Center for Continuing Education
Purchasing Criteria for Sustainable Fridays

The University of Georgia’s Center for Continuing Education (CCE) recently launched a pilot project to incorporate local, sustainable and organic foods into the menu of the Savannah Room Restaurant with the introduction of Sustainable Fridays. This project hopes to support and encourage sustainable food production by incorporating local, sustainable and organic foods into its Friday menu, and by educating customers of the social, environmental and economic benefits of supporting sustainable foods.

This document describes the requirements for a new vendor to be eligible to sell to the CCE and outlines the procedures involved.

Purchasing Criteria
There are currently no state procurement procedures or restrictions for adding a new vendor for purchasing through the CCE. The primary considerations for adding a new vendor are outlined below:

- **Type of Farm** – This new purchasing program and the University of Georgia do not currently have a definitive definition for sustainable food production. In the short-term the CCE seeks local products from operations with farms and ownership within the State of Georgia. Preference will be given to farms within a 100-mile radius of the City of Athens. The CCE has established a committee to assist in developing purchasing priorities based on sustainability goals.

- **Type of Product** - The CCE will initially focus on purchasing fresh produce and fruits in season, meats, cheeses, and wines. (As this purchasing program evolves and availability improves we anticipate establishing “sustainability priorities” for each of the different food categories. Examples of these sustainability goals are reduced input or certified organic production, grass-fed livestock, antibiotic and hormone free meats, and locally and regionally produced products.)

- **Price** – The CCE will request seasonal price changes from vendors and will seek to determine market price for products with certain attributes.

- **Availability** - Quantity of product purchased will vary, but examples of typical purchase orders are available. March and April are the CCE busiest months so greenhouse production and early season crops are important.

- **Delivery Schedule** – All products must be delivered to the University of Georgia Campus in Athens. Delivery schedules can be negotiated and cooperative delivery strategies will be encouraged.

- **Quality Criteria** – Before purchasing new vendors may be asked to bring a representative sample of their product for quality assurance. Quality of products must be very high and very consistent.

- **Return Policy** - If the CCE deems any product to be of too low quality to be served the product will be refused upon delivery, or returned for a full credit if the product is later seen to be of poor quality.
Purchasing Procedures
In order to sell to the Continuing Education Center dining services, a new vendor must submit a Federal Form I-9, which is an employment eligibility verification document. This form can be downloaded from the internet (www.uscis.gov/files/form/i-9.pdf). New vendors must provide personal identification documents; either a passport, or a driver’s license with another form of identification such as a social security card or birth certificate, when submitting the I-9.

Vendors must provide an invoice for all sales to the Continuing Education Center. The invoice should be typed and include: The name of the vendor, the address and phone number, the type of produce or product supplied, the number of units, price per unit and total price. The University of Georgia is tax-exempt so no sales tax should be included. The University of Georgia will make payment on this purchase order within 20-30 days. The first purchase order submitted by a new vendor may take up to 45 days to complete payment, during which time a vendor account will be established through accounts payable.

New vendors also have the option of setting up a third party account (such as Pay-Pal) in order to receive payment on invoices on the same day as the delivery. Payments into a third party account are made via a UGA P-Card, which functions as a credit card.

Health and Safety Standards
Food purchased by the University of Georgia must be obtained from an approved source as defined by the 2007 Georgia Food Service Rules and Regulations. Whole, raw fruits and vegetables do not currently have a defined approved source and can be obtained from private farms, a local farmer's market, or can be grown onsite at the establishment and be legally considered as an approved source for produce. The only regulations governing the sale of whole fruits and vegetables address the application of approved insecticides and other chemicals on food crops. These rules can be obtained from the Georgia Department of Agriculture through their website (www.agr.state.ga.us).

An approved source for processed foods must comply with all laws relating to food processing and shall have no information on the label that is false or misleading (Chapter 290-5-14). All vendors of processed foods must obtain a Food Sales Establishment License from the Georgia Department of Agriculture. Licenses are issued at no cost by the GDA office in your district after demonstrating that you have followed the guidelines for food processing safety, food processing facilities, and met the requirements for food labeling. Information on these requirements can be obtained from the Georgia Department of Agriculture’s District Supervisor in your district. Detailed rules on food processing can be found in the General Rules Chapter 40-7-1.

Good Agricultural Practices
In order to minimize the risks of microbial contamination vendors should review and conform to Good Agricultural Practices (GAPs). Information on GAPS can be found in the following publication: “Guide to Minimize Microbial Food Safety Hazards for Fresh

Product Liability Insurance
The University of Georgia does not currently require product liability insurance of new vendors.

Who to Contact
For more information or for inquiries from potential new vendors please contact:

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