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

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
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.
CCE Sullivan Mobile Farmers’ Market Vendor Letter of Interest

First Name, Last Name: ______________________________________________________

Farm/Business Name: _______________________________________________________

Phone: ______________ Fax: ________________ Email: ____________________________

Mailing Address: _____________________________________________________________

Please describe your product availability and wholesale and retail pricing per unit.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please describe your preferred payment method(s) and frequency.

__________________________________________________________________________
__________________________________________________________________________

Are you able to deliver your product on an agreed upon schedule to the Extension Education Center at 64 Ferndale Loomis Rd., Liberty, NY? Yes_____ Cost: $_____ No_____ 

By signing this letter, I agree that I understand the terms and conditions of this project. I further understand that if selected I will enter into an agreement with CCESC to provide produce, weekly, for the Mobile Farmers’ Market Pilot Program in 2018 and will submit invoices for payment to CCESC.

Signature: _________________________ Print: _______________________ Date: ______