

## **REQUEST FOR INTEREST CCE Sullivan Mobile Farmers' Market Vendors**

### **INTRODUCTION**

Cornell Cooperative Extension Sullivan County (CCESC), invites letters of interest to provide fresh produce for the CCE Sullivan Mobile Farmers' Market Pilot Project for the 2018 season to improve access to locally grown, fresh food by Sullivan County senior citizens and low to moderate income residents.

Applicants should submit one (1) copy of letter with original signature. Envelopes should be clearly marked: "RFI – Mobile Farmers' Market".

Letters should be submitted to:

Melinda Meddaugh, Ag & Food Systems Team Leader  
Cornell Cooperative Extension Sullivan County  
64 Ferndale-Loomis Rd.  
Liberty, NY 12754  
Fax: (845) 292-4946  
E-mail: [mm2592@cornell.edu](mailto:mm2592@cornell.edu)

**Letters must be received by 4:00 p.m. EDT on Wednesday, August 1, 2018 for a September 10, 2018 start.**

### **QUESTIONS CONCERNING THE RFI**

All questions about this RFI may be submitted to:

Melinda Meddaugh, Cornell Cooperative Extension Sullivan County  
64 Ferndale-Loomis Rd., Liberty, NY 12754  
Phone: (845) 292-6180 ext. 116  
Fax: (845) 292-4946  
E-mail: [mm2592@cornell.edu](mailto:mm2592@cornell.edu)

## **1. GENERAL PROGRAM INFORMATION**

The CCE Sullivan Mobile Farmers' Market Pilot Projects seeks to enhance nutrition and economic health in Sullivan County by increasing access to locally grown, fresh foods by senior citizens and low to moderate income Sullivan County residents. To achieve this goal CCESC will partner with local producers to stock and to deliver farm fresh products to senior housing, WIC offices, and low to moderate income housing developments using CCE Sullivan staffed Mobile Farmers' Market vehicle, one to two times per week, beginning Monday, September 10 through Wednesday, November 22, 2018 (weather permitting) in Monticello and Liberty, New York.

Objectives of the CCE Sullivan Mobile Farmers' Market Pilot Project are:

1. To provide additional opportunities for Sullivan County farmers to sell locally grown products;
2. To increase access to locally produced, farm fresh foods for seniors and low to moderate income Sullivan County residents.

## **1. ELIGIBILITY**

☑ Sullivan County and surrounding Farmers and Producers

## **2. MOBILE FARMERS' MARKET VENDOR LETTER OF INTEREST**

Interested producers must provide the type and quantity of product(s) available on a weekly basis, including seasonal availability, and the wholesale and suggested retail cost per unit (e.g. oz, lbs, etc..). Please note if you are able to deliver (and affiliated cost) or would need product pick up, and preferred payment method and frequency.

## **3. LETTER FORMAT**

1. Provide all information requested in the letter form below.
2. Type or print legibly.
3. Submit one (1) copy of the letter.
4. Attach all required attachments at the end of the letter form.

## **4. SELECTION**

CCESC will send notice to each applicant upon final vendor(s) selection. An agreement will be developed by CCESC subsequent to the provision of services, and will incorporate product and delivery details and a fee schedule. Invoices for payment shall be submitted to CCESC on the vendor's standard invoice form. Payment for invoices submitted by the contractor shall be rendered as agreed upon.

## **5. FREEDOM OF INFORMATION**

All letters submitted and all related contracts and reports may be subject to disclosure under the Freedom of Information Law.

