

WWPS Farm to School

Vendor Information and Qualifications

WWPS Nutrition Services Department defines qualified vendors as those who: 1) have completed this Vendor Information and Qualifications form, 2) have completed the farm food safety questionnaire and show no outstanding issues, 3) carry a minimum of \$1M in product liability insurance, 4) can submit an invoice for payment, 5) can deliver to the school district warehouse (1174 Ently), 6) have submitted a W-9 form

1. Name (farmer and business names) _____

2. Address (street, city, state, zip) _____
3. Email address _____ Website address if any _____
4. FAX number _____
5. Phone number (business, cell, home) _____
6. Can you provide proof of a minimum of one million (\$1,000,000) dollars of product liability insurance?
No [] Yes [] If yes, please attach the cover page of your insurance policy.
7. Are you able to deliver to one location (1174 Ently St. Walla Walla) Monday – Friday 7:00am – 3:00pm?
No [] Yes [] If yes, is there a required day(s) for delivery _____
If yes, do you have a minimum required dollar amount? _____
8. Are you willing to accommodate packaging requirements of the school buyer? (ex: boxes, not bins)
If unable to meet the packaging requested in the specifications, vendors must communicate and have a new packaging system approved or they will be assessed a fee for repackaging. The district requires produce packaged for easy delivery to 10 school locations.
No [] Yes []
9. Are you able to accept payment by submitting an invoice and receiving payment within 4 weeks?
No [] Yes [] If no, what are your payment requirements? _____
10. Can you supply a W-9 Form (Tax Payer Identification Number and Certification)?
No [] Yes [] Please submit with this questionnaire or your fist invoice.
11. Do you have Good Agricultural Practices (GAP), or other third party food safety certification?
No [] Yes [] If no, please complete the farm food safety questionnaire.

12. Do you have any other farm certifications, such as Organic, Food Alliance or Salmon Safe?

No [] Yes [] If yes, list which ones do you have

13. Would you be interested in 1) visiting a school to speak to students or 2) providing pictures and farm descriptions for a farm profile poster or 3) hosting a farm field trip for students?

No [] Yes [] If yes, please describe which of these or other educational ideas you would be interested in.

14. What method works best to communicate with you about produce availability and price?

Electronic communication (email, fax) is increasingly found necessary for efficient purchasing processes.

Email business phone fax cell phone in person other

15. Would you be able to provide a regular "fresh sheet" via email or fax, listing available produce amount and price? (Refer to the document titled - Submitting a Fresh Sheet to Walla Walla Public School)

No [] Yes []

If YES: please submit fresh sheets starting as soon as you like, to Nutrition Services via email to Stephanie Maldonado smaldonado@wwps.org or fax at 509-527-3049.

If NO: please contact Beth Thiel bthiel@wwps.org or phone at 509-386-2037 for assistance in establishing your fresh sheet system if you are interested.

16. Do you have a policy if the product does not meet customer needs? If so please describe.

No [] Yes []

17. Are you interested in providing a tour of your farm for district and nutrition services staff?

No [] Yes []

18. Have you submitted the produce availability questionnaire?

No [] Yes []