

Michigan Organic Food and Farm Alliance (MOFFA) CALL FOR PROPOSALS

November 2009

Use of the MOFFA Mobile Food Processing Unit

MOFFA requests proposals from individuals, organizations, or groups to use the MOFFA Mobile Food Processing Unit for organic processing that includes education, outreach, and community development efforts that promote local and organic food. These efforts may involve, but are not limited to, small farm development, demonstrations, and learning opportunities related to food preparation and processing, promotion and growth of local markets, and other innovative projects that serve Michigan farmers and consumers. Partnership applications are encouraged. (Proposal requirements on page 2.)

Built in 2000 with funding from the USDA North Central SARE Program, the unit is 22 foot long trailer equipped with a convection oven, an 8 burner high BTU propane range and commercial exhaust hood fan, a commercial freezer, an on-demand water heater, a triple stainless steel sink for dishes and utensils, and a single sink for washing vegetables. It has about 10 feet of stainless steel counter tops, several electrical outlets, hookups for a water supply hose, a spray valve for the sink, a propane tank, and a holding tank for 34 gallons of "gray water".

The trailer has two screened doors, three screened windows, waterproof wall panels, commercial flooring, and fluorescent light fixtures.

Towing requires at least a 1 ton vehicle with a hitch, and it is equipped with electronic brakes which must be used during transport.

Additional specifications are available upon request.

The trailer has been used to: prepare baked goods such as bread, doughnuts, and pies for direct sales; hold cooking workshops and demonstrations on jam-making, freezing fruits and vegetables, and baked goods; package mixes for flour and grain products; farmers' market promotion; and to pickle asparagus.



Proposal Requirements

Proposals must be submitted to the MOFFA Board no later than March 1, 2010. Please send to: MOFFA, Mobile Unit Proposal, PO Box 26102, Lansing, MI 48909-6102.

Proposals should be no more than two pages in length, and must include:

- 1) The name and contact information of the individual or organization who will assume primary responsibility for the use, storage, and transportation of the unit.
- 2) The names and contact information of any individuals or organizations who will be involved with the use of the unit during the period of its possession.
- 3) A detailed description of the plans for use of the unit by both the primary recipient and any partner organizations. This description must identify the planned educational, outreach, community development, or other activities, including the expected frequency and location of these events, and their desired outcome and potential for promoting local and organic food.
- 4) Evidence of a commitment to developing and implementing a comprehensive and coherent maintenance plan, including the practical and legal aspects involved in storage, transport, insurance, maintenance, licensing, grey water disposal, and inspections (local, state, and federal).
- 5) A statement of support for the values and mission of MOFFA, and a desire to promote the organization (see <http://www.moffa.org/>).
- 6) Other information deemed relevant to explaining your interest in this project.
- 7) Letters of support from partners (not included in the 2-page limit).

Agreement Details

A final decision on all proposals received by the above deadline will be made at the MOFFA Board meetings in March and April, 2010.

The trailer shall remain the legal property of MOFFA and a lease contract will be negotiated for two calendar years. Some of the provisions of this contract to be met by the lessee include, but are not limited to: assuming sole liability for maintenance/repair of the trailer in the condition in which received; providing MOFFA with proof of insurance for storage, transportation, site-use, and product liability; and showing proof of all required licensing, inspection, and permit requirements from local, state, and federal agencies. The lessee must agree not to use the unit for any prohibited activities, and to adhere to all legal requirements related to the use of such units, including grey water disposal.

For questions or further information please contact MOFFA at moffaorganic@gmail.com or our voicemail at 248-262-6826

Please distribute this call to others who might be interested.