consider procuring from Farm to Senior partners during 2016. FCEC understands that unexpected weather-related or other events may lead to reduced supply. Similarly, FCEC may face unexpected changes in demand or last-minute menu changes. Therefore the quantities below are approximate. Produce orders will be communicated via Purchase Orders as described above.

Please fill out the table below indicating the farm's capacity to provide each produce item.

Instructions

- Farm may fill out information for one, some or all of the produce items listed below.
- Farm may be considered for none, one or multiple produce items listed below.
- Please leave blank the rows for items the farm does not wish to be considered for.
- For each item the farm wishes to be considered for, farm must fill out ALL information in cells indicated in red column headings.
- If farm can only provide some of the approximate quantity, indicate that in the "Quantity Farm can Supply" column
- "Quantities Farm can Supply" must be specified in terms of pack sizes listed in "Pack Size" column
- "Price" column should indicate the price farm proposes to charge for the product for the 2016 season

Produce Item	Product Description	Pack Size	Pack Description	Approx. Delivery Periods	Approximate Quantity Needed	Quantity Farm can Supply	Variety (or varieties)
Baking potato	Grade A potatoes to bake. For example, Russet. Consistent, uniform sizing.	50# sack	Rinsed, free of debris and soil	August - stored as long as possible	50# sack every 2 weeks		
Baby red potato	Red-skinned Grade B potato to use unpeeled and roasted at cooking site. Consistent sizing.	50# sack	Rinsed, free of debris and soil	August - stored as long as possible	12-50# sack every 2 weeks		
Carrot	Any variety. Firm, free from soft rot and damage.	12# sack or bin	Rinsed, free of debris and soil. Green/tops removed.	July - stored as long as possible	48# sack or bin weekly		
Green cabbage	Tight, reasonably firm heads. Large heads are okay.	45# carton or bin	Outside 1-2 wrapper leaf/leaves removed, not too much dirt in container.	July - stored as long as possible	10-45# carton/bin every 3 weeks		
Red cabbage	Tight, reasonably firm heads. Large head are okay.	45# carton or bin	Outside 1-2 wrapper leaf/leaves removed, not too much dirt in container.	July - stored as long as possible	10-45# carton/bin every 3 weeks		
Salad greens	Fresh picked, or cut crisp baby leaf (red/green). Tender with no yellowing, decay.	10-12# bag	Washed and bagged.	May-June; Sept-Nov	10-12# once per week or 5-6# twice per week		
Beets	Any variety. Firm. Free from soft rot and damage.	25# sack	Fairly clean. Greens/tops removed or topped.	July - Oct or stored/grown as long as possible	1, 25# sack monthly		
Tomato, cherry or grape	Firm, color typical of variety. Free of bruises.	6-8 Pints (half flat)	Free of debris and soil.	August - October	6-8 pints weekly or 1 half flat		

Produce Item	Product Description	Pack Size	Pack Description	Approx. Delivery Periods	Approximate Quantity Needed	Quantity Farm can Supply	Variety (or varieties)
Cucumber	For slicing Fresh, firm and free of decay	24 count bag or bin	Free of debris and soil.	July-September	24 weekly		
Radish	Open to varieties. Clean, well formed, firm.	15#, 3-5# bags or bins	Tops removed. Rinsed, free of debris and soil.	May - October	Every 2weeks		
Parsnip	Firm. Free from cracks, bruises, or discoloration.	20# bag or bin	Tops removed. Rinsed, free of debris and soil.	September - stored as long as possible.	Every 2weeks		
Squash, summer	Yellow and zucchini. Small/medium Fairly tender, well formed, firm.	40-44# (approx. 1 bushel)	Free of debris and soil.	July-October	1 bushel every 2 weeks		
Squash, winter	Acorn, Butternut. Mature, not broken/cracked, free from soft rot or wet breakdown.	60-80# bins	Free of debris and soil.	September - stored as long as possible	60-80# every 2 weeks		
Apple	Firm, crisp, sweet, flavorful varieties preferred. Not Red Delicious.	300 count (approx. 4 bushels)	Free of debris.	August - October, or open to discuss stored apples	4, 300 count bags/bins every two weeks		
Pear	Barlett, Bosc, or equivalent. Mature, ripe, well formed. Free form insect injury.	300 count (approx. 4 bushels)	Free of debris.	August - October	4, 300 count bags/bins every two weeks		
Other:	Green Onions		Free of debris and Soil				
Other:	Green Peppers		Free of debris and Soil				
Other:	Berries		Free of debris and Soil				