detroit people's food co-op
Community-Owned Grocer

LOCAL VENDOR GUIDE

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A guide for local farmers and producers

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guide is based on the format of Open Harvest Co-op Grocery, Lincoln, NE

Table of Contents

Contents

Introduction 3
Liability Insurance Requirement 3
IRS Required W-9 Form 3
Product Selection Guidelines 3
Packaging & Presentation 4
Produce 4
Meat & Dairy 4
Eggs 5
Ordering 5
Delivery 5
Retail Grade 6
Produce Boxes 6
Delivery Fees 6
Parking 7
Receiving 8
Receiving Hours 8
Invoices 8
Pricing 10
Payment 10
Resources 11

Introduction

Thank you for your interest in becoming a vendor at Detroit People's Food Co-op. This guide provides everything that is required for us to have a healthy and mutually beneficial working relationship. Please read through this guide carefully before filling out an application. New Vendor Applications are available through our interested supplier intake website: https://pmbc.connect.space/dpfc-supplier-search/details.

Connecting eaters with locally produced foods is at the heart of what Detroit People's Food Co-op stands for and that is why we value our relationships with local vendors. We are always on the lookout for new local products and we look forward to hearing from you!

Liability Insurance Requirement

The Co-op requires that vendors have liability insurance naming Detroit People's Food Co-op as an Additional Insured. The minimum limit for General Liability should be no less than $1 million per occurrence. A certificate of coverage from the insurance carrier must be sent to the Co-op annually.

IRS Required W-9 Form

This request for taxpayer identification number and certification needs to be completely filled out by the business, listing all basic details of the business identity: name, federal tax classification, address, and taxpayer identification number (TIN). Completed W9 forms are required to be in

Product Selection Guidelines

Detroit People's Food Co-op is Detroit's trusted source for quality food, personal, and household products, making a variety of options accessible to the community in a way that prioritizes Black food sovereignty and supports community food sovereignty in the North End neighborhood, and beyond. We stock a variety of conventional as well as organic and natural products.

To do this, we look for products that:

- Come from local suppliers, when possible, with priority given to Black-owned businesses from the North End and surrounding Detroit neighborhoods
- Meet the price and quality needs of our customers and will sell well
- Have an adequate and consistent supply (while in-season)
- Retail-ready: packaged or presented in a manner that is ready to sell

Businesses interested in becoming vendors at DPFC should start by providing information through our online vendor portal. Current vendors submitting new products for consideration are encouraged to send photos and/or samples along with the product information, ingredient lists, and costs.

DPFC stocks both conventional and natural products. Some areas of specific interest to the co-op when it comes to product selection include:

1. **SUPPORTIVE OF BLACK FOOD SOVEREIGNTY**: in order to support efforts toward sovereignty in the Black community, DPFC will prioritize working with Black growers and producers
2. **INCLUSIVE**: purchase from Indigenous and other producers of color, as well as women-owned, LGBTQIA and veteran-owned businesses.
3. **LOCAL**: Produced within the North End, and Detroit. DPFC defines local as product grown or produced within 100 miles of the Co-op or within the State of Michigan.
4. **AFFORDABLE**: Allow us to price at a variety of price points that work for our community.
5. **SUSTAINABLE**: A proportion of our mix being Organic, Certified Naturally Grown, and/or other sustainable practices in produce, as well as similar consideration for meat, seafood, and dairy.
6. **SOCIALLY RESPONSIBLE**: Cooperatively run, fair trade, small scale, not tested on animals.
7. **APPROPRIATELY PACKAGED**: Minimal packaging that is recyclable, biodegradable, or compostable.

Packaging & Presentation

All product should be retail grade and ready to sell. All packaging should be new and food-grade. BPA-free is encouraged.

Produce should be clean (dirt, sand, bugs or any other materials needs to be washed off and/or appropriately removed).

Bunched produce should be appropriately twist-tied (preferred) or banded. The vendor is responsible for providing and twist-tying or banding bunches accordingly. If using bands, ONLY NEW, food-grade rubber-bands may be used. If certified organic, ORGANICALLY GROWN or CERTIFIED ORGANIC twist ties should be used, if available. If produce is not certified organic, LOCALLY-GROWN twist ties should be used, if available.

For packaged goods, we advise vendors to register UPCs for your products with GS1, and include barcodes on your product. It makes your product appear professional and speeds up checkout.

Produce

Preference will be given to produce that is grown by Black growers within Detroit, and all other Detroit area growers. DPFC defines local as grown or produced within 100 miles of the store or within the State of Michigan. DPFC stocks both conventionally and naturally grown produce. Some helpful labels that have an impact on consumer purchasing include Certified Organic and/or Certified Naturally Grown (www.cngfarming.org).

Meat & Dairy

Our Meat and Grocery departments will also provide a mix of products raised using conventional as well as more sustainable practices, including minimal added preservatives, nitrates or nitrites, from livestock that are humanely-raised without the use of antibiotics or growth hormones. We look to have a selection of Halal meats to meet community needs.

Eggs

The Co-op seeks fresh local eggs from cage-free birds that are raised without the use of antibiotics or growth hormones. Preference will be given to pasture-raised.

All vendors are required to have the appropriate licensing to sell eggs to a retail store in the state of Michigan. Eggs should be washed, candled and refrigerated from the time of collection. Eggs are purchased in whole cases (15 dozen per case) only.

Ordering

Department managers will contact vendors to place orders as needed. Orders are not guaranteed, but based on sales and customer demand. Only product ordered by the Co-op will be accepted for delivery.

Price of the product must be communicated by the vendor before product will be ordered.

For seasonal and perishable items like produce and dairy, communicate availability of product, including quantity and date available to department managers **by email**.

Establishing a weekly communication routine as the season commences is recommended, so both vendor and department manager can count on a regular conversation about upcoming availability. Weekly routine should include product availability, order and delivery deadlines.

Revolving and auto-fill orders may be initiated by the department manager, but only after a vendor has established consistent communication and delivery.

The Co-op strives to have excellent relations with all vendors based on mutual respect and excellent communication. That said, we know things don't always work out, so the Co-op or vendor may terminate the business relationship at any time, ideally with written notice.

Delivery

Only product ordered by the Co-op will be accepted for delivery. Product must be retail grade and accompanied by an invoice.

We recommend that vendors establish consistent delivery days and times with the department manager, and communicate if deliveries will deviate from those times.

The Co-op's department managers and staff have the right to reject any product due to damage, decay, and/or if it is not retail grade. The vendor will be contacted within 24 hours of delivery for a return of the amount of product not sellable.

The Co-op pays within listed terms (NET 14); NO CASH ON DELIVERY.

Retail Grade

Retail grade is product that is ready to be put out on the shelf and sold to customers. It is cleaned and appropriately packaged. For produce, any dirt, sand, bugs, or any other material needs to be washed off and/or appropriately removed. Discoloration, blemishes, scrapes or other external deformities will be left up to the produce manager's discretion as to whether it can be sold.

Produce Boxes

Vendors must deliver produce in their own food grade boxes or containers. Boxes must be new or very gently used produce boxes (waxed or similar) or unmarked boxes. Boxes or other delivery totes must be labeled with identifying producer/vendor, weight or count, item description, certification (if applicable), and delivery and/or pack date. Additionally, if certified organic, that must be clearly marked.

Items delivered in inappropriate boxes (examples: used electronic boxes, potato chip boxes, unclean or worn boxes, alcohol boxes) will not be accepted and the vendor will not be paid.

On a case by case basis, DPFC may be willing to work with growers to save their boxes for reuse. DPFC will recycle boxes not picked up for longer than two weeks.

Delivery Fees

DPFC assumes free delivery, unless delivery fees have been discussed between vendor and department manager prior to ordering. If a delivery fee is not expressly stated as part of the purchase, delivery fees will not be paid.

Parking

Deliveries should be made through the receiving bay doors. If the loading area is busy with other deliveries, please wait, or park in the lot and come in and request a cart to bring in your delivery. Our staff is limited, so we appreciate everyone’s patience. It's recommended that large trucks time their deliveries outside lunch hours, as it's difficult to back into the loading dock during busy times.

The loading area spots are very short-term parking. If you will be shopping or intend to stay for more than the duration of the delivery, please move your vehicle so other vendors can make their deliveries.

If a vendor makes purchases after making a delivery, please exit through the front doors. No product should go out through the back door.

Receiving

Receiving Hours

Monday – Friday: 8 AM – 3 PM

Any other times need to be negotiated with the department manager in advance before becoming a vendor.

Vendors with any last-minute delivery changes that fall out of the required times must notify the department manager as soon as possible (due to weather, emergency, etc.) so that we may arrange for the delivery to be received and stored properly.

Invoices

Detroit People's Food Co-op must be provided with a typed invoice or handwritten on an invoice pad **upon delivery**. Each invoice line should be clearly labeled, whether it is a product, credit, or delivery fee. To be paid, every invoice must be signed as received by a Co-op staff member.

Invoices must include:

- Date of Delivery
- Terms (Net 14 or Net 30)
- Invoice Number
- Farm/Producer Name
- Address
- Phone Number
- For each product delivered:
    - Quantity
    - Product Description (if certified organic, please indicate)
    - Per unit price
    - Item total
- Invoice Total

We encourage local vendors to keep their own copies of invoices for reference. The Co-op cannot be responsible for making copies of vendor invoices.

Example of an Ideal Invoice

Pay to: Local Farm
1234 Sustainable St

Detroit, MI 48202

313-555-5555
us@detroitfarm.com

INVOICE

Invoice #: 1143
Delivery Date: 3/2/2023
Net Terms: Net 14

Qty	Product	Price	Item Total
1	Sweet Potato, Beauregard 35# Certified Organic	$48.50	$48.50
10	Kale, Curly Certified Organic	$1.20	$12.00
3	Spring Mix, 2# Certified Organic	$6.00	$18.00
		TOTAL	**$78.50**

Bill to: Detroit People's Food Co-op
8324 Woodward Ave.
Detroit, MI 48202

Pricing

As a local vendor, it is important that you know your costs and what you need to charge for your product, and communicate these clearly. The Co-op will provide feedback on pricing as needed, and will try to work with vendors to establish a fair price for all parties.

Any cost changes must be agreed upon by the buyer prior to delivery of product.

The Co-op reserves the right to set the shelf/retail price of products. As you know your costs best, we know ours, and set appropriate margins to meet our operating expenses while providing a fair price to the shopper.

Payment

The Co-op pays NET 14, in which payments are made by the Co-op within 14 days of the delivery date.

DPFC processes payments to vendors using the BILL payment process platform (bill.com) that provides efficient and reliable payments via EFT or check. This service is at no cost for you to use to receive your payments. To get connected, please provide the following details:

- Business Name or legal full name
- Address
- Accounting Email (Email you prefer payment details sent)
- Phone
- If you are on the BILL.com network, we can connect using your Payment Network ID (PNI)

Once we receive these details, you will receive an invitation to set up to receive payments using BILL's secure portal, where you can choose EFT or check payments.

Resources

TO BE DEVELOPED AT A LATER DATE AS NEEDED