

# New London Farm to City Institutional Purchasing Guide

## Potential Vendor Questionnaire Form 2.3

Thank you for your interest in providing us with information of your food products available for the New London Farm to City institutions. Please complete the information below to your best ability and return to Greater New London Farm to City P.O. Box 1184 New London, CT 06320. Questions should go to [info@greaternewlondonfarmtocity.org](mailto:info@greaternewlondonfarmtocity.org) or 860-439-0016.

Name: \_\_\_\_\_  
Farm / Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Are you willing to deliver to each location?      Yes      No

Amount of liability insurance you carry:

\_\_\_\_\_

Do you provide wholesale / bulk food to other customers:

\_\_\_\_\_

If so, who? \_\_\_\_\_

What are your payment terms and expectations? Please note: A receipt / invoice must be left with each delivery)

\_\_\_\_\_  
\_\_\_\_\_

List inspections your facility receives from USDA/State/Local inspectors and their frequency. Attach Copies of most recent reports.

\_\_\_\_\_  
\_\_\_\_\_

Please describe your pest management practices:

\_\_\_\_\_  
\_\_\_\_\_

What will be your Credit / Return Policy?

\_\_\_\_\_  
\_\_\_\_\_

Comments/Suggestions:

\_\_\_\_\_  
\_\_\_\_\_

Vendor's Signature

Date

\_\_\_\_\_

Institutional Representative Signature

Date