

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Discussion/Approval to liquidate perpetual care funds

Agenda No. IX (D)

NEW BUSINESS

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AGENDA ITEM DESCRIPTION
Discussion/Approval to liquidate perpetual care funds

NOTES:

# **Memo**

**To: Mike Randall, City Manager**  
**From: Ken Reynolds, City Attorney**  
**Date: March 13, 2015**  
**Re: Flower Accts – City Cemetery**

**Dear Mike:**

**After reviewing the documents you provided to me as well as reviewing Missouri state statutes and talking to a representative from the Missouri Department of Economic Development, Professional Service Division, it is my recommendation that we send a letter to any of the heirs that still have contact with the City of Aurora regarding the flower accounts with the City. I would recommend a letter to each individual or family that we still have contact with advising them that we are returning the remaining money to them as the City cannot continue to incur the costs of managing the funds as well as the accounting costs associated with them.**

**If there are no heirs to contact any longer, it is my recommendation that the funds be used to purchase a common monument or other recognition of the deceased that can be placed in the cemetery. I believe exposure to the City with regards to any legal ramifications is limited to the amount of money remaining in the account which my understanding is quite low.**

**Call me if you have any questions regarding this matter.**

**Cordially,**

**Kenneth P. Reynolds**

## MAPLE PARK CEMETERY PERPETUAL CARE

### CERTIFICATE OF DEPOSIT WITH 1ST INDEP BANK

OMA REID FRIZZELL	\$	486.58
CHESTNUT GATTS ESTATE	\$	143.65
W.E. HALE	\$	297.69
JOSEPH M. HAWKINS	\$	97.55
FAYE S HOOT	\$	1,000.20
ELIZABETH MAY	\$	195.09
CHARLES S. PECARE	\$	297.69
MYRTLE E. STRINGHAM	\$	194.85
	\$	<b>2,713.30</b>

### ACCOUNT WITH ARVEST BANK

MINNIE HAINES		\$2,004.18
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### HH BONDS

DAISY I. VINYARD	\$	2,000.00
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# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: City Manager

Agenda Item: Discussion/Approval to decide who will pay associated costs for implementing a credit card system

Agenda No. IX (E)                      NEW BUSINESS

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## AGENDA ITEM DESCRIPTION

Discussion/Approval to decide who will pay associated costs for implementing a credit card system

## NOTES:

3/20/15



### City of Aurora

- Local representative and processor
- **No term contract for our services**
- **Free supplies**
- Free 24/7 terminal support
- **Deposits are posted within 24-48 hours to your Arvest account**
- Fees are automatically deducted once a month from your Arvest account
- Credit requirement of 620 or higher
- Setup takes about a week once paperwork is signed

Monthly maintenance fee: \$10

Monthly PCI compliance fee: \$10

One time setup fee: ~~\$50~~ **NOCHARGE**

Pass thru pricing: interchange plus 2.50%/item and \$0.10/item\*

\*Pass thru pricing is determined by an annual sales estimate of \$252,000 and an average ticket size of \$25, and is subject for review at any time. Interchange rates are set by Visa, MasterCard, and Discover and are determined by card type. Standard debit/credit cards are on the lower end of 1%, whereas business, corporate, purchasing, and rewards cards are on the higher end of 2.5-3%. The interchange rates will be passed on to you plus the 2.50% and \$0.10 per item.

#### Terminal Pricing

Ingenico ICT220                      \$238 NO CHARGE

#### Contact Info:

**Darrel Phipps | Merchant Sales Officer**

Arvest Merchant Services

417.499.0257 | phone

djhipps@arvest.com | email

## Mike Randall

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**From:** Finke, Todd <Todd.Finke@CommerceBank.com>  
**Sent:** Thursday, March 12, 2015 2:44 PM  
**To:** 'citymanager@aurora-cityhall.org'  
**Subject:** Commerce Bank Credit Card Processing

Hi Mike,

It was a pleasure talking with you this morning. I checked with the City of Willard, and they are not charging an additional convenience fee for credit card transactions. They've talked about it, but nothing has been implemented yet.

Below is a summary of the fees and some of our benefits:

1. Merchant Services were established at Commerce Bank in 1968.
  2. We're dedicated to providing you with the most advanced payment processing solutions available.
  3. Our merchant services are done in-house. (We price it, underwrite it, and support you.)
  4. We have a toll free Support Team consisting of Commerce Bank employees located in Kansas City.
  5. We also provide you with a local, dedicated, merchant services representative. (myself)
  6. We allow you a secure method to access all of your transaction detail on-line.
  7. We also provide you with a monthly paper statement.
  8. We can deposit your funds into any bank account within two business days.
- Free credit card machine (\$425 value)
  - We'll charge you the exact, required Visa, MasterCard & Discover Interchange rate by card type. (Example, Swiped Debit Cards 1.0% + 10 cents, Credit Cards 1.69% + 10 cents, Corp Cards 2.0%-2.50% + 10 cents)
  - Commerce Bank fee is 0.40% plus 10 cents for the transaction. (Simply add this to the Interchange rate above.)
  - We do have a \$10 monthly service fee for the card processing.
  - Lastly, Visa & Mastercard require you to complete an annual questionnaire to certify your compliance. We use a company called Trustwave who supplies and submits the questionnaire. There is annual \$89 fee for the service. We have a Commerce Bank compliance person that can assist you with the questionnaire. It's fairly simple.

I won't charge you any set up fee. I personally will deliver the machine, set it up and train your people. If you decide to move forward, the next step would be for me to complete the paperwork with you. We're excited for the opportunity and look forward to your reply!

### **Todd Finke, CPP**

Commerce Bank | Merchant Services  
*Assistant Vice President, Account Executive*

Office: 417.837.5273 | Mobile: 417.861.2974 | Fax: 417.837.5296  
Email: [todd.finke@commercebank.com](mailto:todd.finke@commercebank.com)

**Merchant Support Center: 800.828.1629**

03/11/2015

### Information on Municipality Credit Card Surcharges

We started using Collector Solutions Inc. about 6 months ago. They have a State contract. There is no fee to the City. They charge 2.45% of the total paid to the payer with a minimum charge of \$1. Bills can be paid in the office, on our website or by phone.

**Patsy Smith, CMC/MRCC**

City Clerk

City of Mound City

Phone: 660.442.3447

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We use a free service called NCourt. There are many free services (well, free for your town, not so much for those using the service). Many of the various services are not just for court fines.

Joy V. Porter Drennan

Village of Marlborough

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UMB made us an offer we felt was perfect for us:

The citizen using the card is given 2 transactions when the card is swiped. One is 100% of our charges whether it is court, business licensing, dog tags, rummage sales, etc and the 2<sup>nd</sup> transaction is a 3% fee to the citizen's card.

We love it. We get our full fee. They are made aware upfront about the 3% fee transaction. The whole process takes 30 seconds.

UMB is not our bank, they deposit it in our bank within 2 days.

*Lynn Campbell*

City Clerk/Finance Officer  
City of Carthage, City Hall  
326 Grant  
Carthage, Missouri 64836

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We don't charge when they make their payments online, but if they call or come in, we charge the 3% the credit card company charges us.

*Terri Taylor, MRCC*  
City Clerk, Strafford, MO  
Ph: (417) 736-2154  
Fax: (417) 736-2390

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The Vendor we use is Court Money.com. The City does not charge the client anything, but the Credit Card Vendor charges according to the amount of the Credit Card. \$80.00 is \$3.20 and it goes up from there.

Ruth Haskin  
Billings

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We only charge the amount we are charged which is \$2.25 per transaction. The court according to State Statues charge is \$4.00.  
We charge this for all debit/credit cards for any payment.  
I hope this helps.

Kim DeMoss  
Webb City

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We use a company who charges the customer and electronically sends us our payments. We do not take credit cards here, they can go on line or call to make payments. Works really great. We use it for Court fines, taxes, water payments and meter deposits. We have 4 separate accounts, so there is no transferring after we receive the electronic payment. The company we use, pays for everything, sets it all up for you and even gives to cards to hand out, stickers to put on water bills, whatever you need to get the word out. There is no cost to the City. The company is Ncourt phone number 770-293-1839.

Paula Brodie  
Carthage

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# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: First Reading of Bill No. 2015-3025

Agenda No. XI (F)            NEW BUSINESS

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## AGENDA ITEM DESCRIPTION

First Reading of Bill No. 2015-3025  
An Ordinance of the City of Aurora, Missouri, amending Chapter 220 "Nuisances"  
Article II "Weeds and Wild Growth" Section 220.090 "Weed, Other Grasses-  
Excessive Growth Prohibited" of the Municipal Code

## NOTES:

**AN ORDINANCE OF THE CITY OF AURORA, MISSOURI, AMENDING CHAPTER 220 "NUISANCES", ARTICLE II "WEEDS AND WILD GROWTH", SECTION 220.090 "WEEDS, OTHER GRASSES-EXCESSIVE GROWTH PROHIBITED" OF THE MUNICIPAL CODE**

*WHEREAS*, the City of Aurora, Missouri (the "City"), is a city of the third class and political subdivision of the State of Missouri, duly created, organized and existing under and by virtue of the constitution and laws of the State of Missouri; and

*NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF AND FOR THE CITY OF AURORA, MISSOURI, AS FOLLOWS:*

**SECTION ONE:** The City Council hereby amends Section 220.090 "Weeds, Other Grasses-Excessive Growth Prohibited" to read as follows:

**SECTION 220.090: WEEDS, OTHER GRASSES--EXCESSIVE GROWTH PROHIBITED**

A. It is hereby prohibited to allow the growth of weeds, and other grasses, brush and other rank vegetation in excess of seven (7) inches on any lot or plot of land within the City limits.

B. It is hereby prohibited to allow the growth of weed, grasses and other organic vegetation in excess of seven (7) inches in stormwater drainage ditches. Although it is considered the responsibility of the property owner to prevent or abate any such nuisance, the City at its option may mow all drainage ditches and right-of-ways as deemed necessary and may assess the cost of such mowing and removal of debris to owners of the ground fronting or abutting upon the obstruction in the interest of the public health, safety and welfare of the City.

C. Whenever a public right-of-way, walk, street, alley, curb, gutter, stormwater drainage ditch or public stream shall become obstructed by or to have placed upon or in it yard waste (organic debris such as grass clipping, leaves, tree limbs, bark, branches, flowers, etc.) or refuse, the City may remove such debris or refuse and may assess the expense of removal in favor of the City against the owners of the ground fronting or abutting upon the obstruction.

D. The situations described in Subsections (A), (B) and (C) above shall be considered nuisances under City ordinances.

E. Property owners shall be given notice of the nuisance in accordance with Section 220.050 "Notice To Abate" of this Chapter.

F. If the nuisance is suppressed by the City, the abatement expense may be assessed against the property owner or occupant and against the property and a special tax bill may be issued against the property in accordance with Section 220.070 "Nuisance--Expense Of Suppression, How Paid" of this Chapter.

**SECTION TWO:** All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

**SECTION THREE:** This ordinance shall be in full force and effect after its second reading.

***PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF AURORA, MISSOURI ON THIS 14th DAY OF APRIL 2015.***

**APPROVED:**

\_\_\_\_\_  
David L. Marks, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathie Needham, City Clerk MMC/MPCC

## COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Resolution No. 2015-1396

Agenda No. IX (G)            NEW BUSINESS

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### AGENDA ITEM DESCRIPTION

Resolution No. 2015-1396

A Resolution of the City of aurora, Missouri authorizing and directing the Mayor to execute an agreement with Unifirst through the Joint National Powers Alliance for employee's uniforms

**NOTES:**

**RESOLUTION 2015-1396**

**A RESOLUTION OF THE CITY OF AURORA, MISSOURI  
AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN  
AGREEMENT WITH UNIFIRST THROUGH THE JOINT NATIONAL  
POWERS ALLIANCE FOR EMPLOYEE UNIFORMS**

*WHEREAS*, the city has joined the National Joint Powers Alliance (NJPA) which is a cooperative governmental purchasing program; and

*WHEREAS*, the cooperative purchasing program allows municipalities to take advantage of purchasing products and services without bidding the product or service (National Contract No. 012111-UFC); and

*WHEREAS*, the term of the uniform contract will be five (5) years starting on July 1, 2015 and ending on June 30, 2020. Bid will remain firm for first year of the contract with a 5% increase renewal date for the remaining subsequent years; and

*NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA*, that Unifirst Uniform Services is hereby designated as the official provider of uniform rental and cleaning services for the City of Aurora employees for the contract period of July 1, 2015 until June 30, 2020. The contractual agreement is attached hereto and incorporated herein by reference as Exhibit "A".

*PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF AURORA  
THIS 24th DAY OF MARCH 2015.*

**APPROVED:**

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David L. Marks, Mayor

**ATTEST:**

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Kathie Needham, City Clerk, MMC/MPCC

# NJPA AWARDED CONTRACT

**FOR IMMEDIATE RELEASE – NJPA Contract Announcement**



## **UniFirst Awarded NJPA National Contract for Uniforms, Services and Solutions**

**National Contract #012111-UFC:** "Uniforms" has been added to the competitively bid products and services available to NJPA Members.

**Staples, MN (February 24, 2011)** –In response to a national, competitive bid, the National Joint Powers Alliance® (NJPA) has awarded UniFirst a contract for Uniforms and/or Uniform Services together with related accessories. The contract was approved by the NJPA Board of Directors on February 24, 2011 and is available nationally to all participating member agencies.

"UniFirst brings unique qualities and market segments to NJPA and its members and we are confident that they represent the best in the industry and will provide the vast selection of quality products." said Mike Hajek, NJPA's Director of Business Development and Marketing. "This contract is definitely going to be a one stop shop for NJPA member agencies that are in the market for uniforms and related uniform service needs."

The NJPA contract enables government, education and non-profit agencies a purchasing solution that satisfies most agencies' competitive bid requirements. Buildings, grounds and other groups now have access to industry-preferred equipment via a competitively bid contract.

### **About UniFirst:**

UniFirst, a leading supplier of uniforms, work wear and related products to businesses big and small since 1936, provides a wide range of apparel from traditional uniforms, industrial wear, specialty and protective clothing to corporate casual and executive attire. At UniFirst, we believe in protecting the environment, so we offer Customers eco-friendly product options for cleaner, healthier workplaces, and we consistently follow environmentally-conscious business practices with everything we do. UniFirst is one of North America's largest work wear and textile services companies. We rent, lease, and sell uniforms, protective clothing, custom corporate work wear, floor care, and other facility services products to all kinds of businesses.

UniFirst's Corporate Mission is to be recognized as the quality leader in our industry. Our careful focus on serving each Customer's special needs and providing total satisfaction enables us to grow, to provide an equitable return on investment, and to create opportunities for all of our employee-Team Partners.

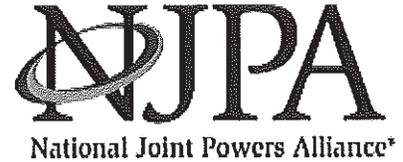
### **About NJPA:**

The National Joint Powers Alliance® (NJPA) is a Municipal Contracting government agency established through legal statute in 1978. NJPA serves over 30,000 members throughout the nation with competitively awarded purchasing solutions from industry-leading vendors.

### **Contact:**

Gordy Thompson | 218-894-5489 | [Gordy.Thompson@njpacoop.org](mailto:Gordy.Thompson@njpacoop.org)

**MEMBERSHIP AGREEMENT  
PARTICIPATING MEMBER**



This Agreement made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between National Joint Powers Alliance®, hereinafter referred to as "NJPA" and \_\_\_\_\_ hereinafter referred to as the "Applicant".

**Witnesseth:**

That for a good and valuable consideration of the premises, mutual terms, covenants, provisions, and conditions hereafter set forth, it is agreed by and between the parties as follows:

*Whereas, the NJPA is created by Minnesota Statute §123A.21 as a service cooperative (with membership further defined in M.S. §471.59) to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or another state, another state, any agency of the State of Minnesota or the United States including instrumentalities of a governmental unit and all non-profits; and*

*Whereas, NJPA's purpose as defined in M.S. §123A.21 is to assist in meeting specific needs of clients which could be better provided by NJPA than by the members themselves; and*

*Whereas, the NJPA Board of Directors has established the ability for an "Applicant" desiring to participate in NJPA contracts and procurement programs to become a Participating Member; and*

*Whereas, the NJPA Board of Directors has determined that Participating Members will have no financial or organizational liability to NJPA or to its organizational activities;*

**Now Therefore,** it is hereby stipulated and agreed that the "Applicant" Agency desires to be a Participating Member of NJPA with contract purchasing benefits, in accordance with terms and conditions of the applicable contract(s), and that NJPA hereby grants said Membership to said "Applicant."

**Term:**

This continuing agreement shall remain in force or until either party elects to dissolve the Agreement by written notice.

**THEREFORE, IN WITNESS THEREOF,**

The parties hereto have executed this Agreement the day and year written above.

**National Joint Powers Alliance®  
202 12<sup>th</sup> Street NE  
Staples, MN 56479**

**Member Name:**

By: \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Its: \_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**MEMBERSHIP AGREEMENT  
PARTICIPATING MEMBER**



**ORGANIZATION INFORMATION (\*\* Required Information)**

Applicant Name  
\*\* \_\_\_\_\_

Address \*\* \_\_\_\_\_

City, State, Zip \*\* \_\_\_\_\_

Federal ID  
Number \_\_\_\_\_

Contact Person \*\* \_\_\_\_\_

Title \*\* \_\_\_\_\_

E-Mail \*\* \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Please indicate an address to which your  
Membership materials may be delivered.  
Thank You

**APPLICANT ORGANIZATION TYPE:**

- K-12
- Government or Municipality (please specify: \_\_\_\_\_)
- Higher Education
- Other (please specify: \_\_\_\_\_)

**I WAS REFERRED BY: (please specify)**

- Advertisement \_\_\_\_\_
- Current NJPA Member \_\_\_\_\_
- Vendor Representative \_\_\_\_\_
- Trade Show \_\_\_\_\_
- NJPA Website \_\_\_\_\_
- Other \_\_\_\_\_

**Completed applications may be returned to:**

National Joint Powers Alliance®  
202 12<sup>th</sup> Street NE  
Staples, MN 56479

**Duff Erholtz**  
Phone 218-894-5490  
Fax 218-894-3045  
E-mail duff.erholtz@njpacoop.org

# Tired of soliciting mountains of bids?



Get pre-negotiated discounts on employee uniform & facility service programs that satisfy your local bid requirements.

Competitively bid solutions available to NJPA Members.



National Contract #012111-UFC

**NJPA** AWARDED  
CONTRACT

**UniFirst U1st**  
Uniforms • Services • Solutions

# NJPA members: Streamline purchasing...



**NJPA National Contract #012111-UFC**  
for competitively bid uniforms, services,  
and solutions from UniFirst.



## Contract Purchasing Power

In response to a national competitive bid, the National Joint Powers Alliance® (NJPA) awarded UniFirst a contract for Uniforms, Workwear, and Facility Service products. Now you can streamline related purchasing, while satisfying local bidding requirements. NJPA members may purchase from NJPA contracts, while satisfying most competitive bid requirements—saving valuable time, resources, and money!

Pre-negotiated discount prices from UniFirst:

- Eliminate time-consuming bid preparation.
- Prevent lengthy waits for RFP responses.
- Reduce the impact of staff reductions and budget cuts.

## What Products and Services Can I Source from UniFirst?

Through this contract, NJPA members can enjoy flexible, turnkey rental and purchase options for an extensive array of more than 23,000 "in stock" SKUs including employee uniforms, workwear, protective clothing, accessories, personal protection equipment, and facility service products.

UniFirst is one of North America's largest and most trusted uniform suppliers, operating more than 200 local service centers nationwide, which offer full service managed uniform programs. These include regular laundering services, pickup, delivery, and more. We also offer a wide range of facility cleanliness products and services for a "single source" solution.



# ...and satisfy local bid requirements.



Uniforms & Workwear



Safety Apparel & PPE



Specialty Apparel



Facility Services

### Industrial Uniforms

- Work Pants & Shirts
- Coveralls, Overalls & Speedsuits
- Enhanced Visibility Uniforms
- Enhanced Visibility Coveralls

### Casual & Dress Workwear

- Button-Down Shirts
- Polo Shirts
- T-Shirts & Sweatshirts
- Jeans, Cargos & Shorts

### Outerwear

- Jackets & Windbreakers
- Shop & Counter Coats
- Vests & Warmups
- Hats & Gloves

### Flame Resistant Clothing

- Work Pants & Shirts
- Jeans & T-Shirts
- Coveralls & Overalls
- Outerwear

### High Visibility Apparel (ANSI rated)

- Vests & T-Shirts
- Pants & Shirts
- Outerwear
- Hats, Caps & Hard Hats

### PPE & Safety Supplies

- Work & Disposable Gloves
- Microfiber Towels
- Dust Masks
- Hard Hats & Ear Plugs
- Safety Glasses & Eyewash

### Food Service

- Food Prep & Butcher Coats
- Food Service Pants & Shirts
- Chef Wear
- Smocks, Aprons & Bibs

### Healthcare, Lab & Veterinary

- Scrub Tops & Pants
- Warm Up Jackets
- Lab & Counter Coats
- Patient Gowns

### Floor Mats

- Logo Mats
- Walk-Off Mats
- Scraper Mats
- Anti-Fatigue Mats

### Floor Mops & Hardware

- Dust Mops
- Wet Mops
- Microfiber Mops
- Mop Frames, Handles & Buckets

### Cleaning Cloths & Towels

- Shop Towels
- Terry Cloths
- Bath Towels

### Restroom Soaps, Supplies & Dispensers

- Hand Soaps
- Sanitary Tissue
- Paper Towels
- Air Fresheners

### Hand Hygiene & Dispensers

- Purell Hand Sanitizers
- GOJO Hand Cleaners & Lotions
- Provon Surgical Scrub
- E2 Food Industry Sanitizing Soaps



## Special OFFER for NJPA Members

New Rental Customers: Free garment prep and personalization for your first 30 days.

New Purchase Customers: 20% off all UniFirst catalog prices.

NJPA National Contract #012111-UFC

Ask your UniFirst Representative for details or call 800.225.3364



## Uniform Rental Programs

When you participate in a full service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).

- Weekly laundering
- Professional pressing & finishing
- Pick-up & delivery
- "Try-for-size" outfitting
- Garment inspections, repairs & replacements
- Size adjustments
- Easy to read, itemized invoices

**Uniform  
Purchase  
Programs also  
available.**



## Facility Service Programs

UniFirst Facility Service programs help create a safe, attractive, and more productive workplace by delivering effective solutions for floorcare, dust control, restroom, and hand products. Everything you need to keep your facilities clean and safe.

- Floor mat & mop services
- Towel & cleaning cloth services
- Restroom services (hand soaps, paper hand towels, toilet tissue, etc.)
- Hand sanitizer services
- Odor control services
- Floor mat & mop services



## Not an NJPA member?

NJPA membership doesn't cost a thing. There is no obligation or liability—and it's quick and easy!

Simply visit the NJPA website: [www.njpacoop.org](http://www.njpacoop.org) or call 888.894.1930.

## NJPA members act now.

Ask your UniFirst Rep for details to begin streamlining your uniform and facility service sourcing today.

Call 800.225.3364 or visit [unifirst.com](http://unifirst.com).  
(Reference National Contract #012111-UFC).



**NJPA AWARDED  
CONTRACT**

**UniFirst U1st**  
Uniforms • Services • Solutions

**National Joint Powers Alliance  
Program Product and Rates**

Garment Rental Rates		US Pricing	
Description	UniFirst Style	Rental Rate Per Unit	Loss/ Damage Rate
<b>BLEND GARMENTS</b>			
Long Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0102	\$0.140	\$9.31
Short Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0202	\$0.118	\$7.81
Women's Long Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0335	\$0.154	\$10.22
Women's Short Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0436	\$0.125	\$8.27
Women's 3/4 Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	05AH	\$0.195	\$12.92
Micro Check Long Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	03UM	\$0.205	\$13.59
Micro Check Short Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	04UM	\$0.165	\$10.93
Micro Check Short Sleeve Shirt-Jac, 4 oz. 65/35 Poly/Cotton Blend.	15UM	\$0.239	\$15.85
Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0111	\$0.175	\$11.61
Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0211	\$0.158	\$10.48
Women's Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0112	\$0.169	\$11.18
Women's Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0422	\$0.152	\$10.06
Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0820	\$0.202	\$13.36
Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0636	\$0.179	\$11.87
Women's Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0960	\$0.192	\$12.73
Women's Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	4248	\$0.173	\$11.49
Security Shirt Long Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0167	\$0.301	\$19.94
Security Shirt Short Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0607	\$0.245	\$16.25
Flexwear Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0314	\$0.199	\$13.16
Flexwear Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0414	\$0.160	\$10.60
Flexwear Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0137	\$0.215	\$14.22
Flexwear Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0237	\$0.188	\$12.48
Breeze Weave Striped Long Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0172	\$0.189	\$12.56
Breeze Weave Striped Short Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0405	\$0.162	\$10.75
UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0348	\$0.185	\$12.29
UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0448	\$0.164	\$10.89
UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0123	\$0.176	\$11.64
UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0223	\$0.145	\$9.62
Contrast Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0171	\$0.217	\$14.38
Contrast Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0276	\$0.164	\$10.84
Bold Stripe Long Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0373	\$0.196	\$13.00
Bold Stripe Short Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0482	\$0.175	\$11.61
Striped Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0138	\$0.178	\$11.77
Striped Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0238	\$0.151	\$10.02
Heathered Long Sleeve Shirt, 65/35 Poly/Cotton Blend.	0381	\$0.209	\$13.87
Heathered Short Sleeve Shirt, 65/35 Poly/Cotton Blend.	0481	\$0.173	\$11.49
Pique Polo no Pocket, 5.4 oz. 50/50 Poly/Cotton Blend.	077A	\$0.176	\$11.67
Pique Polo with Pocket, 5.3 oz. 50/50 Poly/Cotton Blend.	0268	\$0.186	\$12.32
Long Sleeve Pique Polo with Pocket, 5.3 oz. 50/50 Poly/Cotton Blend.	0909	\$0.218	\$14.46
Pique Herringbone Polo w/Pocket, 50/50 Poly/Cotton Blend.	04AA	\$0.205	\$13.59
Birdseye Polo w/Pocket, 50/50 Poly/Cotton Blend.	0775	\$0.235	\$15.59
Pique Contrast Collar/Cuff Polo, 50/50 Poly/Cotton Blend.	0267	\$0.206	\$13.62
Pique Knit Stripe Polo w/Pocket, 50/50 Poly/Cotton Blend.	0269	\$0.219	\$14.48
Vertical Pin Stripe Polo w/Pocket, 4.5 oz. 50/50 Poly/Cotton Blend.	4220	\$0.228	\$15.13
Flat Front Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1002	\$0.192	\$12.73
Pleated Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1122	\$0.220	\$14.61
Jean Style Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1060	\$0.198	\$13.10
Flexwaist Pant, 8 oz. 65/35 Poly/Cotton Blend.	1138	\$0.185	\$12.27
Cargo Pant, 8 oz. 65/35 Poly/Cotton Blend.	10AI	\$0.240	\$15.91

**National Joint Powers Alliance  
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Garment Rental Rates		US Pricing	
Description	UniFirst Style	Rental Rate Per Unit	Loss/Damage Rate
Security Pant Flat Front, 10 oz Polyester.	10B8	\$0.140	\$13.35
Women's Cargo Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	10A4	\$0.264	\$17.47
Women's Flat Front Flexwaist Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1167	\$0.218	\$14.43
Women's Pleated Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1113	\$0.244	\$16.19
Women's Elastic Back Pant, 8 oz. 65/35 Poly/Cotton Blend.	1043	\$0.214	\$14.21
Women's Flat Front Pant, 65/35 Poly/Cotton Blend.	1128	\$0.223	\$14.79
Flat Front Short, 7.5 oz. 65/35 Poly/Cotton Blend.	1034	\$0.150	\$9.95
Pleated Short, 65/35 Poly/Cotton Blend.	1129	\$0.201	\$13.30
Cargo Short, 65/35 Poly/Cotton Blend.	1271	\$0.225	\$14.89
Women's Flat Front Short, 65/35 Poly/Cotton Blend. ***Non-Standard Merchandise.	114D	\$0.187	\$12.39
Women's Pleated Short, 65/35 Poly/Cotton Blend.	1125	\$0.255	\$16.87
Women's Cargo Short, 65/35 Poly/Cotton Blend.	10A9	\$0.228	\$15.13
Insulated Vest, 65/35 Poly/Cotton Blend.	1640	\$0.313	\$20.74
Permalined Jacket, 65/35 Poly/Cotton Blend.	1506	\$0.358	\$23.74
Ike Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner).	1507	\$0.342	\$22.63
Permalined Team Jacket, 65/35 Poly/Cotton Blend.	1550	\$0.372	\$24.62
Coaches Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner).	1540	\$0.347	\$23.00
Duo Tone Team Jacket, 65/35 Poly/Cotton Blend.	1581	\$0.423	\$28.04
Permalined Hip Jacket, 65/35 Poly/Cotton Blend.	1527	\$0.379	\$25.09
Zip-in Liner, 100% Polyester.	1721	\$0.212	\$14.03
3-Season Jacket w/Fleece Lining.	1885	\$0.423	\$28.02
Long Sleeve Coverall, 7.5 oz. 65/35 Poly/Cotton Blend.	3002	\$0.293	\$19.41
Short Sleeve Speed Suit, 65/35 Poly/Cotton Blend.	4022	\$0.346	\$22.92
Deluxe Insulated Coverall.	3045	\$0.735	\$48.71
Deluxe Insulated Bib-Overall.	3528	\$0.568	\$37.66
<b>POLYESTER POLOS &amp; T-SHIRTS</b>			
Polo Pocketless Solid Color 5.4 oz 100% Post Consumer recycled Polyester.	047A	\$0.121	\$11.58
Women's Polo Pocketless Solid Color 5.4 oz 100% Post Consumer recycled Polyester.	057A	\$0.126	\$12.05
Polo w/Pocket Solid Color Moisture Management 100% Spun Poly.	02CZ	\$0.115	\$10.97
Women's Polo Pocketless Solid Color Moisture Management 100% Spun Poly.	0579	\$0.151	\$14.39
Polo w/Pocket Nailhead Pattern Moisture Management 100% Spun Poly.	04AC	\$0.149	\$14.26
Polo w/Pocket Contrast Trim Moisture Management 100% Spun Poly.	02CH	\$0.126	\$12.04
Short Sleeve T-Shirt w/Pocket Solid Color Moisture Management 100% Spun Poly.	4277	\$0.091	\$8.70
Long Sleeve T-Shirt w/Pocket Solid Color Moisture Management 100% Spun Poly.	0871	\$0.117	\$11.19
<b>COTTON GARMENTS</b>			
Long Sleeve Shirt, 6 oz. 100% Cotton.	0101	\$0.224	\$12.30
Short Sleeve Shirt, 6 oz. 100% Cotton.	0201	\$0.213	\$11.69
Long Sleeve, Snap Front Shirt (Welder), 8 oz. 100% Cotton Denim.	0178	\$0.236	\$12.94
Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	0361	\$0.184	\$10.09
Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	04SS	\$0.181	\$9.95
Women's Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	01AW	\$0.185	\$10.14
Women's Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	02AW	\$0.182	\$9.98
Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	0850	\$0.187	\$10.24
Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	2205	\$0.183	\$10.05
Women's Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	05AW	\$0.185	\$10.14
Women's Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	04AW	\$0.184	\$10.08
Flat Front Pant, 8.25 oz. 100% Cotton.	1001	\$0.283	\$15.48
Pleated Front Pant, 100% Cotton	1148	\$0.341	\$18.69
UniFirst Classic Fit Jean, 13.75 oz. 100% Cotton Denim.	1091	\$0.251	\$13.77
UniFirst Relaxed Fit Jean, 13.75 oz. 100% Cotton Denim.	10HD	\$0.298	\$16.33
Wrangler Regular Fit Jean, 15 oz. 100% Cotton Denim.	1150	\$0.320	\$17.55

**National Joint Powers Alliance  
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Garment Rental Rates		US Pricing	
Description	UniFirst Style	Rental Rate Per Unit	Loss/Damage Rate
Wrangler Relaxed Fit Jean, 14.5 oz. 100% Cotton Denim.	1144	\$0.341	\$18.67
Wrangler Cowboy Cut Jean, 14.5 oz. 100% Cotton Denim.	1118	\$0.417	\$22.88
Wrangle Women's Jean, 100% Cotton Denim.	1092	\$0.334	\$18.29
Women's Jean, 13.5 oz. 100% Cotton Denim.	10CM	\$0.261	\$14.31
Women's Pleated Pant, 100% Cotton.	1146	\$0.341	\$18.68
Duck Jacket, 12 oz. 100% Washed Cotton.	18BW	\$0.649	\$35.59
LS Coverall, 8.75 oz. 100% Cotton.	3001	\$0.449	\$24.61
<b>FR GARMENTS</b>			
Prewashed Denim Jean, Indura 14 oz. FR Cotton. HRC-2, ATPV-18.3	11KG	\$0.634	\$33.92
Long Sleeve Shirt, Armorex FR 7 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-9.2	09FT	\$0.283	\$31.17
Pant, Armorex 9 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-12.4	10FT	\$0.318	\$35.10
Coverall, Armorex 9 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-12.4	30FT	\$0.567	\$62.55
Long Sleeve Shirt, 7 oz. UltraSoft. HRC-2, ATPV-8.7	09FR	\$0.337	\$37.20
Pant, 9 oz. UltraSoft. HRC-2, ATPV-12.4	10FR	\$0.373	\$41.09
Coverall, 9 oz. UltraSoft. HRC-2, ATPV-12.4	30FR	\$0.634	\$69.93
SS Tee Shirt, Armorex, 6 oz 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-10.9	02US	\$0.340	\$37.46
Long Sleeve Shirt w/Snap Front, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-8.4	09AU	\$0.270	\$37.86
Long Sleeve Shirt, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-8.4	09TC	\$0.265	\$37.13
Pant, 8.5 oz. Tecasafe Plus FR. HRC-2, ATPV-9.3	10TS	\$0.326	\$45.72
Coverall, 7 oz. Tecasafe Plus FR. HRC-2, ATPV-8.4	30TS	\$0.572	\$80.18
Long Sleeve Shirt, 4.5 oz. Armorex Nomex CXP. HRC-1, ATPV-5.1	01NX	\$0.417	\$58.44
Pant, 6 oz. Armorex Nomex. HRC-1, ATPV-5.8	10NX	\$0.434	\$60.80
Coverall, 6 oz. Armorex Nomex CXP. HRC-1, ATPV 6.5	30NX	\$0.767	\$107.56
<b>ENHANCED VISIBILITY GARMENTS</b>			
Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013C	\$0.322	\$21.36
Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023C	\$0.296	\$19.60
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Legs.	123C	\$0.327	\$21.68
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EH	\$0.441	\$29.21
Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RR	\$0.655	\$43.41
Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, Grey w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013B	\$0.323	\$21.41
Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, Grey w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023B	\$0.296	\$19.60
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Legs.	123B	\$0.327	\$21.68
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EI	\$0.441	\$29.21
Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RQ	\$0.650	\$43.08
<b>HI-VIS GARMENTS</b>			
Hi-Vis Long Sleeve Shirt, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09AH	\$0.349	\$31.12
Hi-Vis Short Sleeve Shirt, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06AH	\$0.321	\$28.64
Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front and Back.	02HY	\$0.216	\$19.29
Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Segmented Striping on Front and Back.	02IY	\$0.264	\$23.54
Hi-Vis Jacket, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on	15EG	\$0.828	\$73.85

**National Joint Powers Alliance  
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Garment Rental Rates		US Pricing	
Description	UniFirst Style	Rental Rate Per Unit	Loss/ Damage Rate
Front, Back, and Sleeves. (optional liner 1727)			
Optional Zip in/out Liner for Style 15EG.	1727	\$0.218	\$14.42
Hi-Vis Coverall, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front, Back, Legs, and Sleeves. ***Non-Standard Merchandise.	30AX	\$0.676	\$60.31
<b>FOOD PREP SHIRTS &amp; PANTS</b>			
Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0198	\$0.145	\$9.58
Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0240	\$0.116	\$7.71
Women's Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0369	\$0.157	\$10.41
Women's Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0540	\$0.142	\$9.40
Snap Front Food Long Sleeve Shirt 100% Cotton.	0157	\$0.260	\$14.26
Snap Front Food Short Sleeve Shirt 100% Cotton.	0626	\$0.232	\$12.74
Food Prep Pique Polo with Snap Placket 50/50 Poly/Cotton Blend.	0667	\$0.182	\$12.04
Food Prep Polo with Snap Placket 5.4 oz 100% Post Consumer recycled Polyester.	066A	\$0.121	\$11.58
Snap Front Food Prep Long Sleeve Shirt w/Knit Cuffs 65/35 Poly/Cotton Blend.	03UA	\$0.178	\$11.80
V-neck Baker's Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0221	\$0.105	\$6.94
Food Prep Pant - no Buttons 65/35 Poly/Cotton Blend.	10HE	\$0.189	\$12.49
Pleated Front Food Prep Pant - no Buttons - no Pockets 65/35 Poly/Cotton Blend.	11UM	\$0.190	\$12.62
<b>CHEF WEAR</b>			
Skull Cap with Elastic Shirring in the Back 100% Cotton.	9490	\$0.140	\$3.58
Long Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	2531	\$0.130	\$8.65
3/4 Sleeve Chef Coat, Double Breasted w/Knotted Buttons 65/35 Poly/Cotton Blend.	2537	\$0.168	\$11.10
1/2 Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	5025	\$0.131	\$8.67
Full Sleeve Chef Coat, Double Breasted w/Knotted Buttons 100% polyester.	25GA	\$0.176	\$16.84
Chef Pants 65/35 Poly/Cotton Blend.	1052	\$0.174	\$11.51
Baggy Chef Pants 100% Spun Poly.	117A	\$0.138	\$13.22
<b>BUTCHER/LABS/SMOCKS/SHOP</b>			
Snap Front Frock, Knit Cuffs, Inside Chest Pocket 100% Spun Poly.	50AY	\$0.123	\$11.79
Snap Front Frock, Open Cuffs, Inside Chest Pocket 100% Spun Poly.	50AZ	\$0.121	\$11.58
Snap Front Butcher Coat, Open Cuffs no Pockets 100% Spun Poly.	5026	\$0.104	\$9.96
Snap Front Butcher Coat, Open Cuffs Inside Chest & 2 Lower Pockets 100% Spun Poly.	5033	\$0.100	\$9.57
Snap Front Lab Coat, Knit Cuffs, Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2550	\$0.246	\$16.29
Snap Front Lab Coat, Knit Cuffs, Inside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend. ***Non-Standard Merchandise.	2630	\$0.258	\$17.12
Snap Front Butcher Coat, Open Cuffs, Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	5009	\$0.144	\$9.56
Snap Front Butcher Coat, Open Cuffs, Inside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	5020	\$0.145	\$9.59
Men's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2524	\$0.142	\$9.43
Women's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2624	\$0.168	\$11.13
Unisex Consultation Lab Coat with 2 Chest, 2 Lower Oversized (Pocket within a Pocket), and 2 Lower Inside Pockets 65/35 Poly/Cotton Blend.	25CL	\$0.164	\$10.84
Texture Shield Front Protective Coat with Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	25BD	\$0.256	\$16.95
Shop Coat with 2 Chest Pockets & 2 Lower Pockets 7.5 oz. 65/35 Poly/Cotton Blend.	2525	\$0.278	\$18.42
3/4 Sleeve, 2-Way Wrap Coat with Pass-Through Side Openings and No Pockets 65/35 Poly/Cotton Blend.	4551	\$0.150	\$9.92
Men's Counter Coat with 3 Outside Pockets 80/20 Poly/Cotton Blend.	2526	\$0.127	\$8.42
Women's 3/4 Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4525	\$0.208	\$13.75
Women's Short Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4520	\$0.177	\$11.75
Women's LS Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4523	\$0.169	\$11.18
<b>SCRUBS/PATIENT WEAR</b>			
Unisex Scrub Shirt V-neck 65/35 Poly/Cotton Blend.	4254	\$0.106	\$5.81
Unisex Scrub Shirt V-neck 2-Tone Raglan Sleeve 65/35 Poly/Cotton Blend.	7249	\$0.179	\$11.83
Unisex Scrub Shirt Reversible V-neck 55/45 Poly/Cotton Blend.	7204	\$0.101	\$4.37

**National Joint Powers Alliance  
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Garment Rental Rates		US Pricing	
Description	UniFirst Style	Rental Rate Per Unit	Loss/ Damage Rate
Unisex Scrub Pant 65/35 Poly/Cotton Blend.	1276	\$0.109	\$7.24
Unisex Scrub Cargo Pant 65/35 Poly/Cotton Blend.	7245	\$0.161	\$10.69
Unisex Scrub Pant Reversible 55/45 Poly/Cotton Blend.	7221	\$0.112	\$4.85
Unisex Jacket-style Top 65/35 Poly/Cotton Blend.	4502	\$0.165	\$10.91
Ladies V-Neck Tunic Scrub Shirt 65/35 Poly/Cotton Blend.	7205	\$0.145	\$9.58
Ladies Cross-Over Scrub Tunic Scrub 65/35 Poly/Cotton Blend.	7250	\$0.179	\$11.83
Ladies Fashion Scrub Pant w/ Flare Leg 65/35 Poly/Cotton Blend.	7253	\$0.178	\$11.82
Ladies Fashion Scrub Slack 65/35 Poly/Cotton Blend.	10A5	\$0.187	\$12.36
Ladies Warm-Up Scrub Jacket 65/35 Poly/Cotton Blend.	4538	\$0.182	\$12.05
Ladies Mammography/Exam Jacket 65/35 Poly/Cotton Blend.	14AD	\$0.111	\$7.35
Patients Gown 55/45 Cotton/Poly Blend.	9414	\$0.113	\$7.46
Women's 65/35 Pant w/full elastic band ***Non-Standard Merchandise	1044	\$0.214	\$14.20
SS Polo, 50/50 Poly/Cotton Blend w/pocket ***Non-Standard Merchandise	2229	\$0.214	\$14.16
Dickies Work Pant ***Non-Standard Merchandise	1106	\$0.258	\$17.12
Traditional Flat Front Short 11" Inseam ***Non-Standard Merchandise	Dickies LR303KH	\$0.164	\$10.88
Industrial Cargo Short 11" Inseam ***Non-Standard Merchandise	Dickies LR542KH	\$0.243	\$16.11
Double Knee Workpant ***Non-Standard Merchandise	Dickies LP856KH	\$0.275	\$18.21

**National Joint Powers Alliance  
Program Product and Rates**

Facility Products					US Pricing	
Description	UniFirst Style	Program Usage / Flat Rate	Minimum Billing %	ARC %	Rental Rate Per Unit	Loss/ Damage Rate
<b>MATS</b>						
Great Impression Dust Mat 3x5	76AQ	Flat Rate	50%	NA	\$1.22	\$31.37
Great Impression Dust Mat 4x6	76AR	Flat Rate	50%	NA	\$1.96	\$48.27
Great Impression Dust Mat 4x8	76AU	Flat Rate	50%	NA	\$2.61	\$62.01
Great Impression Dust Mat 3x10	76AS	Flat Rate	50%	NA	\$2.45	\$63.35
Dust Mats 2x3	7610	Flat Rate	50%	NA	\$0.49	\$17.49
Dust Mats 3x4	7618	Flat Rate	50%	NA	\$0.98	\$30.08
Dust Mats 4x5	7662	Flat Rate	50%	NA	\$1.63	\$57.66
Dust Mats 3x8	7624	Flat Rate	50%	NA	\$1.96	\$54.60
Dust Mats 3x12	7640	Flat Rate	50%	NA	\$2.94	\$81.90
Dust Mats 4x12	7672	Flat Rate	50%	NA	\$3.92	\$109.20
Dust Mats 4X15	4834	Flat Rate	50%	NA	\$4.90	\$145.60
Dust Mats 6X10	4838	Flat Rate	50%	NA	\$4.90	\$145.60
Dust Mats 4X10	7667	Flat Rate	50%	NA	\$3.26	\$91.00
Classic Impression Mats 3x5	7801	Flat Rate	50%	NA	\$1.53	\$40.74
Classic Impression Mats 4x6	7802	Flat Rate	50%	NA	\$2.45	\$66.00
Classic Impression Mats 4x8	7803	Flat Rate	50%	NA	\$3.26	\$119.83
Classic Impression Mats 5x7	7804	Flat Rate	50%	NA	\$3.57	\$112.33
90ML Dust Control Mat 3x5	76AN	Flat Rate	50%	NA	\$1.38	\$30.60
90ML Dust Control Mat 4x6	76AO	Flat Rate	50%	NA	\$2.20	\$47.06
90ML Dust Control Mat 3x10	76AP	Flat Rate	50%	NA	\$2.75	\$83.64
Comfort First Mat 2x3	7752	Flat Rate	50%	NA	\$0.49	\$38.70
Comfort First Mat 3x5	7751	Flat Rate	50%	NA	\$1.22	\$59.59
Comfort First Mat 4x6	7753	Flat Rate	50%	NA	\$1.96	\$96.10
Comfort First Mat 3x10	7754	Flat Rate	50%	NA	\$2.45	\$137.19
Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 2x3	76AF	Flat Rate	50%	NA	\$0.49	\$30.56
Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x5	76AT	Flat Rate	50%	NA	\$1.22	\$49.52
Comfort Plus, Antimicrobial, Flow-Thru Wet Mat 3x9	76AH	Flat Rate	50%	NA	\$2.20	\$117.12
Scraper Mat 2x3	5390	Flat Rate	50%	NA	\$0.49	\$26.66
Scraper Mat 3x5	5388	Flat Rate	50%	NA	\$1.22	\$40.55
Scraper Mat 4x6	5389	Flat Rate	50%	NA	\$1.96	\$65.33
Scraper Mat 3x10	5391	Flat Rate	50%	NA	\$2.45	\$90.90
Custom Logo Mat 3x5 ***Non-Standard Merchandise.	TBD	Flat Rate	50%	NA	\$1.99	\$55.52
Custom Logo Mat 4x6 ***Non-Standard Merchandise.	TBD	Flat Rate	50%	NA	\$3.18	\$87.11
Custom Logo Mat 4x8 ***Non-Standard Merchandise.	TBD	Flat Rate	50%	NA	\$4.24	\$133.60
Custom Logo Mat 3x10 ***Non-Standard Merchandise.	TBD	Flat Rate	50%	NA	\$3.98	\$114.35
Quality Mat 3x5	7685	Flat Rate	50%	NA	\$1.38	\$40.74
Quality Mat Rotation 3x4	9848	Flat Rate	50%	NA	\$1.10	\$36.26
Quality Mat Rotation 3x5	9849	Flat Rate	50%	NA	\$1.38	\$40.74
Safety Mats Rotation 3x4	9851	Flat Rate	50%	NA	\$1.10	\$36.26
Safety Mats Rotation 3x5	9852	Flat Rate	50%	NA	\$1.38	\$40.74
Safety Mats Rotation English 4x6	9856	Flat Rate	50%	NA	\$2.20	\$66.00
Safety Mats Rotation Eng/Span 3x5	9857	Flat Rate	50%	NA	\$1.38	\$40.74
Welcome Mat 3x4	44UT	Flat Rate	50%	NA	\$1.10	\$52.13
Welcome Mat 3x5	UM32	Flat Rate	50%	NA	\$1.38	\$40.74

**National Joint Powers Alliance  
Program Product and Rates**

Facility Products					US Pricing	
Description	UniFirst Style	Program Usage / Flat Rate	Minimum Billing %	ARC %	Rental Rate Per Unit	Loss/ Damage Rate
Welcome Mat 4x6	UM33	Flat Rate	50%	NA	\$2.20	\$66.00
Coffee Mat 3x5	7815	Flat Rate	50%	NA	\$1.38	\$48.10
Deli Mat3x10	UM01	Flat Rate	50%	NA	\$3.37	\$102.34
Seafood Mat 3x10	UM02	Flat Rate	50%	NA	\$3.37	\$102.34
Dairy Mat 3x10	UM03	Flat Rate	50%	NA	\$3.37	\$102.34
Produce Mat 3x10	UM04	Flat Rate	50%	NA	\$3.37	\$102.34
Pharmacy Mat 3x10	UM05	Flat Rate	50%	NA	\$3.37	\$102.34
Meats Mat 3x10	UM06	Flat Rate	50%	NA	\$3.37	\$102.34
Floral Mat 3x10	UM07	Flat Rate	50%	NA	\$3.37	\$102.34
Bakery Mat 3x10	UM08	Flat Rate	50%	NA	\$3.37	\$102.34
<b>MOPS</b>						
Wet Mop 12 oz.	8117	Flat Rate	50%	NA	\$0.24	\$4.42
Wet Mop 24 oz.	8116	Flat Rate	50%	NA	\$0.49	\$6.12
Wet Mop 32 oz.	8118	Flat Rate	50%	NA	\$0.65	\$6.84
Wet Mop Handle	8165	NA	NA	NA	NC	\$6.54
Dust Mop 12"	8312	Flat Rate	50%	NA	\$0.18	\$5.59
Dust Mop 18"	8318	Flat Rate	50%	NA	\$0.28	\$6.58
Dust Mop 20"	8320	Flat Rate	50%	NA	\$0.31	\$8.45
Dust Mop 22"	8322	Flat Rate	50%	NA	\$0.34	\$7.15
Dust Mop 24"	8324	Flat Rate	50%	NA	\$0.37	\$7.36
Dust Mop 30"	8330	Flat Rate	50%	NA	\$0.46	\$11.47
Dust Mop 36"	8336	Flat Rate	50%	NA	\$0.55	\$9.44
Dust Mop 42"	8342	Flat Rate	50%	NA	\$0.64	\$14.64
Dust Mop 48"	8348	Flat Rate	50%	NA	\$0.73	\$11.32
Dust Mop 60"	8360	Flat Rate	50%	NA	\$0.92	\$13.14
Dust Mop Frame 12"	8135	NA	NA	NA	NC	\$5.43
Dust Mop Frame 18"	8134	NA	NA	NA	NC	\$5.53
Dust Mop Frame 20"	8136	NA	NA	NA	NC	\$5.62
Dust Mop Frame 22"	813A	NA	NA	NA	NC	\$5.75
Dust Mop Frame 24"	8132	NA	NA	NA	NC	\$6.37
Dust Mop Frame 30"	813B	NA	NA	NA	NC	\$7.42
Dust Mop Frame 36"	8133	NA	NA	NA	NC	\$9.24
Dust Mop Frame 42"	8137	NA	NA	NA	NC	\$9.44
Dust Mop Frame 48"	8138	NA	NA	NA	NC	\$10.31
Dust Mop Frame 60"	8139	NA	NA	NA	NC	\$11.05
Dust Mop Handle	8131	NA	NA	NA	NC	\$7.09
<b>MICRO FIBER</b>						
<b>Canvas Back Mops only use regular dust mop handle &amp; frames (listed above)</b>						
Micro Fiber Canvas Back Dust Mop 18"	8432	Flat Rate	50%	0.5%	\$0.612	\$4.81
Micro Fiber Canvas Back Dust Mop 24"	8433	Flat Rate	50%	0.5%	\$0.765	\$5.53
Micro Fiber Canvas Back Dust Mop 36"	8434	Flat Rate	50%	0.5%	\$1.122	\$8.25
Micro Fiber Canvas Back Dust Mop 48"	8435	Flat Rate	50%	0.5%	\$1.377	\$11.80
Micro Fiber Canvas Back Dust Mop 60"	8441	Flat Rate	50%	0.5%	\$1.632	\$14.65
Micro Fiber Wet Mop 18"	8423	Flat Rate	50%	0.5%	\$0.143	\$3.14
Micro Fiber Dust Mop 18"	8418	Flat Rate	50%	0.5%	\$0.510	\$4.60

**National Joint Powers Alliance  
Program Product and Rates**

Facility Products					US Pricing	
Description	UniFirst Style	Program Usage / Flat Rate	Minimum Billing %	ARC %	Rental Rate Per Unit	Loss/ Damage Rate
Micro Fiber Dust Mop 24"	8424	Flat Rate	50%	0.5%	\$0.653	\$5.80
Micro Fiber Dust Mop 36"	8436	Flat Rate	50%	0.5%	\$1.020	\$8.34
Micro Fiber Dust/ Wet Mop Handle	8419	Flat Rate	100%	NA	\$0.357	\$7.94
Micro Fiber Dust/Wet Mop Base 18"	8425	Flat Rate	100%	NA	\$0.204	\$7.94
Micro Fiber Dust/Wet Mop Base 24"	8426	Flat Rate	100%	NA	\$0.398	\$9.85
Micro Fiber Dust/Wet Mop Base 36"	8427	Flat Rate	100%	NA	\$0.479	\$13.82
Micro Fiber Glass Towel 16x16	8437	Flat Rate	50%	3.0%	\$0.092	\$1.31
Micro Fiber Multipurpose Towel 12x12	8417	Flat Rate	50%	3.0%	\$0.061	\$0.72
Micro Fiber Multipurpose Towel 16x16	8438	Flat Rate	50%	3.0%	\$0.071	\$0.92
Micro Fiber Mitt	8430	Flat Rate	50%	0.5%	\$0.143	\$4.48
Micro Fiber High Duster Cover	8421	Flat Rate	50%	0.5%	\$0.143	\$1.35
High Duster Frame	8429	Flat Rate	100%	NA	\$0.143	\$3.81
Bucketless Handle Direct Sale only	8422	DS	NA	NA	\$102.00	-
6 Gallon Bucket Direct Sale only	8431	DS	NA	NA	\$46.92	-
Disposable Wet Mop Direct Sale only	8123	DS	NA	NA	\$4.08	-
<b>WIPERS - TOWELS</b>						
18 X 18 Red Wiper Folded	8021	Flat Rate	50%	2.0%	\$0.061	\$0.25
18 X 18 Red Wiper Bagged	8023	Flat Rate	50%	2.0%	\$0.051	\$0.25
18 X 18 White Wiper Folded	8021	Flat Rate	50%	2.0%	\$0.071	\$0.25
Bath Towel 20 X 40	8523	Flat Rate	50%	2.0%	\$0.306	\$1.03
Bath Towel 22 X 44	8577	Flat Rate	50%	2.0%	\$0.347	\$2.22
Bath Towel 24 x 48	8574	Flat Rate	50%	2.0%	\$0.367	\$1.60
Bath Towel 27 X 54	8586	Flat Rate	50%	2.0%	\$0.500	\$6.83
Wash Cloth Terry 12 X 12	8545	Flat Rate	50%	2.0%	\$0.092	\$0.26
Towels Turk 16 X 27	8521	Flat Rate	50%	2.0%	\$0.092	\$0.62
Bar Mop U1st Green Stripe 16 X 19	8554	Flat Rate	50%	2.0%	\$0.082	\$0.39
Bagged Bar Mop U1st Green Stripe 16 X 19	8581	Flat Rate	50%	2.0%	\$0.071	\$0.39
Soda Towel Red Border 15 X 22	8560	Flat Rate	50%	2.0%	\$0.082	\$0.57
Glass Towel Red Striped 16 X 30	8561	Flat Rate	50%	2.0%	\$0.082	\$0.64
Towel Herringbone 15 X 26	9465	Flat Rate	50%	2.0%	\$0.082	\$0.52
Grill Pad 8 X 10	9987	Flat Rate	50%	2.0%	\$0.092	\$0.55
Continuous Roll Towel 40 Yrds *Only where available.	8529	Flat Rate	50%	NA	\$2.040	\$22.04
Continuous Roll Towel Cabinet *Only where available.	9993	Flat Rate	100%	NA	NC	\$119.08
<b>APRONS</b>						
100% Cotton Denim Machinist Apron	7006	Flat Rate	50%	2.0%	\$0.357	\$7.46
Poly/Cotton Blend Bib Apron w/3 pockets	7012	Flat Rate	50%	2.0%	\$0.194	\$6.31
100% Spun Poly Bib Apron	7046	Flat Rate	50%	2.0%	\$0.153	\$2.13
Laundry Lock-Up	8950	Flat Rate	100%	NA	NC	\$187.41
Laundry Lock-Up Maxi	8958	Flat Rate	100%	NA	NC	\$271.54
4 Compartment Hanger	8962	Flat Rate	100%	NA	NC	\$363.30
6 Compartment Hanger	8955	Flat Rate	100%	NA	NC	\$370.80
8 Compartment Hanger	8951	Flat Rate	100%	NA	NC	\$371.41
8 Compartment Hanger Wide w/Pad Lock	8959	Flat Rate	100%	NA	NC	\$409.73
9 Compartment Folded	8952	Flat Rate	100%	NA	NC	\$315.58
Bag Rack	8956	Flat Rate	100%	NA	NC	\$6.81

**National Joint Powers Alliance  
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Facility Products					US Pricing	
Description	UniFirst Style	Program Usage / Flat Rate	Minimum Billing %	ARC %	Rental Rate Per Unit	Loss/ Damage Rate
Hanger Recovery Rack	8957	Flat Rate	100%	NA	NC	\$8.72
Laundry Bags	9075	Flat Rate	100%	NA	NC	\$5.40
Wiper Bag (30x40 Nylon)	9076	Flat Rate	100%	NA	NC	\$6.67
Laundry Pipe Rail	8939	Flat Rate	100%	NA	NC	\$208.00
Hamper	9958	Flat Rate	100%	NA	NC	\$243.10
Rolling Rack	9917	Flat Rate	100%	NA	NC	\$32.50
Towel Manager	8964	Flat Rate	100%	NA	NC	\$349.27
Wiper/Towel Exchange	8917	Flat Rate	100%	NA	NC	\$314.60
6 Gallon Wiper/Safety Can	9949	Flat Rate	100%	NA	NC	\$42.81
15 Gallon Wiper/Safety Can	9948	Flat Rate	100%	NA	NC	\$54.38
<b>FENDER COVER</b>						
Fender Cover	7521	Flat Rate	50%	NA	\$0.53	\$4.23
Seat Cover	7522	Flat Rate	50%	NA	\$0.82	\$7.64

National Joint Powers Alliance  
Program Product and Rates

Revenue discounts are not available for the services below.

Facility Services		Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)										Loss / Damage
Description	UniFirst Item #	Every Week	Every Other Wk	Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Every 12 Weeks	Loss / Damage		
<b>AIR FRESHENERS</b>												
Gel Fan Dispenser (areas up to 3,000 cubic ft 2-3 stalls)	8781	-	-	NC	-	-	-	-	-	\$7.72		
Fragrance Gel – Orange	8782	-	-	\$1.28	-	-	-	-	-	NA		
Fragrance Gel – Apple	8783	-	-	\$1.28	-	-	-	-	-	NA		
Fragrance Gel – Cherry Berry	8784	-	-	\$1.28	-	-	-	-	-	NA		
Fragrance Gel – Country Garden	8785	-	-	\$1.28	-	-	-	-	-	NA		
Fragrance Gel – Linen Fresh	8786	-	-	\$1.28	-	-	-	-	-	NA		
T Cell Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8793	-	-	-	-	NC	-	-	-	\$4.21		
T Cell Fan Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8303	-	-	-	-	NC	-	-	-	\$18.25		
Fragrance T Cell Citrus	8794	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Crystal Breeze	8795	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Blue Splash	8796	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Polar Mist	8797	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Wakening Spring	8798	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Mango Blossom	8799	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Cucumber Melon	8800	-	-	-	-	\$1.79	-	-	-	NA		
Fragrance T Cell Pure	8815	-	-	-	-	\$1.79	-	-	-	NA		
Microburst 9000 Aerosol Dispenser (areas up to 6,000 cubic ft 3-4 stalls)	8787	-	-	-	-	-	-	NC	-	\$18.23		
Fragrance Aerosol MB 9000 Linen Fresh	8788	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Ocean Breeze	8789	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Mountain Peaks	8790	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Orchard Fields	8791	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Country Delight	8792	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Cinnamon	8801	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Mango	8802	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Orange	8804	-	-	-	-	-	-	\$2.30	-	NA		
Fragrance Aerosol MB 9000 Vanilla	8805	-	-	-	-	-	-	\$2.30	-	NA		
<b>PAPER NAPKINS</b>												
Linen Like Paper Napkins, 1,000 Case Flat Pack, Direct Sale Only	6236	\$84.53	-	-	-	-	-	-	-	NA		
<b>SCA PAPER</b>												
Jumbo Sanitary Tissue Roll (1,600 ft, 1000 sheets)	6225	\$5.58	\$2.79	\$1.39	\$0.95	\$0.72	-	-	-	NA		
Jumbo Sanitary Tissue, 6 Roll Case Direct Sale Only	6201	\$35.82	-	-	-	-	-	-	-	NA		
Jumbo Sanitary Tissue Dispenser	6251	NC	NC	NC	NC	NC	-	-	-	\$10.92		
Mini-Twin Sanitary Tissue Roll	6221	\$2.92	\$1.46	\$0.73	\$0.50	\$0.38	-	-	-	NA		

**National Joint Powers Alliance  
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Description	UniFirst Item #	Every Week	Every Other Wk	Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)							Every 12 Weeks	Loss / Damage
				Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Every 14 Weeks	Every 16 Weeks		
Mini-Twin Sanitary Tissue, 12 Roll Case Direct Sale Only	6211	\$35.72	-	-	-	-	-	-	-	-	-	NA
Mini-Twin Dispenser	6210	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$18.13
Over/Under Sanitary Tissue 2 Ply Roll	TBD	\$1.67	\$0.83	\$0.42	\$0.28	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	\$0.22	NA
Over/Under Sanitary Tissue, 36 Roll Case Direct Sale Only	6238	\$60.34	-	-	-	-	-	-	-	-	-	NA
Over/Under Dispenser	6237	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$10.29
Toilet Seat Covers Pack of 250	99T0	\$3.11	\$1.56	\$0.78	\$0.53	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	NA
Toilet Seat Covers 20/250 Packs in Case	99F1	\$59.82	-	-	-	-	-	-	-	-	-	NA
Toilet Seat Cover Dispenser	99F2	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$7.40
Center Pull Hand Towel 2 PLY - Roll (600 ft/580 shfts per roll)	6249	\$6.38	\$3.19	\$1.59	\$1.08	\$0.83	\$0.83	\$0.83	\$0.83	\$0.83	\$0.83	NA
Center Pull Hand Towel 2 PLY - 6 Roll Case Direct Sale Only	6248	\$39.02	-	-	-	-	-	-	-	-	-	NA
Center Pull Hand Towel Dispenser	6268	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$22.45
Mini Center Pull Hand Towel	6214	\$4.25	\$2.13	\$1.06	\$0.72	\$0.55	\$0.55	\$0.55	\$0.55	\$0.55	\$0.55	NA
Mini Center Pull Hand Towel Dispenser	6213	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$18.63
Water Tight Center Pull Hand Towel	6220	\$7.29	\$3.65	\$1.82	\$1.24	\$0.95	\$0.95	\$0.95	\$0.95	\$0.95	\$0.95	NA
Water Tight Center Pull Hand Towel Dispenser	6219	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$24.77
Hard Wound roll Towel, White Roll (700 ft/884 towels per roll)	6230	\$8.65	\$4.33	\$2.16	\$1.47	\$1.12	\$1.12	\$1.12	\$1.12	\$1.12	\$1.12	NA
Hard Wound roll Towel, White Roll 6 Roll Case Direct Sale Only	6233	\$2.97	-	-	-	-	-	-	-	-	-	NA
Hard Wound roll Towel, Brown Roll (700 ft/884 towels per roll)	6232	\$6.92	\$3.46	\$1.73	\$1.18	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	\$0.90	NA
Hard Wound roll Towel, Brown Roll 6 Roll Case Direct Sale Only	6234	\$4.34	-	-	-	-	-	-	-	-	-	NA
Hard Wound roll Towel, Brown Roll 6 Roll Case Direct Sale Only	6239	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	NA
Touchless Electric Dispenser for Hard Wound Roll Towel	6221	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$39.70
Touchless Mechanical Dispenser For Hard Wound Roll Towel	6231	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$31.85
Tri-Fold Hand Towel 2 PLY - Pack	6226	\$1.65	\$0.82	\$0.41	\$0.28	\$0.21	\$0.21	\$0.21	\$0.21	\$0.21	\$0.21	NA
Tri-Fold Hand Towel, 2 PLY, 21 Pack Case Direct Sale Only	6206	\$35.29	-	-	-	-	-	-	-	-	-	NA
Tri-Fold Dispenser	6257	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$21.56
House Hold Paper Towel Roll	6243	\$2.55	\$1.28	\$0.64	\$0.43	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33	NA
House Hold Paper Towel Case of 12 Rolls	6242	\$31.13	-	-	-	-	-	-	-	-	-	NA
Multi Fold Towel - 250 Pack	6223	\$1.97	\$0.99	\$0.49	\$0.34	\$0.26	\$0.26	\$0.26	\$0.26	\$0.26	\$0.26	NA
Universal Wiper Pop-up 2-Ply 125 Count	6247	\$3.32	\$1.66	\$0.83	\$0.56	\$0.43	\$0.43	\$0.43	\$0.43	\$0.43	\$0.43	NA
Wipers-Uni-Wipe 450/Case 12x15	8054	\$50.29	-	-	-	-	-	-	-	-	-	NA
Wipers-Uni-Wipe Scrim 1000/Case 12x15	8055	\$57.22	-	-	-	-	-	-	-	-	-	NA
Wipers-Uni-Wipe Air Lay 1000/Case 13x14	8057	\$57.22	-	-	-	-	-	-	-	-	-	NA
Multi-Use Wiper, 140 Pack	6227	\$19.82	\$9.91	\$4.96	\$3.37	\$2.58	\$2.58	\$2.58	\$2.58	\$2.58	\$2.58	NA
Multi-Use Wiper - (5 Pack of 140) CASE Direct Sale Only	6207	\$101.07	-	-	-	-	-	-	-	-	-	NA
Multi-Use Wiper, Self-Dispensing Box (280) Direct Sale Only	6208	\$39.90	-	-	-	-	-	-	-	-	-	NA
Multi-Use Wiper Dispenser (FOR 6207)	6258	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$20.06
Maximum Strength Wipers-4 Ply x 492 ft Direct Sale Only	6212	\$27.80	-	-	-	-	-	-	-	-	-	NA
Maximum Strength Wiper Dispenser	6239	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$18.63
Windshield Wiper 9.125"x10.25" Case of 2250	6241	\$34.39	-	-	-	-	-	-	-	-	-	NA

**National Joint Powers Alliance  
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Facility Services		Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)										Loss / Damage
Description	Unit/First Item #	Every Week	Every Other Wk	Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Loss / Damage			
<i>Windshield Wiper Dispenser</i>	6240	NC	NC	NC	NC	NC	NC	-	\$14.61			
<b>RESTROOM PRODUCT</b>												
Auto Flush Urinal/Toilet Clamp System/Service. Direct Sale Only.	99GY	\$163.20	-	-	-	-	-	-	NA			
Auto Flush Urinal/Toilet Clamp System/Service	99GY	\$2.30	-	-	-	-	-	-	\$129.60			
Mat Disposable Urinal	99FE	\$6.58	\$3.29	\$1.64	\$1.12	\$0.86	-	-	NA			
Mat Disposable Toilet	99FF	\$6.58	\$3.29	\$1.64	\$1.12	\$0.86	-	-	NA			
Urinal Screen w/Blok	62A5	\$2.41	-	\$0.60	-	-	-	-	NA			
Urinal Screen w/Blok Case of 12	99F7	\$28.90	-	-	-	-	-	-	NA			
Urinal Toss in Blok	TBD	\$1.70	\$0.43	-	-	-	-	-	NA			
Urinal Toss in Blok Case of 12	99F9	\$20.32	-	-	-	-	-	-	NA			
Autojanitor Drip Refill Country Delight	99G6	\$8.50	\$2.13	-	-	-	-	-	NA			
Autojanitor Drip Dispenser	99G3	NC	NC	NC	NC	NC	-	-	\$37.80			
Autoclean Refill Linen Fresh	99G5	\$9.01	\$2.25	-	-	-	-	-	NA			
Autoclean Starter Kit	99FD	\$90.10	-	-	-	-	-	-	NA			
Clean Seat Refill	99GX	\$9.95	\$2.49	-	-	-	-	-	NA			
Clean Seat Dispenser	99GW	NC	NC	NC	NC	NC	-	-	\$11.34			
<b>SOAPS</b>												
<b>Heavy Duty 2000 ML</b>												
2000 ml Power Gold w/Crushables (waterless)	1929	\$14.11	\$7.06	\$3.53	\$2.40	\$1.83	\$1.55	\$1.27	NA			
2000 ml Supro Max (waterless)	1939	\$14.64	\$7.32	\$3.66	\$2.49	\$1.90	\$1.61	\$1.32	NA			
2000 ml Multi Green w/Particles	1926	\$13.33	\$6.66	\$3.33	\$2.27	\$1.73	\$1.47	\$1.20	NA			
2000 ml Natural Orange w/Pumice	1925	\$11.15	\$5.58	\$2.79	\$1.90	\$1.45	\$1.23	\$1.00	NA			
2000 ml Supro Max Cherry	1968	\$13.89	\$6.94	\$3.47	\$2.36	\$1.81	\$1.53	\$1.25	NA			
2000 ml Dispensing System (black)	1921	NC	NC	NC	NC	NC	NC	NC	\$13.64			
<b>Heavy Duty 5000 ML</b>												
5000 ml Power Gold w/Crushables (waterless)	1935	\$42.50	\$21.25	\$10.63	\$7.23	\$5.53	\$4.68	\$3.83	NA			
5000 ml Supro Max (waterless)	1934	\$63.38	\$31.69	\$15.84	\$10.77	\$8.24	\$6.97	\$5.70	NA			
5000 ml Multi Green w/Particles	1932	\$26.66	\$13.33	\$6.66	\$4.53	\$3.47	\$2.93	\$2.40	NA			
5000 ml Natural Orange w/Pumice	1931	\$34.00	\$17.00	\$8.50	\$5.78	\$4.42	\$3.74	\$3.06	NA			
5000 ml Dispensing System (black)	1930	NC	NC	NC	NC	NC	NC	NC	\$15.80			
<b>Hand Cleaners (Soaps)</b>												
800 ml Pink-n-Clean Skin Cleanser	1914	\$2.72	\$1.36	\$0.68	\$0.46	\$0.35	\$0.30	\$0.24	NA			
800 ml Lotion Skin Cleanser	1911	\$4.52	\$2.26	\$1.13	\$0.77	\$0.59	\$0.50	\$0.41	NA			
800 ml Dispensing System (white)	1909	NC	NC	NC	NC	NC	NC	NC	\$15.26			
<b>Anti-Bacterial Cleaners</b>												
800 ml Microell Anti-Bacterial Soap-amber	1918	\$4.32	\$2.16	\$1.08	\$0.73	\$0.56	\$0.47	\$0.39	NA			
1200 ml Touch Free Antibacterial Foam	8807	\$26.78	\$13.39	\$6.69	\$4.55	\$3.48	\$2.95	\$2.41	NA			
1250 ml Luxury Foam Wash	1980	\$14.94	\$7.47	\$3.74	\$2.54	\$1.94	\$1.64	\$1.34	NA			

**National Joint Powers Alliance  
Program Product and Rates**

Description	UniFirst Item #	Every Week	Every Other Wk	Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)							Every 12 Weeks	Loss / Damage
				Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Every 14 Weeks	Every 16 Weeks		
1250 ml Luxury Foam Wash Anti-Bacterial	1981	\$16.42	\$8.21	\$4.11	\$2.79	\$2.13	\$1.81	\$1.48	NA			
2000 ml Antibacterial Lotion Soap	1982	\$14.86	\$7.43	\$3.71	\$2.53	\$1.93	\$1.63	\$1.34	NA			
2000 ml Rich Pink Antibacterial Lotion	1923	\$10.29	\$5.14	\$2.57	\$1.75	\$1.34	\$1.13	\$0.93	NA			
5000 ml Rich Pink Antibacterial Lotion	1950	\$22.61	\$11.31	\$5.65	\$3.84	\$2.94	\$2.49	\$2.03	NA			
800 ml Micrell Dispensing System (white)	1917	NC	NC	NC	NC	NC	NC	NC	\$15.26			
1200 ml Touch Free Foam Dispenser	8806	NC	NC	NC	NC	NC	NC	NC	\$20.93			
1250 ml Dispensing System Foam Soap	1943	NC	NC	NC	NC	NC	NC	NC	\$8.44			
2000 ml Dispensing System (for 1982) (grey)	1983	NC	NC	NC	NC	NC	NC	NC	\$10.80			
2000 ml Dispensing System (black)	1921	NC	NC	NC	NC	NC	NC	NC	\$13.64			
5000 ml Dispensing System (black)	1930	NC	NC	NC	NC	NC	NC	NC	\$15.80			
<b>Purell Waterless Hand Sanitizers &amp; Wipes Direct Sale</b>												
Purell Instant Hand Sanitizer 4oz. Direct Sale Only	1999	\$2.24	-	-	-	-	-	-	NA			
Purell Instant Hand Sanitizer 8oz. Direct Sale Only	1955	\$4.53	-	-	-	-	-	-	NA			
Purell w/ Dermaglycerin 12oz. Direct Sale Only	1977	\$9.05	-	-	-	-	-	-	NA			
Purell 2 in 1 Hand Sanitizer 12oz. Direct Sale Only	1956	\$7.63	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes - 175 Count Canister. Direct Sale Only	19AF	\$8.64	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes - 1200 Count Canister. Direct Sale Only	8830	\$50.41	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes - 100 Count. Direct Sale Only	19AQ	\$3.17	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes - 1000 Count. Direct Sale Only	19AS	\$48.38	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes - 4000 Count. Direct Sale Only	19AR	\$173.14	-	-	-	-	-	-	NA			
Purell Sanitizing Hand Wipes Dispenser	19AP	NC	NC	NC	NC	NC	NC	NC	\$33.75			
Purell Sanitizing Hand Wipes Stand	8808	NC	NC	NC	NC	NC	NC	NC	\$76.95			
Purell Sanitizing Hand Wipes 175 Count Canister Dispenser.	TBD	NC	NC	NC	NC	NC	NC	NC	\$0.00			
Purell Sanitizing Hand Wipes 1200 Count Canister Dispenser.	8818	NC	NC	NC	NC	NC	NC	NC	\$27.00			
<b>Purell Waterless Hand Sanitizers Rental/Direct Sale</b>												
250 ml Purell Refill (clear)	1990	\$4.79	\$2.40	\$1.20	\$0.81	\$0.62	\$0.53	\$0.43	NA			
800 ml Purell Refill (clear)	1920	\$5.70	\$2.85	\$1.42	\$0.97	\$0.74	\$0.63	\$0.51	NA			
1000 ml Purell Instant Hand Sanitizer	1988	\$10.68	\$5.34	\$2.67	\$1.81	\$1.39	\$1.17	\$0.96	NA			
1000 ml Purell Instant Hand Sanitizer w/Dermaglycerin	19AM	\$16.34	\$8.17	\$4.08	\$2.78	\$2.12	\$1.80	\$1.47	NA			
1200 ml Purell Foam Instant Hand Sanitizer - Touch Free	1976	\$35.09	\$17.54	\$8.77	\$5.96	\$4.56	\$3.86	\$3.16	NA			
1200 ml Purell Gel Instant Hand Sanitizer - Touch Free	19AT	\$16.39	\$8.19	\$4.10	\$2.79	\$2.13	\$1.80	\$1.47	NA			
250 ml Purell Dispensing System (white)	1991	NC	NC	NC	NC	NC	NC	NC	\$5.06			
800 ml Purell Dispensing System (white)	1919	NC	NC	NC	NC	NC	NC	NC	\$15.26			
1000 ml Purell Instant Hand Sanitizer Dispenser	1989	NC	NC	NC	NC	NC	NC	NC	\$9.45			
1200 ml Purell Foam or Gel Touch Free Dispenser	1975	NC	NC	NC	NC	NC	NC	NC	\$20.93			
Purell Foam or Gel Touch Free Dispenser Stand	8817	NC	NC	NC	NC	NC	NC	NC	\$37.13			
<b>Healthcare Products</b>												
800 ml Provon Antimicrobial Lotion Soap	1960	\$6.72	\$3.36	\$1.68	\$1.14	\$0.87	\$0.74	\$0.60	NA			

**National Joint Powers Alliance  
Program Product and Rates**

Facility Services		Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)											Loss / Damage
Description	UniFirst Item #	Every Week	Every Other Wk	Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Every 10 Weeks	Every 12 Weeks	Every 12 Weeks	Loss / Damage	
1200 ml Purell Surgical Scrub w/ Moisturizers - Touchfree	1979	\$189.11	\$94.55	\$47.28	\$32.15	\$24.58	\$20.80	\$17.02	\$20.80	\$17.02	\$17.02	NA	
1250 ml Provon Medicated Foam Soap	1958	\$20.15	\$10.07	\$5.04	\$3.42	\$2.62	\$2.22	\$1.81	\$2.22	\$1.81	\$1.81	NA	
1250 ml Provon Foam Soap	1984	\$16.22	\$8.11	\$4.05	\$2.76	\$2.11	\$1.78	\$1.46	\$1.78	\$1.46	\$1.46	NA	
2000 ml Provon Foaming Antimicrobial Soap	1967	\$26.78	\$13.39	\$6.69	\$4.55	\$3.48	\$2.95	\$2.41	\$2.95	\$2.41	\$2.41	NA	
800 ml Provon Dispensing System (white)	1959	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$13.84	
1200 ml Purell Surgical Scrub Touch Free Dispenser	1978	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$20.93	
1250 ml Provon Dispensing System Foam Soap	1957	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$16.20	
2000 ml Provon Dispensing System Foam Soap	1966	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$16.88	
<b>E2 Rated Food Industry Hand Soaps</b>													
800 ml IHC Food Industry Sanitizing Soap (clear)	1915	\$7.55	\$3.77	\$1.89	\$1.28	\$0.98	\$0.83	\$0.68	\$0.98	\$0.83	\$0.83	NA	
1250 ml E2 Foam Soap Sanitizing	1945	\$26.98	\$13.49	\$6.74	\$4.59	\$3.51	\$2.97	\$2.43	\$3.51	\$2.97	\$2.43	NA	
2000 ml E2 Foam Soap Sanitizing	1944	\$40.46	\$20.23	\$10.12	\$6.88	\$5.26	\$4.45	\$3.64	\$5.26	\$4.45	\$3.64	NA	
2000 ml E2 Lotion Soap Sanitizing	1985	\$20.13	\$10.06	\$5.03	\$3.42	\$2.62	\$2.21	\$1.81	\$2.62	\$2.21	\$1.81	NA	
800 ml Dispensing System (white)	1909	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$15.26	
1250 ml Dispensing System Foam Soap	1943	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$10.80	
2000 ml Dispensing System Foam Soap	1946	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$16.88	
2000 ml Dispensing System (black)	1921	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$13.64	
<b>Shower Soaps</b>													
800 ml Spa Bath-Body & Hair Shampoo	1912	\$5.92	\$2.96	\$1.48	\$1.01	\$0.77	\$0.65	\$0.53	\$0.77	\$0.65	\$0.65	NA	
1250 ml Luxury Foam Hair and Body Wash	1964	\$14.94	\$7.47	\$3.74	\$2.54	\$1.94	\$1.64	\$1.34	\$1.94	\$1.64	\$1.34	NA	
2000 ml Shower Up Shower Gel	1951	\$13.84	\$6.92	\$3.46	\$2.35	\$1.80	\$1.52	\$1.25	\$1.80	\$1.52	\$1.25	NA	
2000 ml Luxury Foam Hair and Body Wash	1963	\$25.81	\$12.90	\$6.45	\$4.39	\$3.35	\$2.84	\$2.32	\$3.35	\$2.84	\$2.32	NA	
800 ml Dispensing System (white)	1909	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$15.26	
1250 ml Dispensing System Foam Soap	1943	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$10.80	
2000 ml Dispensing System (black)	1921	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$13.64	
2000 ml Dispensing System Foam Soap	1946	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$16.88	
<b>Skin Conditioners</b>													
500 ml Hand Medic Refill	1987	\$8.98	\$4.49	\$2.24	\$1.53	\$1.17	\$0.99	\$0.81	\$1.17	\$0.99	\$0.99	NA	
500 ml Hand Medic Dispensing System	1986	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$15.26	
<b>GREEN Cert. Soaps</b>													
800 ml GREEN Cert. Liquid Hand Soap	8811	\$5.88	\$2.94	\$1.47	\$1.00	\$0.76	\$0.65	\$0.53	\$0.76	\$0.65	\$0.65	NA	
1200 ml GREEN Cert. Touch Free Foam Soap	8813	\$23.99	\$11.99	\$6.00	\$4.08	\$3.12	\$2.64	\$2.16	\$3.12	\$2.64	\$2.16	NA	
1250 ml GREEN Cert. Foam Soap	8810	\$16.10	\$8.05	\$4.02	\$2.74	\$2.09	\$1.77	\$1.45	\$2.09	\$1.77	\$1.45	NA	
2000 ml GREEN Cert. Foam Soap	8812	\$25.08	\$12.54	\$6.27	\$4.26	\$3.26	\$2.76	\$2.26	\$3.26	\$2.76	\$2.26	NA	
800 ml Dispensing System (white)	1909	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$15.26	
1200 ml Touch Free Foam Dispenser	8806	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$20.93	
1250 ml Dispensing System Foam Soap	1943	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$10.80	
2000 ml Dispensing System Foam Soap	1946	NC	NC	NC	NC	NC	NC	NC	NC	NC	NC	\$16.88	

**National Joint Powers Alliance  
Program Product and Rates**

Facility Services		Delivery Replenishment Frequency US Pricing (WEEKLY BILLING)										Loss / Damage
Description	UniFirst Item #	Every Week	Every Other Wk	Every 4 Weeks	Every 6 Weeks	Every 8 Weeks	Every 10 Weeks	Every 12 Weeks	Loss / Damage			
<b>Trash Can Liners Direct Sale</b>												
Trash Can Liner 10 GAL 24X24 (1000/CS) Natural	8928	\$26.86	-	-	-	-	-	-	NA			
Trash Can Liner 33 GAL 33X39 (250/CS) Clear	8929	\$35.89	-	-	-	-	-	-	NA			
Trash Can Liner 33 GAL 33X39 (100/CS) Black	8930	\$17.58	-	-	-	-	-	-	NA			
Trash Can Liner 45 GAL 40X46 (250/CS) Clear	8931	\$51.31	-	-	-	-	-	-	NA			
Trash Can Liner 45 GAL 40X46 (100/CS) Black	8932	\$25.26	-	-	-	-	-	-	NA			
Trash Can Liner 56 GAL 43X47 (100/CS) Black	8933	\$32.37	-	-	-	-	-	-	NA			
Trash Can Liner 60 GAL 38X58 (100/CS) Black	8934	\$35.51	-	-	-	-	-	-	NA			

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**Service Charges:**

1. **Garment Preparation Charges waived for the initial installation of service at each customer site. Incremental Up-Charge for non-standard sizes is not waived.**

Garment	Sizes	US Charge
<b>Garment Prep Charge (SVCE)</b>		
All	All Sizes	\$0.50
<b>Incremental Up-Charge for Non-Standard Sizes (SPCL)</b>		
Shirts	Size 2XL – 6XL	\$1.50 each
	Size 7XL and up	\$3.00 each
Men's Pants	Size 44 – 48	\$2.00 each
	Size 50 - 56	\$2.50 each
	Size 58 and up	\$3.00 each
Woman's Pants	Size 22 – 28	\$2.00 each
	Size 30 and up	\$2.50 each
Jackets	Size 2XL – 5XL	\$2.65 each
	Size 6XL	\$5.00 each
	Size 7XL and up	\$7.00 each
Coveralls	Size 52 – 58	\$2.65 each
	Size 60 – 64	\$5.00 each
	Size 66 and up	\$7.00 each
Misc	Size 44 – 48	\$1.25 each
	Size 50 – 56	\$1.75 each
	Size 58 and up	\$2.25 each

\* Includes hemming cost incurred on oversize garments

2. **Personalization Charges - Emblems**

**Emblem fees waived for the initial installation of service at each location.**

Employee Name Emblems 3-3/8" x 1-3/8"	\$0.35
***Non-Standard Merchandise, Customer Identity 4" x 2"	\$1.25

3. **Personalization Charges – Direct Embroidery**

Direct Embroidery Employee Name	\$1.50
Direct Embroidery Company Logo (up to 4,999 stitches)	\$2.50
Direct Embroidery Company Logo (5,000-9,999 stitches)	\$3.75

4. **Minimum Charge (per stop) \$25.00**

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5. DEFE Surcharge Per Weekly Service Invoice \$2.00

DEFE CHARGE. Customer's invoices may include a DEFE CHARGE, that may vary for different customers, to cover all or only portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of services and products to customers' places of business, primarily Route Sales Representative commissions, managements salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present and future) UniFirst absorbs related to wastewater resting, purification, effluent control, solids disposal, supplies and equipment for pollution controls an energy conservation and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**Notes:**

1. Please note that repairs, size exchanges and automatic garment replacement due to normal wear and tear are included in your weekly rental rates.
2. \*\*\* Indicates an Item of "Non-Standard Merchandise" hereby expressly made subject to the buy-back provisions in the Agreement.
3. The application of direct embroidery or silkscreen to any Contract Item automatically classifies that item as "Non-Standard Merchandise" item subject to the buy-back provisions specified in the Agreement.
4. Auto replacement fees may apply but that fee is expected to cover all expected towel losses and those replacement items will be added to your returned inventory to compensate for possible misplacements of goods.
5. All product and prices are quoted based on standard UniFirst sizes and colors unless otherwise noted.
6. The weekly rental rates listed above are quoted in individual units. The weekly rental charges associated with the utilization of each such item will be flat rated and invoiced based upon the "Billed Quantity" indicated on the service invoice, whether or not such quantity is actually delivered in a given week.

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Customer, as a Company National Account, may also elect to purchase from Company the garment items specified below, or any other items which Company stocks for the benefit of its customers (collectively, the "Purchased Items"). In all such instances, Customer shall pay the prices then specified herein, and if not specified, eighty percent (80%) of the prices then listed in Company's then current "Buyer's Guide". In order to qualify for the prices set forth herein, or the discount herein authorized, all orders for such Purchased items must be submitted by Customer's Locations directly to Company's corporate distribution center in Owensboro, Kentucky. Contact numbers for this facility are as follows: Telephone: (877)-864-2202; Facsimile: (877)-864-2244; email: [nacsgroup@unifirst.com](mailto:nacsgroup@unifirst.com). Orders for Purchased Items placed locally with Company's Route Sales Representatives or (Service Center) personnel shall be deemed to be sales outside the scope of this Agreement, not entitled to the prices or discounts offered herein.

<b>U.S. Direct Purchase Program</b>					
<b>Description</b>	<b>UniFirst Item #</b>	<b>Standard Sizes</b>	<b>Up-Sizes</b>	<b>Standard Size Pricing</b>	<b>Up-Size Pricing</b>
Flat Front Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1002	28-42	44-56	\$13.00	\$16.00
Pleated Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1122	28-42	44-56	\$15.10	\$18.10
Jean Style Pant, 7.75 oz. 65/35 Poly/Cotton Blend.	1060	28-42	44-54	\$13.40	\$16.40
Flexwaist Pant, 8 oz. 65/35 Poly/Cotton Blend.	1138	28-42	44-56	\$12.55	\$15.55
Cargo Pant, 8 oz. 65/35 Poly/Cotton Blend.	10AI	30-42	44	\$16.45	\$19.45
Security Pant Flat Front, 10 oz Polyester.	10B8	28-42	44-56	\$13.80	\$16.80
Flat Front Short, 7.5 oz. 65/35 Poly/Cotton Blend.	1034	28-42	44-56	\$10.30	\$12.30
Pleated Short, 65/35 Poly/Cotton Blend.	1129	28-42	44-46	\$13.75	\$15.75
Cargo Short, 65/35 Poly/Cotton Blend.	1271	28-42	44	\$15.40	\$17.40
Flat Front Pant, 8.25 oz. 100% Cotton.	1001	28-42	44-56	\$16.00	\$19.00
Pleated Front Pant, 100% Cotton	1148	28-42	44-56	\$19.30	\$22.30
UniFirst Classic Fit Jean, 13.75 oz. 100% Cotton Denim.	1091	28-42	44-56	\$14.25	\$17.25
UniFirst Relaxed Fit Jean, 13.75 oz. 100% Cotton Denim.	10HD	28-42	44-56	\$16.90	\$19.90
Wrangler Regular Fit Jean, 15 oz. 100% Cotton Denim.	1150	29-43	44-54	\$18.15	\$21.15
Wrangler Relaxed Fit Jean, 14.5 oz. 100% Cotton Denim.	1144	29-43	44-54	\$19.30	\$22.30
Wrangler Cowboy Cut Jean, 14.5 oz. 100% Cotton Denim.	1118	29-43	44-54	\$23.65	\$26.65
Prewashed Denim Jean, Indura 14 oz. FR Cotton. HRC-2, ATPV-18.3	11KG	28-44	46-58	\$35.05	\$40.05
Pant, Armorex 9 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-12.4	10FT	28-42	44-56	\$31.45	\$36.45
Pant, 9 oz. UltraSoft. HRC-2, ATPV-12.4	10FR	28-42	44-56	\$36.80	\$41.80
Pant, 8.5 oz. Tecasafe Plus FR. HRC-2, ATPV-9.3	10TS	28-42	44-56	\$47.25	\$52.25
Pant, 6 oz. Armorex Nomex. HRC-1, ATPV-5.8	10NX	28-42	44-56	\$62.80	\$67.80
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Legs.	123C	28-42	44-56	\$22.40	\$25.40
Enhanced Visibility Pant, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Legs.	123B	28-42	44-56	\$22.40	\$25.40
Food Prep Pant - no Buttons 65/35 Poly/Cotton Blend.	10HE	28-42	44-56	\$12.75	\$15.75
Pleated Front Food Prep Pant - no Buttons - no Pockets 65/35 Poly/Cotton Blend.	11UM	28-42	44-56	\$12.90	\$15.90
Chef Pants 65/35 Poly/Cotton Blend.	1052	28-42	44-46	\$11.75	\$14.75
Baggy Chef Pants 100% Spun Poly.	117A	XS-XL	2XL-4XL	\$13.50	\$16.50
Unisex Scrub Pant 65/35 Poly/Cotton Blend.	1276	XS-XL	2XL-5XL	\$7.40	\$10.40
Unisex Scrub Cargo Pant 65/35 Poly/Cotton Blend.	7245	XS-XL	2XL-5XL	\$10.90	\$13.90
Unisex Scrub Pant Reversible 55/45 Poly/Cotton Blend.	7221	XS-XL	2XL-5XL	\$4.90	\$7.90
Long Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0102	S-XL	2XL-4XL	\$9.25	\$12.25
Short Sleeve Work Shirt, 4.75 oz. 65/35 Poly/Cotton Blend.	0202	S-XL	2XL-4XL	\$7.70	\$10.70
Women's Long Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0335	S-XL	2XL-3XL	\$10.15	\$13.15
Women's Short Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0436	S-XL	2XL-3XL	\$8.15	\$11.15
Women's 3/4 Sleeve Work Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	05AH	S-XL	2XL-3XL	\$13.00	\$16.00
Micro Check Long Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	03UM	S-XL	2XL-4XL	\$13.70	\$16.70
Micro Check Short Sleeve Shirt, 4 oz. 65/35 Poly/Cotton Blend.	04UM	S-XL	2XL-4XL	\$10.90	\$13.90
Micro Check Short Sleeve Shirt-Jac, 4 oz. 65/35 Poly/Cotton Blend.	15UM	S-XL	2XL-4XL	\$15.95	\$18.95
Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0111	14 ½ - 17 ½	18-20 ½	\$11.55	\$14.55
Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0211	14 ½ - 17 ½	18-20 ½	\$10.45	\$13.45
Women's Long Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0112	S-XL	2XL-3XL	\$11.15	\$14.15

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<b>U.S. Direct Purchase Program</b>					
<b>Description</b>	<b>UniFirst Item #</b>	<b>Standard Sizes</b>	<b>Up-Sizes</b>	<b>Standard Size Pricing</b>	<b>Up-Size Pricing</b>
Women's Short Sleeve Oxford Shirt, 60/40 Cotton/Poly Blend.	0422	S-XL	2XL-3XL	\$10.00	\$13.00
Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0820	S-XL	2XL-4XL	\$13.45	\$16.45
Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0636	S-XL	2XL-4XL	\$11.95	\$14.95
Women's Long Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	0960	XS-XL	2XL	\$12.85	\$15.85
Women's Short Sleeve Button Down Shirt, 65/35 Cotton/Poly Blend.	4248	XS-XL	2XL	\$11.60	\$14.60
Security Shirt Long Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0167	S-XL	2XL-4XL	\$20.35	\$23.35
Security Shirt Short Sleeve, Epaulets, Military Creases 4.25oz. 65/35 Poly/Cotton Blend.	0607	S-XL	2XL-4XL	\$16.35	\$19.35
Flexwear Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0314	S-XL	2XL-4XL	\$13.25	\$16.25
Flexwear Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0414	S-XL	2XL-4XL	\$10.55	\$13.55
Flexwear Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0137	S-XL	2XL-4XL	\$14.35	\$17.35
Flexwear Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0237	S-XL	2XL-4XL	\$12.60	\$15.60
Breeze Weave Striped Long Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0172	S-XL	2XL-3XL	\$12.65	\$15.65
Breeze Weave Striped Short Sleeve Shirt, 3.85 oz. 65/35 Poly/Cotton Blend.	0405	S-XL	2XL-3XL	\$10.70	\$13.70
UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0348	S-XL	2XL-4XL	\$12.40	\$15.40
UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0448	S-XL	2XL-4XL	\$10.85	\$13.85
UniWeave Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0123	S-XL	2XL-4XL	\$11.75	\$14.75
UniWeave Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0223	S-XL	2XL-4XL	\$9.60	\$12.60
Contrast Stripe Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0171	S-XL	2XL-4XL	\$14.50	\$17.50
Contrast Stripe Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0276	S-XL	2XL-4XL	\$10.80	\$13.80
Bold Stripe Long Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0373	S-XL	2XL-4XL	\$13.10	\$16.10
Bold Stripe Short Sleeve Shirt w/Navy Body, 4.25 oz. 65/35 Poly/Cotton Blend.	0482	S-XL	2XL-4XL	\$11.55	\$14.55
Striped Long Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0138	S-XL	2XL-4XL	\$11.85	\$14.85
Striped Short Sleeve Shirt, 4.25 oz. 65/35 Poly/Cotton Blend.	0238	S-XL	2XL-4XL	\$10.00	\$13.00
Heathered Long Sleeve Shirt, 65/35 Poly/Cotton Blend.	0381	S-XL	2XL-3XL	\$14.00	\$17.00
Heathered Short Sleeve Shirt, 65/35 Poly/Cotton Blend.	0481	S-XL	2XL-3XL	\$11.45	\$14.45
Pique Polo no Pocket, 5.4 oz. 50/50 Poly/Cotton Blend.	077A	S-XL	2XL-4XL	\$11.75	\$13.75
Pique Polo with Pocket, 5.3 oz. 50/50 Poly/Cotton Blend.	0268	S-XL	2XL-4XL	\$12.60	\$14.60
Long Sleeve Pique Polo with Pocket, 5.3 oz. 50/50 Poly/Cotton Blend.	0909	S-XL	2XL-4XL	\$14.55	\$17.55
Pique Herringbone Polo w/Pocket, 50/50 Poly/Cotton Blend.	04AA	S-XL	2XL-4XL	\$13.70	\$16.70
Birdseye Polo w/Pocket, 50/50 Poly/Cotton Blend.	0775	S-XL	2XL-4XL	\$15.70	\$18.70
Pique Contrast Collar/Cuff Polo, 50/50 Poly/Cotton Blend.	0267	S-XL	2XL-4XL	\$13.75	\$16.75
Pique Knit Stripe Polo w/Pocket, 50/50 Poly/Cotton Blend.	0269	S-XL	2XL-4XL	\$14.60	\$17.60
Vertical Pin Stripe Polo w/Pocket, 4.5 oz. 50/50 Poly/Cotton Blend.	4220	S-XL	2XL-4XL	\$15.25	\$18.25
Women's Cargo Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	10A4	2-20	22-28	\$17.60	\$20.60
Women's Flat Front Flexwaist Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1167	6-20	22-26	\$14.55	\$17.55
Women's Pleated Pant, 7.5 oz. 65/35 Poly/Cotton Blend.	1113	4-18	20-24	\$16.30	\$19.30
Women's Elastic Back Pant, 8 oz. 65/35 Poly/Cotton Blend.	1043	6-18	20-26	\$14.30	\$17.30
Women's Flat Front Pant, 65/35 Poly/Cotton Blend.	1128	4-18	20-26	\$14.90	\$17.90
Women's Flat Front Short, 65/35 Poly/Cotton Blend. ***Non-Standard Merchandise.	114D	4-18	20-26	\$12.65	\$14.65
Women's Pleated Short, 65/35 Poly/Cotton Blend.	1125	4-18	20-24	\$17.20	\$19.20
Women's Cargo Short, 65/35 Poly/Cotton Blend.	10A9	2-18	20-28	\$15.45	\$17.45
Insulated Vest, 65/35 Poly/Cotton Blend.	1640	S-XL	2XL-3XL	\$21.15	\$24.15
Permalined Jacket, 65/35 Poly/Cotton Blend.	1506	S-XL	2XL-4XL	\$24.20	\$27.20
Ike Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner).	1507	S-XL	2XL-4XL	\$23.10	\$26.10
Permalined Team Jacket, 65/35 Poly/Cotton Blend.	1550	S-XL	2XL-6XL	\$25.10	\$28.10
Coaches Jacket, 65/35 Poly/Cotton Blend. (opt. zip-in zip-out liner).	1540	S-XL	2XL-4XL	\$23.45	\$26.45
Duo Tone Team Jacket, 65/35 Poly/Cotton Blend.	1581	M-XL	2XL-3XL	\$28.60	\$31.60
Permalined Hip Jacket, 65/35 Poly/Cotton Blend.	1527	S-XL	2XL-4XL	\$25.60	\$28.60
Zip-in Liner, 100% Polyester.	1721	S-XL	2XL-4XL	\$14.15	\$17.15

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3-Season Jacket w/Fleece Lining.	1885	S-XL	2XL-4XL	\$28.55	\$31.55
Long Sleeve Coverall, 7.5 oz. 65/35 Poly/Cotton Blend.	3002	38-50	52-54	\$19.80	\$22.80
Short Sleeve Speed Suit, 65/35 Poly/Cotton Blend.	4022	S-XL	2XL	\$23.40	\$26.40
Deluxe Insulated Coverall.	3045	M-XL	2XL-6XL	\$50.30	\$54.30
Deluxe Insulated Bib-Overall.	3528	S-XL	2XL-6XL	\$38.40	\$42.40
Polo Pocketless Solid Color 5.4 oz 100% Post Consumer recycled Polyester.	047A	S-XL	2XL-4XL	\$11.70	\$13.70
Women's Polo Pocketless Solid Color 5.4 oz 100% Post Consumer recycled Polyester.	057A	S-XL	2XL-4XL	\$12.30	\$14.30
Polo w/Pocket Solid Color Moisture Management 100% Spun Poly.	02CZ	S-XL	2XL-6XL	\$11.05	\$13.05
Women's Polo Pocketless Solid Color Moisture Management 100% Spun Poly.	0579	XS-XL	2XL-4XL	\$14.50	\$17.50
Polo w/Pocket Nailhead Pattern Moisture Management 100% Spun Poly.	04AC	S-XL	2XL-6XL	\$14.35	\$17.35
Polo w/Pocket Contrast Trim Moisture Management 100% Spun Poly.	02CH	S-XL	2XL-6XL	\$12.15	\$14.15
Short Sleeve T-Shirt w/Pocket Solid Color Moisture Management 100% Spun Poly.	4277	S-XL	2XL-4XL	\$8.90	\$9.90
Long Sleeve T-Shirt w/Pocket Solid Color Moisture Management 100% Spun Poly.	0871	S-XL	2XL-4XL	\$11.45	\$12.45
Long Sleeve Shirt, 6 oz. 100% Cotton.	0101	S-XL	2XL-4XL	\$12.40	\$15.40
Short Sleeve Shirt, 6 oz. 100% Cotton.	0201	S-XL	2XL-4XL	\$11.80	\$14.80
Long Sleeve, Snap Front Shirt (Welder), 8 oz. 100% Cotton Denim.	0178	S-XL	2XL-4XL	\$13.05	\$16.05
Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	0361	S-XL	2XL-3XL	\$10.05	\$13.05
Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	04SS	S-XL	2XL-3XL	\$9.90	\$12.90
Women's Long Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	01AW	S-XL	2XL-3XL	\$10.10	\$13.10
Women's Short Sleeve Open Collar Shirt, 7 oz. 100% Cotton Denim.	02AW	S-XL	2XL-3XL	\$9.95	\$12.95
Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	0850	S-XL	2XL-3XL	\$10.20	\$13.20
Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	2205	S-XL	2XL-3XL	\$10.00	\$13.00
Women's Long Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	05AW	S-XL	2XL-3XL	\$10.10	\$13.10
Women's Short Sleeve Button Down Collar Shirt, 7 oz. 100% Cotton Denim.	04AW	S-XL	2XL-3XL	\$10.05	\$13.05
Wrangle Women's Jean, 100% Cotton Denim.	1092	6-18	20-24	\$18.65	\$21.65
Women's Jean, 13.5 oz. 100% Cotton Denim.	10CM	4-18	20-24	\$14.40	\$17.40
Women's Pleated Pant, 100% Cotton.	1146	2-18	20-28	\$19.05	\$22.05
Duck Jacket, 12 oz. 100% Washed Cotton.	18BW	M-XL	2XL	\$36.30	\$40.30
LS Coverall, 8.75 oz. 100% Cotton.	3001	38-50	52-54	\$25.10	\$28.10
Long Sleeve Shirt, Armorex FR 7 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV- 9.2	09FT	S-XL	2XL-4XL	\$27.20	\$32.20
Coverall, Armorex 9 oz. 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-12.4	30FT	38-50	52-60	\$55.25	\$62.25
Long Sleeve Shirt, 7 oz. UltraSoft. HRC-2, ATPV- 8.7	09FR	S-XL	2XL-4XL	\$32.90	\$37.90
Coverall, 9 oz. UltraSoft. HRC-2, ATPV-12.4	30FR	38-50	52-60	\$61.80	\$68.80
SS Tee Shirt, Armorex, 6 oz 88/12 Cotton/Nylon Blend FR Fabric. HRC-2, ATPV-10.9	02US	S-XL	2XL-4XL	\$33.10	\$38.10
Long Sleeve Shirt w/Snap Front, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-8.4	09AU	S-XL	2XL-4XL	\$38.60	\$43.60
Long Sleeve Shirt, 7 oz. Armorex Tecasafe Plus FR. HRC-2, ATPV-8.4	09TC	S-XL	2XL-3XL	\$37.85	\$42.85
Coverall, 7 oz. Tecasafe Plus FR. HRC-2, ATPV-8.4	30TS	38-50	52-60	\$81.75	\$88.75
Long Sleeve Shirt, 4.5 oz. Armorex Nomex CXP. HRC-1, ATPV-5.1	01NX	S-XL	2XL-3XL	\$60.35	\$65.35
Coverall, 6 oz. Armorex Nomex CXP. HRC-1, ATPV 6.5	30NX	38-50	52-60	\$111.05	\$118.05
Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013C	S-XL	2XL-5XL	\$21.80	\$24.80
Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023C	S-XL	2XL-5XL	\$20.00	\$23.00
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EH	S-XL	2XL-5XL	\$29.80	\$32.80

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Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, Navy w/Yellow 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RR	34-50	52-62	\$44.85	\$47.85
Enhanced Visibility Long Sleeve Shirt, 65/35 Poly/Cotton Blend, Grey w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	013B	S-XL	2XL-5XL	\$21.85	\$24.85
Enhanced Visibility Short Sleeve Shirt, 65/35 Poly/Cotton Blend, Grey w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves.	023B	S-XL	2XL-5XL	\$20.00	\$23.00
Enhanced Visibility Jacket, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. (optional liner 1721)	15EI	S-XL	2XL-5XL	\$29.80	\$32.80
Enhanced Visibility Coverall, 65/35 Poly/Cotton Blend, Charcoal w/Orange 3M Scotchlite Reflecting Striping on Front, Back and Sleeves. ***Non-Standard Merchandise.	30RQ	34-50	52-62	\$44.50	\$47.50
Hi-Vis Long Sleeve Shirt, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	09AH	S-XL	2XL-5XL	\$31.75	\$34.75
Hi-Vis Short Sleeve Shirt, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on Front, Back, and Sleeves.	06AH	S-XL	2XL-4XL	\$29.20	\$32.20
Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front and Back.	02HY	M-XL	2XL-5XL	\$19.70	\$22.70
Hi-Vis Short Sleeve Tee-Shirt, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Segmented Striping on Front and Back.	02IY	M-XL	2XL-5XL	\$24.00	\$27.00
Hi-Vis Jacket, 100% Fluorescent Lime-Yellow Polyester with 3M Scotchlite Reflective Striping on Front, Back, and Sleeves. (optional liner 1727)	15EG	40-50	52-54	\$76.25	\$80.25
Optional Zip in/out Liner for Style 15EG.	1727	M-XL	2XL	\$14.55	\$17.55
Hi-Vis Coverall, 100% Fluorescent Lime-Yellow or Orange Polyester with 3M Scotchlite Reflective Striping on Front, Back, Legs, and Sleeves. ***Non-Standard Merchandise.	30AX	S-XL	2XL-4XL	\$62.30	\$65.30
Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0198	S-XL	2XL-3XL	\$9.55	\$12.55
Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0240	S-XL	2XL-3XL	\$7.60	\$10.60
Women's Snap Front Food Prep Long Sleeve Shirt 65/35 Poly/Cotton Blend.	0369	S-XL	2XL-6XL	\$10.35	\$13.35
Women's Snap Front Food Prep Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0540	S-XL	2XL-6XL	\$9.35	\$12.35
Snap Front Food Long Sleeve Shirt 100% Cotton.	0157	S-XL	2XL-3XL	\$14.35	\$17.35
Snap Front Food Short Sleeve Shirt 100% Cotton.	0626	S-XL	2XL-3XL	\$12.85	\$15.85
Food Prep Pique Polo with Snap Placket 50/50 Poly/Cotton Blend.	0667	S-XL	2XL-4XL	\$12.15	\$14.15
Food Prep Polo with Snap Placket 5.4 oz 100% Post Consumer recycled Polyester.	066A	S-XL	2XL-4XL	\$11.70	\$13.70
Snap Front Food Prep Long Sleeve Shirt w/Knit Cuffs 65/35 Poly/Cotton Blend.	03UA	S-XL	2XL-4XL	\$11.90	\$14.90
V-neck Baker's Short Sleeve Shirt 65/35 Poly/Cotton Blend.	0221	S-XL	2XL-4XL	\$6.85	\$9.85
Skull Cap with Elastic Shirring in the Back 100% Cotton.	9490	S-L		\$3.75	\$3.75
Long Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	2531	34-50	52-60	\$8.70	\$10.70
3/4 Sleeve Chef Coat, Double Breasted w/Knotted Buttons 65/35 Poly/Cotton Blend.	2537	34-50	52-60	\$11.20	\$13.20
1/2 Sleeve Chef Coat, Double Breasted w/Plastic Buttons 65/35 Poly/Cotton Blend.	5025	S-XL	2XL-4XL	\$8.75	\$10.75
Full Sleeve Chef Coat, Double Breasted w/Knotted Buttons 100% polyester.	25GA	S-XL	2XL-5XL	\$17.20	\$19.20
Snap Front Frock, Knit Cuffs, Inside Chest Pocket 100% Spun Poly.	50AY	S-XL	2XL-6XL	\$11.90	\$13.90
Snap Front Frock, Open Cuffs, Inside Chest Pocket 100% Spun Poly.	50AZ	S-XL	2XL-6XL	\$11.70	\$13.70
Snap Front Butcher Coat, Open Cuffs no Pockets 100% Spun Poly.	5026	S-XL	2XL-5XL	\$10.05	\$12.05
Snap Front Butcher Coat, Open Cuffs Inside Chest & 2 Lower Pockets 100% Spun Poly.	5033	S-XL	2XL-5XL	\$9.65	\$11.65
Snap Front Lab Coat, Knit Cuffs, Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2550	34-50	52-62	\$16.60	\$18.60

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Snap Front Lab Coat, Knit Cuffs, Inside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend. ***Non-Standard Merchandise.	2630	34-50	54-66	\$17.45	\$19.45
Snap Front Butcher Coat, Open Cuffs, Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	5009	S-XL	2XL-5XL	\$9.65	\$11.65
Snap Front Butcher Coat, Open Cuffs, Inside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	5020	S-XL	2XL-5XL	\$9.70	\$11.70
Men's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2524	32-50	52-56	\$9.50	\$11.50
Women's Lab Coat with Outside Chest & 2 Lower Pockets 80/20 Poly/Cotton Blend.	2624	32-50	52-56	\$11.20	\$13.20
Unisex Consultation Lab Coat with 2 Chest, 2 Lower Oversized (Pocket within a Pocket), and 2 Lower Inside Pockets 65/35 Poly/Cotton Blend.	25CL	XS-XL	2XL-3XL	\$10.95	\$12.95
Texture Shield Front Protective Coat with Outside Chest & 2 Lower Pockets 65/35 Poly/Cotton Blend.	25BD	XS-XL	2XL-5XL	\$17.30	\$19.30
Shop Coat with 2 Chest Pockets & 2 Lower Pockets 7.5 oz. 65/35 Poly/Cotton Blend.	2525	34-50	52-54	\$18.80	\$20.80
3/4 Sleeve, 2-Way Wrap Coat with Pass-Through Side Openings and No Pockets 65/35 Poly/Cotton Blend.	4551	S-XL	2XL	\$10.00	\$12.00
Men's Counter Coat with 3 Outside Pockets 80/20 Poly/Cotton Blend.	2526	38-50	52-56	\$8.50	\$10.50
Women's 3/4 Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4525	S-XL	2XL-4XL	\$14.05	\$16.05
Women's Short Sleeve Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4520	S-XL	2XL	\$12.00	\$14.00
Women's LS Smock 2 Lower Pockets 80/20 Poly/Cotton Blend.	4523	S-XL	2XL	\$11.25	\$13.25
Unisex Scrub Shirt V-neck 65/35 Poly/Cotton Blend.	4254	XS-XL	2XL-5XL	\$5.65	\$8.65
Unisex Scrub Shirt V-neck 2-Tone Raglan Sleeve 65/35 Poly/Cotton Blend.	7249	XS-XL	2XL-4XL	\$11.90	\$14.90
Unisex Scrub Shirt Reversible V-neck 55/45 Poly/Cotton Blend.	7204	XS-XL	2XL-5XL	\$4.20	\$7.20
Unisex Jacket-style Top 65/35 Poly/Cotton Blend.	4502	XS-XL	2XL-5XL	\$10.85	\$13.85
Ladies V-Neck Tunic Scrub Shirt 65/35 Poly/Cotton Blend.	7205	XS-XL	2XL-3XL	\$9.55	\$12.55
Ladies Cross-Over Scrub Tunic Scrub 65/35 Poly/Cotton Blend.	7250	XS-XL	2XL-4XL	\$11.90	\$14.90
Ladies Fashion Scrub Pant w/ Flare Leg 65/35 Poly/Cotton Blend.	7253	XS-XL	2XL	\$11.90	\$14.90
Ladies Fashion Scrub Slack 65/35 Poly/Cotton Blend.	10A5	XS-XL	2XL-4XL	\$12.45	\$15.45
Ladies Warm-Up Scrub Jacket 65/35 Poly/Cotton Blend.	4538	XS-XL	2XL-3XL	\$12.15	\$15.15
Ladies Mammography/Exam Jacket 65/35 Poly/Cotton Blend.	14AD	One Size		\$7.70	\$7.70
Patients Gown 55/45 Cotton/Poly Blend.	9414	One Size		\$7.85	\$7.85
100% Cotton Brushed Twill Hat	9087	One Size		\$3.00	\$3.00
Unstructured Low Profile Washed Cotton Cap	90BS	One Size		\$2.00	\$2.00
Brushed Twill Sandwich Hat	90AN	One Size		\$3.10	\$3.10
98/2 Brushed Cotton/Spandex Universal Cap	90BX	One Size		\$4.25	\$4.25
Relaxed Profile Cap	9028	One Size		\$3.10	\$3.10
Twill Cap	9067	One Size		\$1.45	\$1.45
Poplin Cap w/Mesh Back	9066	One Size		\$1.45	\$1.45
2-tone Low Profile Cap	90BG	One Size		\$3.15	\$3.15
Knit Hat	9079	One Size		\$2.05	\$2.05
Acrylic Beanie Hat	90BW	One Size		\$2.65	\$2.65
Twill Front, Mesh Back Hat	90DI	One Size		\$3.50	\$3.50
Men's Fleece Zip w/pockets Jacket	15DF	S-XL	2XL-5XL	\$31.35	\$34.35
Women's Fleece Zip w/pockets Jacket	14DF	S-XL	2XL-3XL	\$31.35	\$34.35
Men's Microfiber 2-tone Jacket	18DA	S-XL	2XL-4XL	\$34.20	\$38.20
Women's Microfiber 2-tone Jacket	14DA	S-XL	2XL	\$33.20	\$37.20
3-Season Jacket	15BG	M-XL	2XL-6XL	\$31.05	\$34.05
Flannel Lined Windbreaker	1594	S-XL	2XL-6XL	\$10.35	\$13.35
Panorama Jacket	18AE	S-XL	2XL-6XL	\$34.95	\$38.95
V-Neck Long Sleeve Windshirt	01PN	M-XL	2XL-5XL	\$14.10	\$17.10
1/4 zip Long Sleeve Windshirt	09AK	S-XL	2XL-3XL	\$29.25	\$32.25
50/50 SS T-Shirt	026A-11	S-XL	2XL-3XL	\$5.10	\$6.10
100% Cotton LS Mock Tee	0352-11	S-XL	2XL-3XL	\$9.65	\$10.65

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Program Product and Rates**

<b>U.S. Direct Purchase Program</b>					
<b>Description</b>	<b>UniFirst Item #</b>	<b>Standard Sizes</b>	<b>Up-Sizes</b>	<b>Standard Size Pricing</b>	<b>Up-Size Pricing</b>
50/50 LS Crewneck Sweatshirt	01AE-11	S-XL	2XL-3XL	\$5.45	\$8.45
100% Cotton Women's Flat Front Pant ***Non-Standard Merchandise	11AO	4-18	20-26	\$20.20	\$22.20
Brushed Bull denim Low Profile Pro Style Caps ***Non-Standard Merchandise	Otto 18254	One Size		\$2.55	\$2.55
Women's 65/35 Pant w/full elastic band ***Non-Standard Merchandise	1044	4-18	20-24	\$14.50	\$17.50
SS Polo, 50/50 Poly/Cotton Blend w/pocket ***Non-Standard Merchandise	2229	S-XL	2XL-4XL	\$14.45	\$16.45
Dickies Work Pant ***Non-Standard Merchandise	1106	28-42	44-56	\$17.25	\$20.25
65/35 Short w/cell phone pocket ***Non-Standard Merchandise	12AC	30-42	44-48	\$13.85	\$15.85
Traditional Flat Front Short 8" Inseam (RETAIL & limited sizes available) ***Non-Standard Merchandise	Dickies 42234KH	30-42	44	\$12.70	\$14.70
Double Knee Workpant (RETAIL) ***Non-Standard Merchandise	Dickies 85283KH	28-42	44-56	\$20.65	\$23.65
Traditional Flat Front Short 11" Inseam ***Non-Standard Merchandise (Vendor recommended this item to replace the 42234KH)	Dickies LR303KH	30-42	44-48	\$10.95	\$12.95
Industrial Cargo Short 11" Inseam ***Non-Standard Merchandise	Dickies LR542KH	28-42	44-50	\$16.45	\$18.45
Double Knee Workpant ***Non-Standard Merchandise (Vendor recommended this item to replace 85283KH)	Dickies LP856KH	28-42	44-56	\$18.60	\$21.60

**Shipping Charges for Direct Purchase Items**

Pricing is quoted F.O.B. Origin, sans applicable sales taxes, with applicable freight and handling charges being prepaid and added to the shipment invoice.

United States... All Purchased Items are shipped via UPS standard ground service, unless instructions to the contrary are specified on the order. Our current standard (ground) shipping/handling charges from our ISO registered Central Distribution Center in Owensboro, KY are as follows: .

<b>Order Amount</b>	<b>Shipping Charges</b>
\$0-50	\$7.50
\$51-100	\$9.50
\$101-200	\$11.50
\$201-300	\$14.50
\$301 and over	5% of the order

Expedited shipping (overnight) is available via FedEx or UPS Express. The cost of expedited shipping will be calculated on a case by case basis and we will pass along the true cost of shipping.



**National Joint Powers Alliance  
Program Product and Rates**

**EXHIBIT A (Continued)**

**REQUIREMENTS SUPPLIED.** The Customer orders from UniFirst Corp. (together with its subsidiaries, "UniFirst") rental and related services for all of Customer's requirements for garments and other items ("Merchandise") of the type listed on the reverse, at the prices and upon the terms and conditions outlined. Additional Merchandise requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired and delivered by UniFirst will meet or exceed its quality standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and set-up charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in services and/or quality of Merchandise unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least sixty (60) days to correct any deficiencies complained of; and (3) UniFirst fails to correct such deficiencies. Customer may terminate this Agreement by written notice to UniFirst; providing that all previous balances due UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the service provided for this Agreement, by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months (260 revenue weeks) after installation of Merchandise (for new customers) or of any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60 month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** All charges are based upon the total Merchandise covered by this Agreement and may change as the amount of such Merchandise is increased or decreased. Customer agrees to pay the additional service-related charges listed on the front of this Agreement. Charges relating to an individual leaving the Customer's employ can be terminated by giving notice to UniFirst and by returning or paying for any Merchandise issued to that individual. Any Merchandise payments required, pursuant to this Agreement, will be at UniFirst's list replacement price(s) then in effect.

Each year, either upon the anniversary date of this Agreement or such other date as UniFirst may determine appropriate, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUR0000SAG, other goods and services or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's Invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within ten days after receipt of such notice or notation.

Prices are based on fifty-two weeks of service per year. Customer agrees to pay all charges on receipt of invoice or, if a pre-approved charge customer, per standard terms. A late charge of 1 1/2% per month (18% per year) will be added to all amounts not paid within thirty days of invoice. If Customer fails to make timely payment, UniFirst may at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property and other taxes and assessments arising out of this Agreement. Customer agrees to a minimum weekly service charge, as indicated.

**DEFE CHARGE.** Customer's invoices may include a DEFE CHARGE, that may vary for different customer, to cover all or only portions of certain expenses including:

**D = DELIVERY,** or expenses associated with the actual delivery of services and products to customer's places of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

**E = ENVIRONMENTAL,** or expenses (past, present and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation and overall regulatory compliance.

**F = FUEL,** or the gas, diesel fuel, oil and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

**E = ENERGY,** primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges that the Merchandise supplies is for general occupational use and, unless otherwise specified, affords no special wearer protections. Customer agrees to notify employees to that effect. If the Merchandise supplied is designated as flame resistant ("FR"), it is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. Flame resistant garments will not provide significant protection from burns in the immediate area of high heat contact, due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. Flame resistant garments are designed for continuous wear as a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur. Customer acknowledges that UniFirst makes no representation, warranty or covenant regarding the flame resistant characteristics of FR garments or their fitness or suitability for Customer's intended use. UniFirst advises that only special FR emblems be used on FR garments.

If the Merchandise supplies is visibility wear, it is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that the garments alone do not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The garments supplied satisfy particular ANSI/ISEA standards only if so labeled. Customer acknowledges that UniFirst makes no representation, warranty or covenant regarding the visibility performance of garments or their suitability for Customer's intended use. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries or damages to any person or property resulting from Customers or Customer's employees use of the Merchandise, including without limitation all claims, injuries or damages arising from any alleged defects.

**National Joint Powers Alliance  
Program Product and Rates**

**EXHIBIT A (Continued)**

Customer agrees to notify all employees who will be wearing either flame resistant garments or visibility garments that they are designed to provide only limited levels of protection and only under certain conditions. UniFirst assumes no liability for any injury, personal or otherwise. Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks, or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair.

If any Merchandise supplied hereunder is Merchandise that UniFirst normally does not stock (including styles, colors, sizes or brands), or has been permanently personalized, ("Non-Standard Merchandise") then, upon the discontinuance of any service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's service program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

**OBLIGATIONS AND REMEDIES.** If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Merchandise or the payment of replacement charges and the purchase of any non-standard merchandise items as set forth herein.

All disputes of whatever kind between the Customer and UniFirst based upon past present or future acts, whether known or unknown, and arising out of or relating to the negotiation, formation or performance of this Agreement shall be resolved exclusively by final and binding arbitration. The arbitration shall be conducted in the capital city of the state where the Customer has its principal place of business (or some other location mutually agreed to by Customer and UniFirst) pursuant to the Expedited Procedures of the Commercial Arbitration Rules of the American Arbitration Association and shall be governed by the Federal Arbitration Act. The Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding. This paragraph is governed by New York law (exclusive of choice of law). The arbitrators shall award to the substantially prevailing party, if any, as determined by the arbitrators, all of its costs and fees. "Costs and fees" are defined as all reasonable pre-award expenses of the arbitration, including the arbitrator's fees, administrative costs, travel expenses, out-of-pocket expenses, such as copying and telephone expenses, court costs, witness fees, and attorney's fees.

**MISCELLANEOUS.** The parties agree that this Agreement represents the entire agreement between them. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement. Neither party will be liable for any incidental, consequential, or punitive damages. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein, means UniFirst Holdings, Inc. dba UniFirst.

**ADDENDUM ONE TO NJPA CONTRACT #012111-UFC**

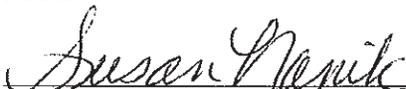
THIS ADDENDUM is in reference to NJPA CONTRACT #012111-UFC ("Agreement"), which is dated February 24, 2011, between the National Joint Powers Alliance ® ("NJPA"), a public corporation, whose address is 202 12 Street NE, P.O. Box 219, Staples, Minnesota 56479 , and UniFirst Corporation ("Vendor"), whose address is 68 Jonspin Road, Wilmington, Massachussets 01887. This Addendum shall become effective as of March 28, 2013.

May it be known that the undersigned parties, for good consideration, do hereby agree to make the following changes and /or additions that are outlined below. These additions shall be made valid as if they are included in the original stated contract.

1. In the event that a program agreement between an NJPA Member and UniFirst Corporation is entered into during the above-named NJPA awarded contract period but has an end date that terminates after the NJPA contract expiration, the terms and conditions of the awarded NJPA contract shall extend through the program end date.
2. No other terms or conditions of the Agreement shall be changed or negated as a result of this addendum.

**IN WITNESS WHEREOF, the undersigned have hereunto set their hands as of the date first above written.**

**NJPA**

  
\_\_\_\_\_  
Authorized Signature

*Susan Namik, Executive Director*  
\_\_\_\_\_  
Print Name and Title

**UNIFIRST CORPORATION**

  
\_\_\_\_\_  
Authorized Signature

*Michael E. Ruttner, VP, National Accounts*  
\_\_\_\_\_  
Print Name and Title

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Approval of any recommendations for the Farmers Market

Agenda No. IX (H)            NEW BUSINESS

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AGENDA ITEM DESCRIPTION
Discussion/Approval for any recommendations concerning the Farmers Market

NOTES:

City Code

# Aurora Municipal Code

## Article I. Park Regulations

### Section 245.010. Hours Parks Are Closed.

[Code 1972, §23-2; Ord. No. 87-1941, §1, 4-13-1987; CC 1988 §20-2]

All City Parks shall be closed to the public from 12:01 A.M. to 6:00 A.M. each night, and it is hereby made unlawful for any person to be in such park while the park is closed to the public.

### Section 245.020. Conduct in Parks.

[Ord. No. 87-1941, §2, 4-13-1987; CC 1988 §20-3; Ord. No. 93-2097, 2-8-1993]

A. It shall be unlawful for any person while on property or in buildings under the operation and control of the Aurora Park Board to:

1. Throw stones, rocks, sticks, bottles or other similar things by hand or otherwise.
2. Attach wires, ropes, placards, notices or other contrivances to any structure, tree, shrub, plant or utility lines without prior written permission of the Aurora Park Board.
3. Remove property of the parks without permission of the Park Board, Director of Parks, or the Supervisor of the park.
4. **Erect, place or maintain any tent, building, booth, stand or other structures, temporary or otherwise, without the written permission of the Director of Parks.**
5. Throw, discharge or otherwise place or cause or permit to be placed or discharged into any fountain, pool, pond, lake, stream or other body of water any substance, matter or thing which might cause said water to be harmful to persons or things or to give forth objectionable odors or to appear unsightly or otherwise pollute the waters.
6. Fish or remove fish or aquatic life from any stream, pond, lake or other body of water unless fishing shall be expressly permitted in the area.
7. Tell fortunes.
8. Engage in an athletic contest or event in any public area except in areas set aside therefor, nor shall any person in any event engage in any athletic contest or event or throw any ball or engage in any game singly or with others in such a fashion as to unreasonably endanger the safety of others thereabout.
9. Use a loud speaker or amplifier without prior permission of the Director of Parks.
10. Play a musical instrument between the hours of 9:00 P.M. of any day and 10:30 A.M. of the next day without a prior written permit of the Director of Parks, except this paragraph shall not apply to a person who is playing a string or wood instrument between the hours of 9:00 P.M. and 11:00 P.M., provided only one (1) person is playing such instrument in the area and that the playing of the instrument is done in a manner and at a location so as not to disturb the peace of adjoining property owners or park patrons.
11. Conduct any religious service without a permit issued by the Director of Parks.
12. Participate in or enter upon the grounds of any activity where charges are made without first being registered at the place provided therefor and paying the established fee, except for persons provided with exemptions by action of the Aurora Park Board.

13. Camp or picnic other than in an area expressly designated for camping or picnicking, nor shall any person attempt to move or relocate any benches, chairs or tables unless the same shall not be secured in any way whatsoever to the ground, in which case the same may be moved and relocated within the confines of the designated picnicking or camping area.

14. Start a fire for cooking purposes or otherwise within any park except in receptacles and facilities intended therefor.

15. Operate, park or race a motor vehicle or bicycle upon the grounds or within the buildings other than in areas designated for the operation of such vehicles, or leave any nonoperable vehicle within a park for a period to exceed six (6) hours.

16. Allow cattle or horses to be driven through, run loose, staked out, or in any other way to be in a park except in such an area as designated.

17. Drop, throw, place or discard any wastepaper, dirt, weeds, or trash of any kind, including household trash, refuse, or other rubbish of any sort which is not associated with park use in trash receptacles provided in the Aurora Parks.

#### Section 245.030. Closing of Park.

[Ord. No. 87-1941, §3, 4-13-1987; CC 1988 §20-4]

A. Whenever the Director of Parks shall find that there has been and is continuing a disturbance of the peace of persons within or near the vicinity of any park, or he shall find that the safety of persons or property within a park or within the vicinity thereof has been or is being threatened by the conduct of persons in or about a park, the Director is hereby authorized to close to the public, such park for such period of time not exceeding twelve (12) hours as to him shall seem reasonably necessary to quell the disturbance or threat to life or property, and no person shall enter any park so closed, save employees of the Park Board and officers and employees of the City. If the notice of the closing thereof shall be posted in conspicuous places thereabout, nor shall any person remain in such park after it shall have been closed after knowledge of the closing shall come to him by signs posted in the vicinity of the park or otherwise.

B. No outdoor athletic event shall begin after 11:30 P.M. or before 7:00 A.M. and use of the public address system at outdoor athletic events shall not occur between the hours of 11:00 P.M. and 7:00 A.M. Provisions of this Subsection shall not apply in the event the game involves out-of-town participants in a district, state, regional or national tournament.

#### Section 245.040. Standards For Issuance of Permits.

[Ord. No. 87-1941, §4, 4-13-1987; CC 1988 §20-5]

A. Whenever, under any of the rules and regulations contained in Section 245.020 above, a permit is required or provided for, the person charged with the issuance of the permit shall issue the permit only upon a proper application and when he finds that:

1. The proposed activity or use of the park will not unreasonably interfere with or detract from the general enjoyment of the park;

2. The proposed activity or use will not unreasonably interfere with or detract from the promotion of the public health, welfare, safety, morals and recreation;

3. The proposed activity or use is not unreasonably liable to incite violence, crime, disturbances of the peace or other disorderly conduct or violation of any of the rules and regulations of the park;

4. The proposed activity or use will not entail unusual, extraordinary or burdensome expense by the public or unusual or burdensome police protection or activity;
5. The facility desired has not been previously reserved for other use at the day and hour required in the application therefor;
6. The use will not reasonably interfere with another use previously permitted at the day and hour required in the application;
- 7. The use is not intended for the advancement of a commercial enterprise;**
8. The use or frequency of the use applied for will not unreasonably deprive the public of the general use of the park or its facilities or unreasonably deprive or interfere with use of the remainder of the park or its facilities by the public.

Section 245.050. Parking in Public Parks.

[Ord. No. 87-1941, §5, 4-13-1987; CC 1988 §20-6]

A. Generally. No person shall park a vehicle in any street, roadway, driveway or parking area that is marked for parking in any public park at any time or in any manner, except as designated by lines or markings upon the pavement or ground. No person shall park any vehicle in front of or across any driveway or entranceway or within five (5) feet of any driveway or entranceway to any picnic area or filter building located in any public park. Nor shall any person park a vehicle at any place within a public park where, by signs duly erected, parking is prohibited.

B. In Accordance With Posted Directions. No person shall park a vehicle in other than an established or designated parking area and such use shall be in accordance with the posted directions and with the instructions of any attendant who may be present.

Section 245.060. Sporting Events, Games, Contests, Etc.

[Ord. No. 87-1941, §6, 4-13-1987; CC 1988 §20-7]

A. Unsportsmanlike conduct will not be tolerated. The following procedures apply:

1. It is within the jurisdiction of the Aurora Park Board to recommend penalties, as appropriate, to the Aurora City Council for violation of any behavior not specifically enumerated.
2. Players in any sporting activity throwing equipment, especially in a dangerous manner will be warned and/or ejected. A warning is not required by the umpire first for ejections.
3. Players may not possess or consume alcoholic beverages in the Aurora City Parks. This includes parking lots and park equipment. Teams or individuals may be penalized for failure to comply.

B. Suspensions. A player, coach, or team follower ejected from a game will be suspended only for that game if it is the first (1st) ejection of the season. A second (2nd) ejection will result in a three-game suspension. A third (3rd) ejection results in suspension from league play for the rest of the season including post season play. A player who receives a third (3rd) ejection may bring his/her case to the Aurora Park Board for their recommendation as to a seasonal suspension. The penalty for first (1st) and second (2nd) ejections are automatic.

C. Extreme behavior such as fighting, threatening the umpire, etc. will result in more severe penalties as recommended by the Park Board.

# Misc. Info

## **FARMERS MARKETS**

### **Taxation**

Qualifying food products 4.725%

Craft Items 7.725%

If taxes are not paid in a timely manner then DOR will revoke their license.

### **Authority**

Regulations – Secretary of State

Title 12, Division 10, Chapter 110 – Farm Machinery Reg.

Title 12, Division 10, Chapter 110 – Sales of Food

Sales at Retail RSMo 144.010.1

Effective January 1, 2008 Department of Revenue required each individual selling at a Farmers Markets to have their own Tax ID# and stated the City should require each vendor to have their own City Business Licenses.

### **Licenses**

Each vendor should prominently display their Sales Tax ID# and their City Business License at their location.

### **Hours of Operation**

Wednesday 8:00 a.m. to 5:00 p.m.

Saturday 6:30 a.m. to 12:00 noon

# Memo

**To:** Mayor and Council  
**From:** City Manager, Tony Stonecypher  
**Date:** March 8, 2011  
**Re:** Farmer's Market

---

It became almost immediately clear that the two markets are incompatible. The "Farmer's Market" wishes to run by the standard farmer's market rules that in essence require the produce sold to be raised or made in Lawrence County or the contiguous counties surrounding Lawrence and sold by the same party. The "Open Market" wants to be more flexible and allow for some retail of produce, ie: watermelons from the boot heel and sweet potatoes from Texas. This alone makes them incompatible and then mixing in the volatile history makes the merger impossible.

I believe we have three options:

- 1) Disallow sales of any kind on public property.
- 2) Make one hard set of rules for all to follow. (Including the highway 60 vendors)
- 3) Continue the status quo with minor improvements.

Option one is the safest and easiest, but takes away a community asset that many in the area enjoy.

Option two has shown itself to be unmanageable and likely to damage the concept of the farmers market in the short term and require a long-term development process, as many vendors from both markets would leave. I believe the pain is unnecessary.

Option three allows for a continuation of service to the public and follows the principles of the free market place and it provides equal access for area farmers, merchants and craftsmen.

*I recommend the third option with the following changes. Each market organizes as a separate marketing entity with one merchant's license covering the group, but each member having their individual tax id# from the state. The state views the farmers market in the same way it views an antique mall, and that is how we handle the existing businesses in town. Each group can decide whether they want their market manager to handle the paperwork and tax filings or require each member to handle their own. Either way we should require each group to maintain a file of all their members and their tax status with the state. If an individual wishes to sell on a time that the market manager is not available they should secure a letter confirming their membership and tax status.*

Each market should be restricted to one side of the park on a permanent basis and since the Farmers Market, as a group, existed first I think they should be allowed to choose first. The north side of the park should be reserved for daily peddlers. The south side along the highway should be restricted to parking only. To accommodate the peddlers I suggest we allow for a one day pass to let the individual know

that if they wish to sell from the road in the future they will have to acquire a sales tax ID # and then either pay for a daily peddlers permit or contact the Open market who has agreed to consider vendors applications to operate under their merchants license.

While I believe that having permanent locations will help in the group identity I would also encourage both groups to adopt a branding identity and a marketing approach to promote your group uniqueness in a positive manner. Both groups bring good things to our community and we want to work with everyone, but I will add a caution that if both sides can not conduct themselves professionally and in a business like manner then I will not hesitate to recommend to the council we take option one. Our community does not need a feud to harm the reputations of the other hard working merchants and citizens of Aurora. We believe in the ideals of a free marketplace, but with that freedom comes responsibility.

# Farmers Market Handbook

AgriMissouri  
Farmers' Market Handbook



**A guide to creating and managing farmers'  
markets and the laws and regulations that  
govern them**

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## Introduction

In 2015, Missouri saw the number of farmers' markets in the state grow to more than 300, making Missouri one of the top states for farmers' markets in the nation. Whether to provide a space for the community to gather, to bring fresh foods to areas in need or for commercial reasons, an increasing number of Missourians are forming farmers' markets.

Studies from Iowa State University, the New Economics Foundation and the Project for Public Spaces independently showed ways that farmers' markets provide positive economic activity in themselves, as well as hyper-stimulate activity for the traditional businesses that surround them, including:

- An increase in traffic to local businesses and economic activity by as much as 60 percent on days the market is open
- Creation of twice as many jobs per square foot as traditional retail space
- An 80 percent increase in economic impact compared to traditional sales, which is returned directly to the local community
- Space for incubating new and high growth agriculture-based businesses

Missouri's farmers' markets range from farm stands to large community events and from informal gatherings of trucks on the side of the road to permanent structures housing short term vendors. Regardless of the size or structure, a successful market requires vendors and consumers to actively engage in meeting each other's needs. This guide was created to help markets move through the formative process and into management practices for long-term success.

## Section I

## Creating and Managing a Farmers' Market

The key to understanding farmers' markets is recognizing that they come in many forms. A farmers' market can be a common marketplace that includes farmers selling their farm products directly to consumers. The vendors themselves can also be a farmers' market and can come in the form of a single vendor, a farm stand, Community Supported Agriculture (CSA), and even agritourism operations. The thing they all have in common is that they are a gathering of individuals, businesses and organizations, coming together to sell agriculture products to consumers through a common venue and have a direct sale component. The vendors have responsibilities regarding the business they conduct. The common marketplace has responsibilities regarding the gathering and making sure that everything is in place to make it successful.

To successfully organize a common marketplace, the participants must understand everyone's needs and role. Participants must also respect and maintain the separation of roles between the vendors and the common marketplace. This handbook is broken into two sections to help make this clear, and to show how the rules of the marketplace and laws applying to the vendor work together, and must maintain a clear separation to work properly. **Section I** will help users successfully create and manage a common marketplace. **Section II** is designed to help vendors operate a business as a farmers' market and at a common marketplace.

### Creating a Farmers' Market

#### Community Input

Two keys to successful planning are including the right people and asking the right questions. In successful markets, the parties know why they are organizing a farmers' market, who is going to sell at the market and who will be buying from those vendors. The more people involved and the more deliberative the planning, the more likely the market is to be successful. A deliberate, focused evaluation process is the first step to ensuring the market is properly planned and addresses expectations. The following process was designed to help guide groups through the planning process:

#### Step No. 1 Determining Wants of the Market

##### 1. Why create a market?

The first step in this process is to create a list of everyone's goals in developing the market. The reasons may include community building, growing businesses, increasing food access and promoting the community. This step should help determine which goals are most important, as well as the products, amenities and activities that can best meet those needs.

##### 2. What to buy or sell at the market?

Successful markets have the right pairing between items consumers want and products vendors have to sell. This list may change over time, but it is best to start this conversation early, as these decisions will guide the rest of the planning process. Produce vendors may need to plan up to a year in advance for some crops to be available, so it is best to get this information out early. Items may also have different handling and display requirements, which can greatly affect the use of market space.

**3. What other activities will happen at the market?**

Many markets have special events or other activities to attract customers and keep them coming back to the market. Examples include a tent for children's activities, cooking demonstrations with local foods, live music or vendors serving prepared food. These activities will require consideration when planning the market space and arranging any structures or utilities. Activities may also influence the market's rules and require ongoing coordination with local permitting or licensing agencies.

**4. Time to prioritize**

If going through this planning process as a group, take a break and have everyone discuss and vote for their favorite goals, products and activities from the above questions. If each person picks three in each group, the top priorities will be identified before the group moves to the next steps. There may be lots of great ideas, but if only one person is willing to advocate for it, the item is probably not vital to the success of the market. This activity can also give vendors insight into consumer behavior because it shows what people are willing to give up to get what they want.

**Step No. 2 Determining Needs of the Market**

**1. How much space does the market need?**

This will be determined by the activities hosted and products sold. If a market plans on hosting bands and workshops it will need space for people to linger, vendors to sell and customers to park. If the market is successful, it may also need room to grow.

**2. What amenities does the market need?**

Will vendors need electricity to run freezers? If events are going to last for any amount of time, restrooms may be necessary. Is there an ATM nearby or does the market plan on accepting EBT? If EBT is desired, a phone line may ease debit card transactions. What about shelter? Vendors usually prefer their tents for cover, but for activities or prepared foods, customers may need a place to stay out of the rain or to sit and rest. All of these are important factors that can influence decisions on possible locations for the market.

**3. What are the best times and locations for the market?**

Many vendors sell at more than one market. While they may be interested in a new market, they are unlikely to participate at the expense of their existing customers. If the goal of the market is community building, Wednesday morning may not be the best time to host it. If the market will rely on through traffic or local residents, making sure the times and locations are convenient to potential customers will be vital to the market's success. Take time to evaluate all the best locations and the times those locations work best and prioritize the locations just like the "wants" in step one.

**Step No. 3 Identifying Partners**

Depending on the locations and times chosen, different partners may be required or needed to make the market feasible. One partner may donate space, while another provides restrooms and electricity. An existing youth group or community organization may sponsor the gathering so the market doesn't have to incorporate as a business or not for profit. Groups like the Chamber of Commerce or local press may want to help promote the market. The more people who invest time or money in making the market happen, the more successful the market will be. When people have a vested interest in the market, they are more likely to make the financial commitment to make it work for the vendors and get their friends to shop there as well.

Once these considerations are addressed, organizing the market is much easier and the market is more likely to succeed.

## Organizing a Market

### Organizational Structure

Once a farmers' market has gathered Community Input and knows what it wants to be, then it can determine the best organization to operate under. The Missouri Department of Agriculture defines a farmers' market as: "Individuals or entities that assemble temporarily to sell and promote agricultural products and other related activities." The laws and regulations governing a farmers' market are determined by the market's organizational structure and the activities the market performs under applicable state and local laws. The laws governing vendors are determined by their legal incorporation and the types of products and services they provide under applicable state and local laws.

For a gathering to be an actual farmers' market it does not need to have a formally organized group to manage it. However, a loosely formed gathering of vendors does not offer the same organization, safety and protection to consumers or producers made possible by an organized management structure. Having clearly defined governance and management roles is crucial to the long term success and growth of any organization. Farmers' markets will typically organize in one of three forms.

1. **Nonprofit**

Farmers' markets that choose to incorporate as a nonprofit will initially have to draft by-laws and elect a board of directors. They must also register with the Secretary of State. For additional information on incorporating as a nonprofit, contact the Midwest Center for Nonprofit Leadership at (816) 235-2305 or toll-free at (800) 474-1170. Forms for incorporating as a nonprofit are available online from the Missouri Secretary of State, or may be requested over the phone at (573) 751-4936.

2. **For Profit Entity**

Farmers' markets that incorporate as a for-profit entity often form a Limited Liability Corporation (LLC). This can be done as a partnership or individually. For information on incorporating as an LLC or other for-profit entity, the University of Missouri Extension offers the Missouri Small Business Development Center. Those without internet access should contact the Cooperative Extension Service to locate a training center at (573) 884-1555.

3. **Operating as part of another organization**

Markets may also operate under the umbrella of another organization. Sponsoring organizations can help provide or secure a location for the market, utilities, printing, advertising, insurance and other items. They may also provide a group with vested interest to help support the market as volunteers, customers and even vendors.

## **Location**

It is not uncommon for a market to develop because a space exists. This is very much an “if you build it they will come” mentality and is not the best way to start a market or to choose a location. A successful market functions like a successful business and the plan or objectives of the market are best determined before the location, as suggested in the Community Input section.

There are other things that will be determined by the location, such as permitting, rent, insurance and maintenance. These things should not be the primary factors in selecting a location, but rather part of a market’s budget and business plan. Finding the location that best meets the goals of the market, vendors and customers is one of the most important decisions a market will make. A space that is unaffordable probably doesn’t meet the goals of the market and a space that is free may not meet any of the market’s other needs.

Proper budgeting, fees and planning will usually overcome any minor hurdles in the right location. If the property owner is not accommodating in the negotiations, they will probably be less accommodating as a property manager. If the market is not a natural fit for the property manager, it is probably not a good fit for the market either. If the space isn’t hospitable for the market, the market will have difficulty being hospitable itself. Finding a space that lets the market be what it wants to be is the most important thing in determining the location.

## **Costs**

Operating a market will almost always have some sort of cost. If not to the market, it will at least require some investment on the side of the sponsors or individual vendors. Identifying the operating costs is necessary to determine the fees necessary to make the market viable. If the costs and fees do not work for the vendors, the objectives of the market may need to be reevaluated and possibly adjusted. Below is a list of expenses a market might incur:

- Rental or lease of site
- Licenses and permits
- Site improvements (resurfacing, storage facility, overhead structure, etc.)
- Organizing expenses (meeting facilities, printing, postage, etc.)
- Advertising
- Market manager’s salary
- Liability insurance: Personal accidents or injury may be the liability of the market. Insurance is a necessity with the number of people who will visit the farmers’ market over the course of the season. If coverage is provided by the location (mall, city, etc.) or sponsor, then the insurance may not be necessary.
- Miscellaneous equipment and supplies (fire extinguisher, first aid kit, etc.)

## **Income**

Ideally, a market should be able to support itself financially. This can be done through a variety of ways. The following are possible sources of income:

### **1. Vendor Fees**

- Vendors should be assessed for selling in the market and should agree to terms and conditions under which they sell. Beyond revenue, this also creates a vested interest on the part of the vendor to see that the market succeeds.
- Generally, both daily and seasonal rates are offered.
- The number of desired vendors under each rate and category should be determined during the budgeting process and the numbers should be based on meeting the market's goals and the product mix desired by the customers.

### **2. Donations**

#### **A. Labor**

- Volunteers may help develop the market and make site improvements.
- Advertising and distributing flyers could be performed by volunteers.
- Making phone calls, set-up and clean up of the market, and entertainment are all activities that can be performed by market supporters.
- In-kind donations of services such as accounting, product demonstrations, and legal services could all be sought.

#### **B. Materials, supplies, misc.**

- Local hardware stores will often donate building materials and equipment.
- Office supply stores will often provide printing and other items.
- Local businesses may be solicited to provide prizes for promotional activities.

## **Market Record Keeping**

Markets should keep a formal recording of their operating procedures, business dealings and as much information as they can gather about their customers, vendors and their sales history. These records can be extremely helpful when planning for the future, reacting to situations at the market or soliciting support from the community. Ideally, these records are kept in a book and always available to the market members. The list below offers some items commonly found in a "market book."

- The market rules and regulations
- City, county or private agreements for use of the market site
- The market's certificate of liability insurance
- Copy of market layout, design, stalls, etc.
- Minutes of the market's board and committee meetings
- All correspondence on behalf of the market
- Copies of newspaper ads, flyers, articles, etc.
- A list of resources and contacts
- A quick reference guide on all subjects of interest to the farmers' market, such as advertising, health and sanitary regulations, insurance, etc.
- Copies of any state, county and local laws that apply to the market
- Vendor agreement forms
- Financial records of the market

### **Recording Individual Vendor Information**

Markets should maintain a list of vital information related to their vendors and try to learn as much about their customers as possible. The lists below offer information the market will likely find necessary and useful.

#### **1. Vendor information**

- Contact name
- Business name
- Mailing address
- Physical address
- Phone number
- Email
- Booth information (booth assignment, payment structure, payment and attendance records)
- Proof of insurance (if applicable)
- Sales tax ID number
- A copy of the vendor/market agreement
- Copies of any certifications (Organic, GAP, Naturally Grown, etc.)
- Customer and sales counts by week and season
- Gross sales in dollar volume
- Off season contact information for vendors (if available)

#### **2. Product Information**

- Types of products
- Point of origins
- Production practices
- Product labels
- Prices
- Quantities produced and their availability
- Best-selling items
- Supply restraints (seasonal or quantity)

### **Recording Market Activity**

Recording information on a regular basis provides data needed to evaluate the effectiveness and success of the farmers' market. With quality information and continuous evaluation, market strategies can be adjusted to meet the market's needs. Below is some of the information needed to properly evaluate a market.

#### **1. Consumer Behavior Information**

Determine the consumer profile of the market. Knowing more about the consumers will help the market determine effective marketing strategies.

- Observe the consumer population and demographics or distribute an on-site survey.
- Determine buying averages-how much do consumers spend per visit?
- Track product popularity-what products do the consumers want most?
- Take note of buying preferences-do consumers buy for immediate consumption or purchase in bulk for canning/freezing?

## 2. Vendor Behavior Information

Help vendors and the market by keeping track of how they are doing. Vendors will be busy with customers at the market or on the farm when they are not there. Gathering information about how they are doing and observing trends will help both the vendors and the market.

- Determine the frequency of each vendor's participation in the market.
- Observe the types of products each vendor sells.
- Track individual gross sales per market day.
- Track the vendors' customer behavior. Do they have repeat or destination customers?

## 3. Market Trends

Pay attention to how market decisions affect the customers and vendors. Just because the market has activities or makes decisions it doesn't always mean they are good. See what works and what doesn't. Vendors and customers are not the only ones that must grow and learn; the market must as well.

- Track the success of market events. Do they help the market? How and why?
- Record the effectiveness of promotions. What types of advertising and outreach have the most impact on attendance and spending?
- Observe the effect of weather on the market's success. Weather conditions should always be included when recording sales, attendance and other information. The success or failure of a special event or promotion may be more related to the weather than the event itself.
- Monitor the time and seasonality of traffic flow. It does no good for the market to be open when vendors or customers do not want to be there. If the vendors and customers are loyal to one another they will find a way to connect when the market is not open.

## Insurance Needs

Farmers' markets should carry some form of liability insurance due to the public nature of their activities. A copy of the policy or proof of insurance should always be on hand at the market. Some markets will carry their insurance through a sponsoring entity. The venue where the market is located may also have the necessary insurance. However, it is usually best for the market to acquire its own insurance policy. The Missouri Farmers' Market Association (MFMA) provides discounted liability insurance to markets across the state. In addition, MFMA provides a listserv and hosts an annual meeting of members. For more information about MFMA contact:

Missouri Farmers' Market Association

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## Managing a Market

### 1. Rules and Bylaws

Developing rules and bylaws is very important in structuring and organizing a farmers' market. Establishing good rules and regulations will help keep vendors happy and minimize conflicts. The following items are typically included in the rules and bylaws.

#### Organizational Structure

The organizational structure refers to the governing structure of the market, including a board of directors or other governing body. The structure would be determined by the legal organization chosen by the market: nonprofit, for profit, part of another organization or a loose association of businesses and individuals.

#### Operating Structure

The operating structure is the process by which all decisions are made and enforced. It may consist of a governing body, a designated manager, or both. Most importantly, it will have a clearly defined process for input to be taken or decisions to be made, rules to be enforced and the day to day operations of the market to be carried out.

#### Hours and Days of Operation

Customers and vendors must live by a schedule and so must a successful market. Shopping at a farmers' market requires customers add a stop to their normal routine, usually at the expense of another activity. They need to be certain the market is taking place. Likewise, vendors often sell at multiple markets and need to commit time away from production to sell at the markets. Having a reliable schedule is vital to everyone involved in a farmers' market.

##### 1. The following days should be outlined in the rules:

- The first date the market will be open for the season
- The days of the week the market will operate
- The last date the market will operate for the season
- A winter schedule if necessary

##### 2. The following times should be outlined in the rules:

- A specific time of day when vendors may begin to set up
- Specific times when sales begin and end
- A specific time when daily fees must be paid
- A specific time of day when vendors must occupy their space. If a vendor is absent, many markets will allow day vendors to occupy a missing vendor's space.

#### Who Can and Cannot Sell at the Market

There are many issues to consider when determining who can sell at the market. Usually, this will involve who produces what is being sold, how they produce it and the distance products travel to the market. The following questions are typically arise.

- Will the market be a producer-only market? (no resale allowed)
- Will vendors be allowed to resale items if they are not available locally, if they are out of season or if there is a lack of producers at the market?
- Will crafts or other non-food items be allowed at the market?
- May growers team up to fill a booth? If so, how many?
- For processed foods, what percentage of the product must originate locally, if any?
- Will there be a maximum distance vendors may reside from the market?
- If rules are imposed, what will be the method of verification and enforcement?

## **Market Fees**

Market fees need to be uniform in amount and their application. Markets should clearly outline to whom fees are paid and schedules for their payment. Any variation will only frustrate vendors and create an appearance of favoritism.

- Daily rates will typically be higher than seasonal rates, but may be “capped” and applied toward a seasonal rate if the vendor upgrades. They are typically paid before the vendor sets up and sales begin.
- Seasonal rates will typically be lower than aggregate daily rates and will be tied to a required minimum attendance. Rates may involve a deposit and are either collected before the season begins or at scheduled dates throughout the season.

## **Space Assignments**

How space assignments will be made, who will make them and when they will be made needs to be clearly defined before the season begins. Typically, space assignments will be based on tenure and fees with the following considerations.

- Is the vendor paying seasonal or daily rates?
- Are locations determined on a first-come first-serve basis?
- May stalls be sublet?
- Will vendors be able to reserve a space?
- May vendors move or be moved to fill a vacant space? This may be necessary to make the market to look full on slow market days.
- Will vendors be grouped by product type?
- Does a vendor require electrical access? If they have to use a generator will the noise disrupt other vendors' sales?
- Are there safety concerns that may involve a vendors' location?
- Does a vendor require handicap access?

## **Products Allowed or Not Allowed**

Determining which products may be sold at a farmers' market is just as important as a store selecting inventory or a restaurant's menu. It is crucial that customers can find what they need, vendors can effectively deliver it and for the product mix to achieve the goals of the market. The following questions will need to be answered for such rules to be effective.

- Are there items that cannot be sold considering local, state and federal regulations?
- What quality is acceptable and who makes the determination?
- Under what conditions can a product be removed from sale or confiscated?
- Must vendors produce everything they sell or can they sell other people's products?
- Will the market have signage and labeling requirements for products?
- How will complaints be handled?

## **Required Vendor Performance**

Farmers' markets are a place of business and professionalism should be expected and required of all vendors. The following list includes behavioral or performance standards that may need to be defined and enforced.

- Vendor appearance and personal hygiene.
- Personal conduct and customer service.
- Cleanliness of the space area throughout the market day.
- Leaving a clean space at the end of the market day.
- Procedures for setup and tear down.

- Lifestyle needs - May the vendors bring children or pets, what behavioral standards are expected, and how may they be enforced?
- Smoking – Will it be allowed by vendors? This may not be enforceable with customers.

### **Penalties for Noncompliance with Market Rules**

Without enforcement, rules are nothing more than guidance and can cause more controversy than clarity. How a market's rules will be enforced needs to be clearly defined prior to the market season and distributed to every market vendor. Below is a list of items that need to be addressed to avoid confusion.

- How complaints should be made.
- The process for complaint review and enforcement.
- Conditions for a vendor to temporarily lose selling privileges.
- Conditions for a vendor to permanently lose selling privileges.
- Conditions for a vendor to be assessed fines.
- Enforcement of penalties.

### **Role of Market Manager(s)**

Many markets will choose to hire or appoint a market manager to serve as the public liaison and final authority during the hours of operation. The duties and expectations of this position, its authority, how it is empowered and who oversees the position must be clearly defined. Some of the key items to be addressed are listed below.

- How the manager is selected, hired and compensated.
- The manager's duties, hours and expectations.
- The manager's authority to interpret and enforce the market rules.
- A process for clarification if the manager is contested.
- If clarification cannot be made, a process to file complaints about the manager
- If necessary, a mechanism to discipline or replace the market manager.
- Whether the manager can be a vendor – This can be perceived as a conflict of interest.

## **2. Vendor Development**

The old saying, "If you build it they will come" isn't the smartest way to develop real estate, and doesn't really work for farmers' markets. If all the steps are followed under Community Input, it should be clear what is needed to draw the desired customers and vendors. The next key to success is to recruit vendors and customers without damaging the community support that was garnered during the input phase. It is also important to remember that all of the markets in a city, state or region form a community in themselves. Vendors often sell at more than one market and customers shop at multiple markets. It is important that markets respect one another and work together to grow the market community as a whole when recruiting and marketing.

### **Who Should Do the Recruiting?**

- The governing body and the market manager have the primary responsibility to recruit vendors and ensure the mix of vendors matches customers' desires.
- Individual vendors should also try to encourage others to participate. While some might see this as increasing competition, usually an increase in vendors will increase the number of customers patronizing the market as they often bring customers with them.
- Supporting groups can help recruit vendors outside of the current market circle. The broader and more diverse the recruiting pool, the better.

- Vendors are like customers; the more people promote the market to them, the more likely they will give the market a try.

#### **How to Recruit**

- Contacting producers selling through other outlets is a good place to start. However it is not good to recruit at markets that sell at the same time. This could burn bridges or be seen as poaching.
- Market participants in nearby towns may be looking to expand. Many vendors need multiple outlets and locations to broaden their customer base.
- Utilizing social media, such as Facebook and Twitter, can give real time information about what the market needs. It also lets vendors check the market out through photos and posts. There are many "groups" on Facebook that members may belong to that will be specific to a region or town. Social media lets other people share information on a market's behalf. A reference is always stronger from a friend.
- Advertising with posters and in classified ads can be effective. Announce that vendors are needed and give the phone number and email address of the person to contact. If a market advertises for vendors, it shows the market will advertise to customers.
- Nothing brings more new vendors to a market than happy vendors. Being professional and having a successful market only brings more success. New vendors want to know that the market is organized, with plenty of customers and room for growth.

#### **When to Recruit**

- A market should always be recruiting. One never knows when a crop failure, family tragedy or other unforeseen occurrence will leave the market in need of a vendor. If other vendors are attracted to a market, they will likely send customers to check it out.
- For a new market, it is imperative to begin early. Any organizing meetings should be open to vendors. They can bring great insight to forming and running a market. Involving them in the planning also gives them a vested interest in participating. New markets will often start working with vendors up to a year in advance.
- Allowing temporary vendors is a great way to recruit permanent ones. Backyard gardeners just giving it a try, or large scale growers who are not quite ready to commit, will often be a day vendor before committing to an entire season.

#### **Expectations of the Market and Vendors:**

The market, as a group and an activity, should have clear expectations of themselves and the vendors. Likewise, the vendors should have clear expectations of the market and themselves. This is a mutual relationship. One must succeed for the other to succeed. The easiest way to manage that success is to manage expectations and clearly define what each expects and needs from the other to be successful.

##### **What Vendors Expect of the Market**

- Vendors expect the market's managing organization to provide a buying crowd.
- Vendors generally expect the market entity to advertise, promote and operate the market with funds derived from vendor fees.
- Vendors generally regard market failures as a problem caused by management or governance, even if vendors can offer input.
- Vendors paying fees are paying for a service and in essence they are customers of the market management. They may be involved in the governing body or volunteer in other ways, but on market days, they are paying for professional service from the market.

- Vendors expect the market to be fully versed in all laws, rules and regulations that apply to all of the market's vendors.

#### **What the Market Expects of Vendors**

- Markets expect vendors to abide by the market rules and agreements the vendor signs to participate in the market.
- Markets expect vendors to be well versed in and obey all laws and regulations that apply to what and how they are selling.
- Markets expect vendors to participate in promotions and events that enhance and improve the market for the benefit of all.
- Markets expect vendors to portray the market in a positive light at all times.

#### **Input Vendors Should Have**

- The vendors should have representation in the market's governing body. The vendors' representative(s) should be selected by the vendors and act on behalf of the vendors as a whole, not on behalf of themselves.
- Individual vendor complaints should be taken to the market manager and/or the vendors' representative first.
- Any complaints or suggestions not addressed by the manager should be conveyed by the vendors' representative(s) to the governing body. Only complaints which are of importance to the entire group and can be addressed through governance should be officially brought before the governing body.
- Vendors should have defined ways to contribute beyond booth fees. Vendors could have a major impact on promotions with time, monetary and product contributions. Any such contributions may be asked of vendors from time to time, but it is best to incorporate such expectations into the vendor agreement. Otherwise, such requests could be viewed by the vendor as doing the management or governing body's work.

#### **Vendor Education and Training**

Recruiting vendors is important, but markets should never overlook the vendors they already have and their potential for growth. One of the best ways to grow a market is to provide current vendors with information and tools to improve their sales and production. Having regular vendor meetings and seminars provides vendors with opportunities to learn together. Connecting vendors with outside resources and workshops can also be helpful. The bottom line is, successful vendors and markets are always learning and growing.

#### **Education and Training Topics**

- **Product Displays**  
The proper care and display of products can greatly enhance sales. Keeping products fresh and easy to see makes them more likely to sell. The more attractive the product looks, the more likely people are to buy it.
- **Customer Service and Education**  
When possible, vendors and markets can provide added services to customers. Providing new preparation tips, care instructions or appropriate containers for carrying the product home can greatly improve customer relations.
- **Product Labeling**  
Label the product by variety, measurement and clearly display the price. Customers like to know what they are buying and to pass the knowledge on to others. Good labels will allow customers to tell friends about the items they are buying, often resulting in customer referrals. Labels can also differentiate specialty products and increasing value.

- **Pricing**

Know what the product is worth. Market managers can gather comparison pricing at grocery stores and other markets to help vendors set their prices. Vendors should not under value or over value their products, but they rarely have the time to research market trends. Factors that go into pricing include supply and demand, quality, volume buying and sometimes customer loyalty. In the end, the vendor must set the price. The more information they have, the better their pricing will be.

- **Laws and Regulations**

Vendors need to ensure everything they do is acceptable under state, federal and local laws. Markets want to know that everyone is compliant with any local regulations that might apply. Annual or seasonal meetings are a great way to make sure vendors are up to date. Workshops can even be arranged with state and local officials to help vendors become compliant with regulations. From certifying scales to filling out licensing forms, resources exist to help vendors succeed and keep customers safe.

### 3. Customer Development

Developing a customer base requires more than advertising. To grow a customer base, markets must constantly recruit, educate and build relationships. There are numerous benefits for consumers, producers and communities to shop at farmers' markets. However, if the customers have a bad experience, nothing else will matter. In the end, consumers shop where they like to do business. If markets are constantly recruiting, educating and building lasting relationships, the crowds and the markets will thrive.

#### Recruiting

- Advertise in local papers, on the radio or with billboards and signage.
- Network and distribute flyers at local food events, complimentary markets and restaurants.
- Mailing lists, both electronic and written are crucial to staying in contact with customers.
- Temporary signage on market days brings traffic that otherwise might not stop or know about the market.
- A [Facebook](#) page is great for reaching new people and keeping up with existing customers. Friends can share the market's posts and recommend it to local groups and people.
- Referrals from the customers a market has are the best form of recruiting. Throwing in an extra tomato or other item for the customer that brings a friend can go a long way.
- Press outlets will often provide free exposure in exchange for free content. Write an article about the market and see if they will run it.
- Join [AgriMissouri](#) for a free listing in Missouri's most comprehensive local food and farmers' market guide. The basic membership is free and many services and products to promote the market may be purchased at deeply discounted prices.

#### Education

- Provide demonstrations of how to use the products vendors are selling.
- Classes on selecting produce or meat will help consumers at the market and at home.
- Gardening lessons on how to grow what is in season will bring in people that are not growing what is being sold at that time. This will also show them how challenging it can be and help them value the offering at the market more.
- Health and nutrition classes can show the added nutritional value of shopping at the market.

- Think outside the market – local culture, nature walks and other educational activities will reach crowds that will come for something other than food and spend money while they are there.

#### **Customer Loyalty**

- Reliably having the products consumers want is the first step in building loyalty.
- Customer service is equally important. Customers spend money with people they like.
- Provide activities like music and crafts for kids, that make customers want to “hang out.”
- Provide refreshments, such as coffee in the morning or lemonade on a hot afternoon.
- Offer rewards programs where people must be present to win.
- Keep the market dynamic. Changing things up with new vendors and activities keeps customers from getting bored.
- Eliminate competing activities. Providing options for breakfast, lunch or dinner may eliminate a reason not to come.
- Be professional as a market and as vendors. Markets are a place of business and consumers and vendors will value it more if the market acts like one.
- Have fun. No one goes to the market to have a bad time.

## Section II

## Operating Business at a Farmers' Market

The key to understanding farmers' markets is recognizing that they come in many forms. A farmers' market can be a common marketplace that includes farmers selling their farm products directly to consumers. The vendors themselves can also be a farmers' market and can come in the form of a single vendor, a farm stand, Community Supported Agriculture (CSA), and even agritourism operations. The thing they all have in common is that they are a gathering of individuals, businesses and organizations, coming together to sell agriculture products to consumers through a common venue and have a direct sale component. The vendors have responsibilities regarding the business they conduct. The common marketplace has responsibilities regarding the gathering and making sure that everything is in place to make it successful.

To successfully organize a common marketplace, the participants must understand everyone's needs and role. Participants must also respect and maintain the separation of roles between the vendors and the common marketplace. This handbook is broken into two sections to help make this clear, and to show how the rules of the marketplace and laws applying to the vendor work together, and must maintain a clear separation to work properly. **Section I** will help users successfully create and manage a common marketplace. **Section II** is designed to help vendors operate a business as a farmers' market and at a common marketplace.

### Doing Business in Missouri

There are many different types of vendors and regulations that apply at a farmers' market. Vendors must understand the legal terminology and regulatory processes that apply to their business to protect themselves, their markets and consumers.

#### 1. Business Licensing and Taxes

The Secretary of State states that anyone doing business in the state of Missouri is required to register with the Secretary of State's office. There are many different forms a business can take and all have advantages and disadvantages. At farmers' markets, the most common business forms for vendors are Limited Liability Corporations and Fictitious Names (also known as DBA's). The Secretary of State has compiled a guide of the [Most Commonly Asked Questions](#) to guide vendors through the decision making process.

All the resources to properly form and manage a business in Missouri can be found via the [Missouri Business Portal](#).

#### 2. Sales and Use Tax and Farmers' Markets

##### Farmers Market Tax Exemption

On August 28, 2014, RSMo. 144.527.1 was enacted, exempting any person or entity participating in a farmers' market with estimated sales of less than twenty-five thousand dollars or more from participating in farmers' markets from collecting state and local sales and use taxes defined, levied, or calculated under section [32.085](#), sections [144.010 to 144.525](#), sections [144.600 to 144.761](#), and section [238.235](#) on all sales of farm products sold at a farmers' market.

A person, or entity, with no tax liability would not be required to obtain a Tax ID number. However, there are many reasons a vendor may want to obtain a Tax ID number besides filing taxes, including but not limited to:

- Some banks require tax ID numbers for a new business to set up accounts,
- A vendor would be required to sell through venues other than a farmers' market,
- A Tax ID Number is required to purchase wholesale inputs (e.g. seed, fertilizers and ingredients) tax free,
- Some farmers' markets may require a Tax ID number to participate, and
- Some local governments may require a Tax ID to verify the exemption or to obtain other vending licenses.

Missouri Revised Statutes Chapter 144

Farmers' Market, Sales and Use Tax Exemption for Farm Products Sold / Section 144.527.1

August 28, 2014

"144.527. 1. In addition to the exemptions granted under this chapter, there shall also be specifically exempted from state and local sales and use taxes defined, levied, or calculated under section 32.085, sections 144.010 to 144.525, sections 144.600 to 144.761, and section 238.235 all sales of farm products sold at a farmers' market.

2. For purposes of this section "farm products" shall mean any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese, and other dairy products, food products of "aquaculture", as defined in section 277.024, including fish, oysters, clams, mussels, and other molluscan shellfish taken from the waters of the state, products from any tree, vine, or plant and other flowers, or any of the products listed in this subsection that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.

3. For purposes of this section "farmers' market" shall mean an individual farmer or a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for an individual farmer or a group of farmers to sell farm products directly to consumers, and where the products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income.

4. The provisions of this section do not apply to any person or entity with estimated total annual sales of twenty-five thousand dollars or more from participating in farmers' markets."

### **Getting a Tax ID Number**

An individual farmer, a cooperative or a non-profit enterprise may register online using the Online Business Registration website. Those registering to collect and remit state and local sales tax must post a bond equal to three times their anticipated monthly liability. To help determine the amount of the bond, the Department of Revenue has compiled state and local sales tax rate tables. If the estimated liability is less than \$500, the bond amount is \$25. Even if the liability is estimated at \$0, the bond amount would still be \$25 to cover processing fees and the expense of subsequent filings. A tax registration form (Form 2643) must be submitted for each location that will transact sales and mailed to:

Business Tax Registration  
P.O. Box 357  
Jefferson City, Mo. 65105-0357

Use tax is similar to sales tax, but is imposed when tangible personal property comes into the state and is stored, used or consumed in Missouri. Communities have the option of adopting a local use tax equal to the local sales tax for that community.

#### **Local Exemptions for Farmers**

Under Missouri law, farmers selling their farm grown products at temporary locations, such as farmers' markets, are not considered merchants and therefore are exempt from additional municipal or county licenses, fees and taxes for selling their products, as long as the operation does not maintain a permanent retail location off the farm.

Missouri Revised Statutes Chapter 150

Merchants', Manufacturers', Itinerant Vendors' and Peddlers' / Section 150.030

August 28, 2009

150.030. "Any farmer residing in this state who shall grow or process any article of farm produce or farm products on his farm is hereby authorized and permitted to vend, retail or wholesale said products, free from license, fee or taxation from any county or municipality, in any quantity he may choose, and by doing so shall not be considered a merchant; provided, he does not have a regular stand or place of business away from his farm; and provided further, that any such produce or products shall not be exempted from such health or police regulations as any community may require."

(RSMo 1939 § 11330, A.L. 1945 p. 1838 § 11329)

Prior revisions: 1929 § 10102; 1919 § 13093; 1909 § 11645

(1976) Held that growing and sale of horticultural and floracultural products as well as bedding plants qualifies as farming and sale of such products by grower is exempt from municipal merchants tax. *Kansas City v. Rosehill Gardens, Inc. (Mo.)*, 542 S.W.2d 776.

#### **What is a Farm?**

The USDA defines a farm as "any operation that has the potential to produce at least one thousand dollars of agricultural goods or that would have sold that amount of produce under normal circumstances." There are no registration requirements for farms. Status as a farm is often verified through annual income tax filings or with a farm number obtained from any local USDA Farm Service Agency (FSA) office.

## Laws and Regulations

### 1. General Terminology and Structure

#### Defining a Farmers' Market

RSMo. 144.527.2 defines a farmers' market as "Individual farmers or a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for an individual farmer or a group of farmers to sell farm products directly to consumers, and where the products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income. "

Under this definition farmers' markets include but may not be limited to:

- One or more producers at any location,
- Roadside farm stands or farmers selling directly from their home,
- Community Supported Agriculture (CSA's),
- Agritourism operations,
- Any operation where farmers sell farm products from their farms directly to consumers with a logical pattern, and
- Both the act of organization or assembly and the individual participants may be considered farmers' markets.

It is important to recognize the separation between markets as a common marketplace and markets as individuals and entities. The laws and regulations governing a farmers' market as a common marketplace are determined by the market's organizational structure and the activities the market (organizing body) performs under applicable state and local laws. The laws governing vendors are determined by their legal incorporation and the types of products and services they provide under applicable state and local laws, whether they qualify as a farmers' market themselves or not.

#### Defining Farm Products

RSMo. 144.527.2 defines farm products as "any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese, and other dairy products, food products of "aquaculture", as defined in section 277.024, including fish, oysters, clams, mussels, and other molluscan shellfish taken from the waters of the state, products from any tree, vine, or plant and other flowers, or any of the products listed in this subsection that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products."

#### Establishing Compliance Responsibility

Markets as a common market place have a responsibility to be compliant with regulations surrounding the public gathering and use of space, such as insurance, permitting or notification of public officials. These responsibilities need to be clearly defined in the rules and bylaws, executed in practice and recorded.

Vendors have responsibilities involving the production, marketing, labeling, and selling of their products. There are also regulations regarding how they function as a business and whether they engage in direct sale or resale. The rules and bylaws of a market need to clearly define this

as the responsibility of the vendor and clearly delineate the responsibilities of the vendors and the marketplace relating to issues of regulatory compliance.

**Local and County Laws and Regulations**

Missouri is a "home rule" state, meaning that county and municipal governments may enact health ordinances that are more restrictive than state ordinances, but not less restrictive. County and municipal public and environmental health agencies determine which products are approved for sale at farmers' markets in a given community and how to handle sampling and food demonstrations.

The Missouri Department of Health & Senior Services maintains the [Directory of Public Health Agencies](#) to help find local governing agencies.

## 2. Food Processing General Requirements

1. A food processor is an individual or organization that takes either raw food products and ingredients, or pre-processed products, combines or repackages them and distributes the finished product. Food processing can be a simple operation, such as repackaging bulk foods, baking bread and distributing it or a more complicated operation such as canning or preserving.
2. All food establishments, facilities where processing occurs under inspection by the Missouri Department of Health and Senior Services, need to comply with the requirements of 21CFR110 Good Manufacturing Practices (GMPs). This is a federal code the Missouri Department of Health and Senior Services uses when inspecting all types of processing, distribution and warehousing facilities.
3. 21CFR110 is a very general set of regulations that provides information about the food processing structures, plumbing and building materials, etc. Some operations must follow additional regulations regarding the person(s) producing specific food products.
4. Facilities in which processed foods are prepared and may be further regulated at the local and county level. To determine a local jurisdiction and the related guidelines, visit the Missouri Department of Health & Senior Services' Directory of Public Health Agencies.

### Food Establishments

Many foods sold at farmers' markets do not require inspection or preparation in a food establishment. To determine if a vendor or their facility requires inspection as a food establishment, the Missouri Food Code (19 CSR 20-1.025) offers the following definition.

#### "Food Establishment"

- (1) "Food establishment" means an operation that:
  - (a) Stores, prepares, packages, serves, vends food directly to the consumer or otherwise provides food for human consumption such as a restaurant; satellite or catered feeding location; catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people; market; vending location; conveyance used to transport people; institution; or food bank;
  - (b) Relinquishes possession of food to a consumer, directly or indirectly, through a delivery service such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers; and
- (2) "Food establishment" includes:
  - (a) An element of the operation such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location; and
  - (b) An operation that is conducted in a mobile, stationary, temporary, or permanent facility or location; where consumption is on or off the premises; and regardless of whether there is a charge for the food.
- (3) "Food establishment" does not include:
  - (a) An establishment that offers only prepackaged foods that are not potentially hazardous foods;
  - (b) A produce stand that only offers whole, uncut fresh fruits and vegetables;
  - (c) A food processing plant; including those that are located on the premises of a food establishment;
  - (d) A kitchen in a private home if only food that is not potentially hazardous food, is prepared for sale or service at a function such as a religious or charitable organization's bake sale if allowed by law and if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the regulatory authority;

- (e) An area where food that is prepared as specified in Subparagraph (3)(d) of this definition is sold or offered for human consumption;
- (f) A kitchen in a private home, such as a small family day-care provider; or a bed-and-breakfast operation, that prepares and offers food to guests if the home is owner occupied, the number of available guest bedrooms does not exceed four (4), and breakfast is the only meal offered;
- (g) A private home that receives catered or home-delivered food; or
- (h) Where local codes allow, individual stands in which only foods meeting the following conditions are sold, sampled or served:
  - (i) Non-potentially hazardous processed food, except low acid canned and acidified in 21 CFR 113 and 114 respectively, including, but not limited to breads, cookies, fruit pies, jams, jellies, preserves, fruit butters, honey, sorghum, cracked nuts, packaged spices and spice mixes, dry cookie, cake, bread, and soup mixes;
  - (ii) The seller is the individual actually producing the food or an immediate family member residing in the producer's household with extensive knowledge about the food;
  - (iii) The seller only sells, samples or serves the food directly to the end consumer;
  - (iv) All processed packaged foods bear a label stating the name and address of the manufacturer/processor preparing the food, common name of the food, name of all the ingredients in the food in order of predominance, the net weight of the food in English or metric units, and a statement that the product is prepared in a kitchen that is not subject to inspection by the department. It is recommended that honey manufacturers/processors include this additional statement to their product label: "Honey is not recommended for infants less than twelve (12) months of age"; and
  - (v) The consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to inspection by the department if the foods specified in Part 3. H. (l) of this definition, are sold, sampled or served in unpackaged, individual portions. The department shall have the final authority in determining whether a food is non-potentially hazardous and may enjoin individuals who violate the provisions of this subparagraph from selling, sampling or serving these foods."

### **Processing Baked Goods and Dry Mixes for Sale**

The Missouri 2013 Food Code states:

- "(h) Where local codes allow, individual stands in which only foods meeting the following conditions are sold, sampled or served:
  - (i) Non-potentially hazardous processed food, except low acid canned and acidified foods as specified in 21 CFR 113 and 114 respectively, including, but not limited to breads, cookies, fruit pies, jams, jellies, preserves, fruit butters, honey, sorghum, cracked nuts, packaged spices and spice mixes, dry cookie, cake, bread, and soup mixes;
  - (ii) The seller is the individual actually producing the food or an immediate family member residing in the producer's household with extensive knowledge about the food;
  - (iii) The seller only sells, samples or serves the food directly to the end consumer;
  - (iv) All processed packaged foods bear a label stating the name and address of the manufacturer/processor preparing the food, common name of the food, name

of all the ingredients in the food in order of predominance, the net weight of the food in English or metric units, and a statement that the product is prepared in a kitchen that is not subject to inspection by the department. It is recommended that honey manufacturers/processors include this additional statement to their product label: "Honey is not recommended for infants less than twelve (12) months of age"; and

(v) The consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to inspection by the department if the foods specified in Part 3. H. (l) of this definition, are sold, sampled or served in unpackaged, individual portions. The department shall have the final authority in determining whether a food is non-potentially hazardous and may enjoin individuals who violate the provisions of this subparagraph from selling, sampling or serving these foods."

Some local and county authorities may require additional permits and inspections beyond state law. To determine a local jurisdiction and the related guidelines visit the Missouri Department of Health & Senior Services' [Directory of Public Health Agencies](#).

For more information contact the Missouri Department of Health and Senior Services Food Safety Program at (573)-751-6095.

### **Cottage Laws**

Missouri Revised Statutes Chapter 196  
Sale of Cottage Foods / Section 196.298  
August 28, 2014

"1. As used in this section, the following terms shall mean:

- (1) "Baked good", includes cookies, cakes, breads, danish, donuts, pastries, pies, and other items that are prepared by baking the item in an oven. A baked good does not include a potentially hazardous food item as defined by department rule;
- (2) "Cottage food production operation", an individual operation out of the individual's home who:
  - (a) Produces a baked good, a canned jam or jelly, or a dried herb or herb mix for sale at the individual's home;
  - (b) Has an annual gross income of fifty thousand dollars or less from the sale of food described in paragraph (a) of this subdivision; and
  - (c) Sells the food produced under paragraph (a) of this subdivision only directly to consumers;
- (3) "Department", the department of health and senior services;
- (4) "Home", a primary residence that contains a kitchen and appliances designed for common residential usage.

2. A cottage food production operation is not a food service establishment and shall not be subject to any health or food code laws or regulations of the state or department other than this section and rules promulgated thereunder for a cottage food production operation.

3. (1) A local health department shall not regulate the production of food at a cottage food production operation.  
(2) Each local health department and the department shall maintain a record of a complaint made by a person against a cottage food production operation.

4. The department shall promulgate rules requiring a cottage food production operation to label all of the foods described in this section which the operation intends to sell to consumers. The

label shall include the name and address of the cottage food production operation and a statement that the food is not inspected by the department or local health department.

5. A cottage food production operation shall not sell any foods described in this section through the internet.

6. Nothing in this section shall be construed to prohibit the authority of the department of health and senior services or local health departments to conduct an investigation of a food-borne disease or outbreak.

(L. 2014 S.B. 525)"

The Missouri Department of Health and Senior Services interprets this statute to allow a cottage food production operation to sell baked goods, canned jam or jelly, dried herbs, and dried herb mixes prepared in the home, from the home, without being subject to state health and food laws and regulations if the operation has an annual gross income of \$50,000 or less. The operation is required to label all foods intended for sale with the name and address of the operation and a statement that the food is not inspected by the Department of Health and Senior Services or a local health department.

The statute restricts the sale of cottage foods through the Internet and does not apply to farmers' markets or anytime sales are made away from the home. However, many similar exemptions already exist in the Missouri Food Code and existing statutes and are detailed throughout this document. To determine if exemptions or restrictions exist for products manufactured in the home, contact the local health agency and inquire what is required to sell a given product at a given location. To determine a local jurisdiction and the related guidelines visit the Missouri Department of Health & Senior Services' [Directory of Public Health Agencies](#).

## Processing Jams & Jellies, Acidified Foods and Low Acid Foods for Sale

### Acidified Foods

1. Acidified foods are foods in which the finished product has a pH value below 4.6. Salsas and other foods to which an acid (commonly lemon juice or vinegar) has been added to lower the acidity of the finished product fall into this category. Sometimes these are called "pickled" foods. A person who cans acidified foods must follow the requirements of 21CFR 114 Acidified Foods in addition to 21CFR110.
2. 21CFR114 provides the requirements for personnel to have attended a Better Process Control School. This class is offered annually in both Nebraska and Arkansas and rotates around the country at temporary locations in different states.
3. The recipe must be reviewed by a Process Authority and meet the requirements for maintaining controls over the canning process outlined in 21CFR114 and 21CFR110. Missouri has three regional food inspectors who can help identify the appropriate process authority for product being produced.
4. The facility must also obtain a Food Canning Establishment (FCE) registration from the U.S. Food and Drug Administration (FDA).

### Low Acid Foods

1. The second type of canning operation is for the processing of low acid canned food. These foods have a pH value above 4.6. A common food in this category would be canned green beans. To begin canning low-acid foods producers need to follow 21CFR 113: "Thermally Processed Low Acid Foods, Packaged in Hermetically Sealed Containers" in addition to 21CFR110.
2. 21CFR113 has the requirements for attending a Better Process Control School, having the recipe and canning process reviewed by a Process Authority, obtaining a federal canning identification number, retort and processing requirements and record keeping.
  - The Better Process Control School is offered annually in both Nebraska and Arkansas and around the country at temporary locations in different states.
  - Missouri has three regional food inspectors who can help identify the appropriate process authority for product being produced.
  - Facilities must obtain a Food Canning Establishment (FCE) registration from the U.S. Food and Drug Administration (FDA).
3. Facilities in which processed foods are prepared and the labeling of them may also be regulated at the local and county level. To determine a local jurisdiction and the related guidelines visit the Missouri Department of Health & Senior Services' Directory of Public Health Agencies.

### Jams, Jellies and Honey Facilities Exemption

Producers of jams, jellies and honey selling less than \$30,000 per year are exempt from maintaining a separate facility for production and may produce such products in their place of residence as long as all other safety, labeling and certification requirements are met.

### Missouri Revised Statutes Chapter 261

#### Jams, Jellies and Honey Exemption / Section 261.241

August 28, 2104

"1. Sellers of jams, jellies, and honey whose annual sales of jams, jellies, and honey are thirty thousand dollars or less per domicile shall not be required to construct or maintain separate facilities for the manufacture of jams, jellies, and honey. Such sellers shall be exempt from all

remaining health standards and regulations for the manufacture of jams, jellies, and honey pursuant to sections 196.190 to 196.271 if they meet the following requirements:

- (1) Jams, jellies, and honey shall be manufactured in the domicile of the person processing and selling the jams, jellies, and honey and sold by the manufacturer to the end consumer;
- (2) Jams, jellies, and honey shall be labeled with the following information in legible English as set forth in subsection 2 of this section;
- (3) During the sale of such jams, jellies, and honey, a placard shall be displayed in a prominent location stating the following: "This product has not been inspected by the Department of Health and Senior Services.";
- (4) Annual gross sales shall not exceed thirty thousand dollars. The person manufacturing such jams, jellies, and honey shall maintain a record of sales of jams, jellies, and honey processed and sold. The record shall be available to the regulatory authority when requested.

2. The jams, jellies, and honey shall be labeled with the following information:

- (1) Name and address of the persons preparing the food;
- (2) Common name of the food;
- (3) The name of all ingredients in the food; and
- (4) Statement that the jams, jellies, and honey have not been inspected by the department of health and senior services.

3. Sellers of jams, jellies, and honey who violate the provisions of this section may be enjoined from selling jams, jellies, and honey by the department of health and senior services.

(L. 2002 S.B. 639, A.L. 2005 S.B. 355)"

#### **Fermented Foods, Kombucha and Other Fermented Teas**

Fermented foods, such as sauerkraut, certain pickles and kimchi, whose fermentation is stopped through pasteurization or other methods during packaging are considered to be acidified or low acid foods and must comply with all rules and regulations under **Processing Jams & Jellies, Acidified Foods and Low Acid Foods for Sale**. Such foods that are sold in unsealed containers and stored below 41 degrees Fahrenheit are sold under the regulations for **Prepared Foods** and not considered to be potentially hazardous foods.

Kombucha, a fermented tea, is starting to show up at farmers' markets. There are local and state regulations in place regarding the sale of such products not normally associated with fermented foods. There are also federal laws that apply depending on how the product is produced and sold. The U.S. Food and Drug Administration in conjunction with the Alcohol and Tobacco Tax and Trade Bureau (TTB) have issued these [Frequently Asked Questions \(FAQs\)](#) intended to provide general guidance to the public, producers and distributors of kombucha. The highlights of this document and how they pertain to producers are listed below:

- Anyone producing kombucha or other fermented drinks that have not stopped the fermentation process through pasteurization or by other means before the content reaches .5 percent alcohol by volume must operate in a qualified facility subject to [TTB regulation](#) and the [Federal Alcohol Administration Act \(FAA Act\)](#) and the Missouri Department of Public Safety [Division of Alcohol and Tobacco Control](#).
- Refrigeration can be used to control the alcohol content and fermentation process of kombucha. However, it is the responsibility of the producer to ensure the product cannot reach .5 percent alcohol by volume regardless of how the product is handled after distribution. Under state and federal food codes, the general intent of laws is to insure

consumers that packaged food products are shelf stable and will not change into another product once they are packaged and labeled.

- Producers who have stopped the fermentation process before the content reaches .5 percent alcohol content by volume, through pasteurization or other means, may sell their products under state and local laws so long as they abide by all rules and regulations under **Selling Processed and Preserved Foods at Farmers' Market – Summary**.

Kombucha that is less than .5 percent alcohol by volume may be sold as a prepared food without stopping fermentation. For producers to be compliant with all State and Federal laws for prepared foods, they must follow all rules and regulations outlined under **Food Service Sales at Farmers' Markets (Food Truck Laws)**. In this case, the final delivery of the product must be in a vessel for consumption and cannot be placed in a sealed container.

### **Bottled Water**

Bottled water is considered to be a processed food and is governed by the Department of Health and Senior Services under 21CFR110, which covers the general sanitation and facility requirements of a bottling plant. The Missouri Department of Health and Senior Services follows the federal rules for water bottling that are found in 21CFR129 Processing and Bottling of Bottled Drinking Water. 21CFR 129 covers items related to plant construction and design, sanitary facilities, sanitary operations, equipment, procedures processes and controls. Another Code of Federal Regulations, 21CFR165 Beverages, governs the development of water supplies along with biological, chemical and radiological standards and testing requirements. The State of Missouri also has a Code of State Regulations governing water bottling, 19CSR20-1.050 Sanitation Standards for the Manufacture of Soft Drinks and Beverages. To start a bottled water operation contact the Regional Food Processor Inspector to have the facility and testing procedures approved.

### **Selling Processed and Preserved Foods at Farmers' Market - Summary**

Contact the local health agency to determine specific requirements, including licensing, facility requirements, etc. The following is a summary of the state requirements and regulations regarding such sales.

1. Processed and preserved foods include acidified foods, low acid foods, jams, jellies and honey.
2. Facilities in which processed foods are prepared and the labeling of those foods are regulated at the local and county level. To determine a local jurisdiction and the related guidelines visit the Missouri Department of Health & Senior Services' Directory of Public Health Agencies.
3. At a minimum, the processor must provide proper labeling for the product. Product labels must bear: the name of the product, a list of ingredients ranked from most predominant ingredient to the least, the net weight of the product and the name and address of the manufacturer. Local jurisdictions may require addition label information.
4. Producers of certain types of food such as salsas, pickled foods and canned foods, like green beans, must submit their process to the Food and Drug Administration and obtain a Food Canning Establishment (FCE) registration, as well as obtain a review of their process by a Process Authority. This means an expert in the field of food safety has reviewed the recipe and canning process. In Missouri, there are three regional food inspectors who can help identify the appropriate process authority for the product being produced.

5. Processors of "low-acid canned foods" or "acidified" foods must also attend a course entitled "Better Process Control School." This class is offered annually in both [Nebraska](#) and [Arkansas](#) and rotates around the country at temporary locations in different states.

These are some of the most common examples of food processing. There are hundreds of different processes and products that would qualify a person or organization as a food processor. Please contact a Missouri Department of Health and Senior Services [Regional Food Processing Inspector](#) for information specific to the operation or operation being considered.

### 3. Food Service Sales at Farmers' Markets (Food Truck Laws)

A food service establishment that operates for a period of not more than 14 consecutive days, in conjunction with a single event or celebration, is considered a temporary food service establishment. The preparation facility may be mobile, temporary or permanent. However, it is the duration business is conducted in a location that determines the temporary status. Fairs and festivals or similar celebrations, as well as dinners or other events sponsored by organizations serving food and open to the public, are all examples of temporary events. The Missouri Department of Agriculture considers farmers' markets temporary locations as the gathering only exist for the limited number of hours they are open and the vendors regroup each time they open.

While an event is temporary, a business is not and any business selling and serving food should be registered with the Secretary of State. The guidelines for a business to prepare or sell prepared food at a temporary location are governed by the Department of Health and Senior Services' [Temporary Food Service Guidelines](#). State temporary food service guidelines are enforced by the local or county departments of health and further local restrictions may apply. To determine a local jurisdiction and the related guidelines, visit the Missouri Department of Health & Senior Services' [Directory of Public Health Agencies](#). Event permitting and other licensing requirements may also be governed by local authorities.

### 4. Selling Meat and Poultry

The Missouri Meat and Poultry Inspection Program (MMPIP), in cooperation with the U.S. Department of Agriculture (USDA) Food Safety Inspection Service (FSIS), is administered by the Missouri Department of Agriculture, Division of Animal Health, P.O. Box 630, Jefferson City, MO 65102-0630. To contact the MMPIP, call (573) 522-1242. Meat processed under inspection by the Missouri Department of Agriculture is offered the same market access and authority as meat inspected by the USDA as long as it remains in the state.

#### **Purpose of the Missouri Meat and Poultry Inspection Program**

The MMPIP is dedicated to ensuring that the commercial supply of meat and poultry products within the state are safe, wholesome, accurately labeled and secure, as required by state and federal meat and poultry inspection laws. By providing inspection service and guidance to Missouri processors, the program continues to advance the mission of the Missouri Department of Agriculture -- to serve, promote and protect the agricultural producers, processors and consumers of Missouri's food, fuel and fiber products.

### **Missouri Meat and Poultry Producers Selling in Missouri**

Owners or operators who want to sell meat or poultry and/or meat and poultry products, wholesale or retail, within the state (intrastate), unless exempted under the Poultry Products Inspection Act, must have their products processed in a MMPIP or USDA/FSIS inspected processing facility and should contact the MMPIP at (573) 522-1242.

### **Poultry Exemption for 1,000 Birds or Less**

The Poultry Products Inspection Act address the exemption regulations in regard to poultry producers and allow for on farm processing of 1,000 birds or less for sales to consumers, hotels, restaurants and institutions. "The provisions of this chapter shall not apply to poultry producers with respect to poultry of their own raising on their own farms if (i) such producers slaughter not more than 1,000 poultry during the calendar year for which this exemption is being determined; (ii) such poultry producers do not engage in buying or selling poultry products other than those produced from poultry raised on their own farms; and (iii) none of such poultry moves in commerce (as defined in section 453(a) of this title)." Commerce refers to sale of goods across state lines. Call (573) 522-1242 for further clarification of these rules.

### **Custom Exempt Operations**

9 CFR 303.1 exempts the custom preparation of carcasses, meat or meat food products derived from the slaughter of cattle, sheep, swine, goats or game animals from official inspection. However, custom operations are subject to sanitary inspection by the MMPIP. Custom exempt meat may not be sold at farmers' markets or to consumers in any manner. Custom processing is a service provided to producers of livestock and the meat remains the property of the producer through processing until delivery, and may never be sold.

#### **Requirements for Custom Exemption**

1. Livestock must be raised by the owner and delivered to the processing plant for custom preparation.
2. The custom prepared articles must be exclusively for use in the owner's household by members of his household, nonpaying guests and employees.
3. The custom-prepared products must be kept separate and apart from inspected products.
4. Immediately after preparation and until delivered to the customer (owner), the carcasses or other prepared custom articles must be clearly marked "NOT FOR SALE."
5. Establishments engaging in custom operation must maintain records pertaining to the custom operation. The records shall include:
  - Name and address of the customer
  - Species and weight of animals processed
  - Kind and weight of items prepared

### **Sale of Missouri Meat and Poultry Summary:**

- Meat and poultry sold at a farmers' market must be processed in either a USDA or Missouri inspected facility and labeled as such to be sold at a farmers' market.
- Poultry produced in quantities more than 1,000 birds per year must be processed in either a USDA or Missouri inspected facility and labeled as such to be sold at a farmers' market.
- Meat and poultry processed in a custom exempt facility may not be sold in a farmers' market.

### List of Missouri's Official Plants Under Inspection

### **Out of State Meat and Poultry Producers Selling in Missouri**

Out of state owners or operators wanting to sell meat and poultry or meat and poultry products in the state of Missouri (interstate) must have their products processed in a USDA inspected processing facility. The USDA maintains this [list of inspected establishments](#).

### **Meat and Poultry Labeling Instructions**

Establishments are responsible for ensuring that labeling used for meat and poultry products is not false or misleading. Labels must be submitted to the Missouri Meat and Poultry Inspection Program or the USDA/FSIS for approval prior to use. Mandatory features on the finished product label include:

1. Name of the product
2. Ingredients statement, if needed
3. Inspection legend and establishment number
4. Handling statements, e.g., keep refrigerated, keep frozen, etc., if needed
5. Safe handling instructions
6. Net quantity of contents statement, if needed
7. Signature line (manufacturer's or distributor's name and address)
8. Nutrition labeling, if needed

### **Sale of Livestock and Live Poultry**

#### **5. Sale of Livestock**

Regulations regarding the sale of livestock (mammals, fish, amphibians and reptiles) vary greatly by species and breed. To request information about specific livestock varieties, contact the Missouri Department of Agriculture, Animal Health Division at (573) 751-4937.

#### **6. Sale of Live Poultry**

There are no state restrictions regarding the sale of live poultry that originate in the state of Missouri. There are many local and county restrictions and most farmers' markets will prohibit such sales due to the risk of contaminating other foods. To determine a local jurisdiction and the related guidelines visit the Missouri Department of Health & Senior Services' [Directory of Public Health Agencies](#). When such sales are allowed, typically markets will establish space, distance and handling requirements to ensure consumer and vendor safety.

#### **7. Out of State Live Poultry and Livestock**

Any livestock not originating in the state of Missouri must obtain a [Certificate of Veterinary Inspection](#) and Entry Permit before entering the state. Entry Permits may be obtained from the Missouri Department of Agriculture, Division of Animal Health at (573) 751-3377 once the veterinary inspection has been approved.

#### **8. Pet Treat and Feed Manufacturing and Sales**

Anyone wishing to produce or sell pet (dog or cat) treats or feed in the state of Missouri must submit a [Feed License Application](#) before product may be distributed. Producers must also pay a \$25 annual inspection fee and file a [Product Listing Form](#) for pet foods sold exclusively in packages of ten pounds or less and on specialty pet foods sold only in packages of one pound or less. For production or sales of larger quantities, a [Quarterly Tonnage Report](#) must be filed and additional inspection fees will apply.

All feed for animals must be clearly labeled in accordance with the [Missouri Pet Food Regulations](#) (2CSR 70-31.010-70-31.90) and include the following information:

1. Product name (and brand name if applicable)
2. Species of pet intended for
3. Guaranteed analysis
  - Crude protein .....x % (minimum percentage)
  - Crude fat.....x % (minimum percentage)
  - Crude fiber.....x % (minimum percentage)
  - Moisture.....x % (minimum percentage)
4. Ingredients – in descending order by weight
5. Feeding directions – The principle display panel (front of label) must state “treat” or “snack” and the feeding instructions must say “This product is intended for intermittent or supplemental feeding only.”
6. Name and address of the manufacturer or distributor including:
  - Name of business
  - Street address (may omit if business name is listed in local phone directory)
  - City, state and zip code
7. Quantity statement – net weight in ounces or net count of treats

For questions or clarifications contact Missouri Department of Agriculture, Bureau of Feed and Seed Inspection at (573) 751-4310.

## 9. Selling Eggs

Egg quality is highly important to producers, consumers and food safety. The Weights, Measures and Consumer Protection Division of the Missouri Department of Agriculture licenses egg producers, dealers and retailers and inspect eggs sold in Missouri for quality. Anyone selling eggs or egg products to anyone other than a consumer on the farm must obtain a Missouri Egg License. There are four types of license:

1. The Egg Dealer License is required for packing eggs to be sold by someone other than the producer to the consumer.
2. The Egg Retailer License is required for someone selling another producer's eggs to consumers.
3. The Limited Retail License is required for producers selling eggs directly to consumers off the farm, at farmers' markets or at roadside stands.
4. The Processors License is for any person engaged in breaking eggs or processing egg liquids, whole egg meats, yolks, whites or any mixture of yolks and whites with or without adding other ingredients to be sold as egg products.

Under the Missouri Egg Law, “Eggs” refers to “the shell eggs of a domesticated chicken, turkey, duck, goose or guinea that are intended for human consumption.” Producers of game bird eggs such as quail or pheasant must obtain a Class I Wildlife Breeder Permit from the Missouri Department of Conservation. The quality handling and storage requirements for all eggs are outlined by the USDA and the Egg Products Inspection Act. (need new link)

<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title21/html/USCODE-2011-title21-chap15-sec1034.htm>

## 10. Selling Dairy Products at the Market

The sale of all milk and dairy products in the State of Missouri is governed by the State Milk Board. Missouri's State Milk Board (SMB) was created in 1972 to encourage orderly and sanitary production, transportation, processing and grading of fluid milk and processed milk products for consumption intrastate, as well as interstate.

### **Sale of Cheese and Cheese Products**

Producers and processors wishing to sell cheese in the state of Missouri must adhere to the following process, rules and regulations.

1. Producers must submit farm and plant plans with their request for approval to the State Milk Board.
2. After approval of the plans, the milking parlor and plant are inspected at intervals to ensure that they meet the requirements of the Rules and Regulations and are constructed according to the approved plans.
3. After final inspection of the milking parlor and plant facilities, the producer must make a request for a farm certification and apply for a plant license.
4. After obtaining farm certification and a plant license, another inspection is made of the production process, including label review and pasteurizer testing, if pasteurized milk is used. If final inspection and label review are satisfactory then the plant may be allowed to produce and sell product.

### **Sale of Raw Milk and Raw Milk Products**

1. The sale of uninspected raw milk or cream in Missouri is permitted only when the purchase point of origin is at the farm or it is delivered directly to the purchasing individual for their own use. 196.935 RSMo 2000
2. Licensed and inspected raw milk or cream producers and processors may sell product at farmer's markets according to AGO 114-75. 196.931 RSMo 2000 defines "graded fluid milk and fluid milk products."
3. Producers and processors wishing to sell raw milk or cream at farmers' markets must first apply to the Missouri State Milk Board to obtain a permit and comply with regulations pertaining to proper bottling, capping and labeling of raw milk products. 2 CSR 80-3.010 - 2 CSR 80-3.130

Local authorities may further restrict the sale and regulate the delivery of raw milk. To determine a local jurisdiction and the related guidelines, visit the Missouri Department of Health & Senior Services' Directory of Public Health Agencies

[Complete Listing of Missouri State and Federal Dairy Regulations](#)

## **11. Sales by Weights and Measures**

All sales by weights and measures such as ounces, pounds, quarts, pints, gallons, etc. are regulated by the Missouri Department of Agriculture, Weights, Measures and Consumer Protection Division. When selling by weight, all scales determining the billable rate must be inspected and Certified by an Inspection Agent with the Missouri Department of Agriculture.

When measuring by volume, the Missouri Department of Agriculture has adopted the National Institute for Standards and Technology Handbook. The publications in this handbook outline all acceptable packaging and labeling requirements for various products being sold by volume. To avoid any confusion or possible issues, most vendors will sell by quantity, such as bags or bunches, and use volume containers such as pints, quarts and gallons for display purposes only and market them as small, medium and large containers.

The Missouri Department of Agriculture, Division of Weights and Measures offers this guide as well. Missing a correct link,

## 12. Sale of Live Plants

Anyone growing or buying plants to sell in the State of Missouri must be registered as a Nursery Grower or Nursery Dealer. The intent of the registry is to make sure outbreaks of plant disease or the transport of invasive species can be quickly identified and contained to prevent environmental catastrophe and ensure safe production methods.

### **Nursery Growers Registration**

The Nursery Grower's Registration fee is based on the size of the growing operation. Growers must maintain a list of all locations where nursery stock is grown, maintained or offered for sale. When requested, growers must also be able to provide the state entomologist or his inspectors the names and address of the person(s) from whom, and the localities where, the original plants or plant products were obtained.

### **Nursery Dealer's License**

The Nursery Dealer's License fee is based on the volume of plants to be sold. Each nursery dealer, before selling, offering for sale or otherwise distributing nursery stock within this state, shall annually obtain a nursery dealer's registration-inspection certificate for each individual location from which the dealer sells or offers for sale nursery stock. Each nursery dealer shall make the application on forms to be provided by the state entomologist for each individual location, which shall include:

1. The name and complete address of the nursery dealer's place of business for which such certificate is requested
2. A declaration that the applicant will obtain and distribute only inspected and certified nursery stock
3. An up-to-date listing of all sources from which the producer secures nursery stock

Each nursery dealer shall pay, at the time of making the application, the annual registration-inspection fee as set forth in the rules made pursuant to sections RSMO 263.010 to 263.180. Nursery dealer registration-inspection certificates expire September 30 each year.

### **Flowering Annual and Vegetable Exemption**

In Missouri, growers or dealers selling only annuals or vegetable plants directly to consumers are not required to obtain a Nursery Growers or Nursery Dealers License.

## **Title 2—DEPARTMENT OF AGRICULTURE**

### **Division 70—Plant Industries**

#### **Chapter 10—Missouri Plant Law Rules**

#### **2 CSR 70-10.010 Nursery Stock Defined**

**PURPOSE:** This rule defines nursery stock as used in sections 263.010–263.080, RSMo and the corresponding rules.

(1) Nursery stock shall be understood to mean all plants having a persistent woody stem, perennials, bulbs, roots, crowns, corms, rhizomes and tubers capable of propagating, including strawberry, asparagus and rhubarb, but excluding seed potatoes and other garden vegetables. Grass sod, stolons and plugs distributed for the purpose of propagation are also included in the term nursery stock.

Complete Listing of Missouri Certified Nurseries

### **13. Growing Plants for Harvest and Produce for Sale**

Other than the business requirements for selling, there are no licensing or registration requirements specifically for growing plants to harvest for consumption as pulp, for food, or other uses such as vegetables and other crops. However, there are regulations regarding the care of vegetables, or any other crop to be sold, during the growing process. Anyone applying chemicals of any type, organic or synthetic, to produce an end product to be sold, is required to obtain a Certified Applicator License from the Missouri Department of Agriculture and adhere to reporting and registration requirements of the license.

### **14. EBT, Debit/Credit Cards and SNAP (Food Stamps) at Farmers Markets**

Farmers' markets and vendors in Missouri may be authorized to accept Electronic Benefit Transfer (EBT) cards, the most common method for distributing funds for the Supplemental Nutrition Assistance Program (SNAP). Markets may accept the payments on behalf of and distribute funds to vendors, or vendors at farmers' markets not authorized to accept EBT, may become authorized to accept EBT cards as a business. For farmers' markets or vendors to accept EBT cards, they must first complete and submit the USDA Food Stamp Application. Once that application is approved, the USDA will issue the market or vendor an FNS number and instructions on how to remit and collect payments.

The USDA offers the SNAP at Farmers' Markets Handbook to guide vendors and markets through the complete process and best practices for accepting Food Stamps and EBT at a farmers' market.

#### **Free Government-Supplied POS Devices**

If a vendor or market has not been authorized to accept EBT payments prior to November 18, 2011, they may be eligible to receive a free wireless EBT, Credit and Debit card machine valued at \$1,200 and up to \$45 for four months toward the payment of monthly fees. All markets that conduct \$100 dollars or more in SNAP business per month are eligible for a free point of sale (POS) device for EBT transactions only. The machines do not require a monthly service fee if sales exceed 100 dollars per month. The market must have electricity and a phone line to utilize the free equipment.

#### **Manual Vouchers**

Manual vouchers may be used when the market transactions amount to less than 100 dollars per month or if the market is unable to have a POS device on site. The market must first obtain an FNS number. This process does require a phone to verify the availability of funds and places a hold on the customer's EBT account for the purchase amount. Once the transaction is completed on paper, the market mails the signed vouchers to the state's EBT processor by the deadline for payment by direct deposit.

Many markets that are eligible for a free POS device, but do not have a phone line and power on site, will use manual vouchers. The market may keep the device at an off-site location and clear all the manual vouchers through the device at the end of the day instead of mailing them.

#### **EBT/SNAP Contacts**

To obtain an EBT device or inquire about accepting SNAP in Missouri contact:

Janet McCubbin  
Family Support Division  
Missouri Department of Social Services

615 Howerton Court Jefferson City, MO 65102-2320  
P.O. Box 310  
Jefferson City, Mo. 65102-0310  
Email: Janet.McCubbin@dss.mo.gov  
Phone: (573) 751-4328  
Fax: (573) 526-4494

**15. Good Agricultural Practices (GAPs) and Good Handling Practices (GHPs)** are a collection of principles applied in on-farm production and processing to ensure safe and healthy food and agricultural products. The goal of these programs is to create a balanced production system that creates economic, social and environmental sustainability. GAPs and/or GHPs may be applied to different farming systems and at different scales. Such programs typically include specific methods, such as integrated pest management, integrated fertilizer management and conservation agriculture. GAPs and/or GHPs have four main goals:

- To economically and efficiently produce sufficient, safe and nutritious food
- To protect, sustain and enhance natural resources
- To protect, sustain and enhance farming enterprises and contribute to sustainable livelihoods
- To meet cultural and social demands of society

There are currently no state or federal requirements for GAP or GHP certification in the United States. The USDA operates and Missouri participates in a voluntary audit/certification program to verify that farms use Good Agricultural Practices and/or Good Handling Practices. The USDA GAP/GHP Guidelines and Principles are based upon a 1998 Food & Drug Administration publication entitled, "Guide to Minimize Microbial Food Safety Hazards for Fresh Fruits and Vegetables."

USDA GAP/GHP Audit Verification Checklist  
List of Missouri USDA GAP/GHP Participants

## **16. Food Safety for Consumers**

Ensuring the safety of Missouri's agricultural products is a top priority for the Missouri Department of Agriculture. Each of the Department's five divisions works to ensure that consumers continue to enjoy a safe, wholesome and affordable food supply, as a healthy food system begins on the farm and ends with healthy communities. From the Animal Health Division to Plant Industries or Weights Measures and Consumer Protection to Agriculture Business Development, the Missouri Department of Agriculture is focusing on the safety of our food, working to raise awareness and strengthen food safety efforts among producers, processors and consumers.

To learn more about each department's role and food safety resources in Missouri visit the department online at <http://agriculture.mo.gov>.

## Kathie Needham

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**From:** Kathie Needham <kathieneedham@hotmail.com>  
**Sent:** Monday, March 16, 2015 12:06 PM  
**To:** cityclerk@aurora-cityhall.org  
**Subject:** FW: Sales tax

**Kathie Needham**  
City Clerk/Human Resources Director  
City of Aurora  
417-678-5121 Ext. 23  
Fax: 417-678-6599

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**Date:** Mon, 16 Mar 2015 17:01:37 +0000  
**From:** mathenytrish@yahoo.com  
**To:** kathieneedham@hotmail.com  
**Subject:** Fw: Sales tax

----- Forwarded Message -----

**From:** Trish Matheny <mathenytrish@yahoo.com>  
**To:** "kkimberling@outlook.com" <kkimberling@outlook.com>  
**Sent:** Monday, March 9, 2015 3:52 PM  
**Subject:** Fw: Sales tax

----- Forwarded Message -----

**From:** Eileen Nichols <eileennichols@SBCGLOBAL.NET>  
**To:** MFMA-L@PO.MISSOURI.EDU  
**Sent:** Monday, March 9, 2015 1:33 PM  
**Subject:** Sales tax

The Missouri Department of Revenue has finalized its regulations regarding the farm sales at farmers market sales tax "exemption". It's uncomfortably vague, but here is my understanding, along with the statutory references:

If you produce the farm products listed below and sell less than \$25,000 per year of them at farmers markets, the sales at the markets are not subject to sales tax. Base your annual sales on the previous year unless it was a remarkably bad or good year or you anticipate for whatever reason a substantial difference in the current year. If you anticipate selling less than \$25,000 and find mid- or late-season that you will exceed

that, begin collecting and remitting sales tax at that point. Or if you anticipated selling \$25,000 or more and find that you will not do so, stop collecting and remitting sales tax at that point.

If you expect to sell \$25,000 or more this year at farmers markets, you must collect the tax on all market sales.

In figuring your annual sales, you should include sales at all the farmers markets you participate in regardless of location, even if they're in another state.

You must collect and remit tax on any items you sell that are not on the list below such as crafts not made from your farm products and baked goods not made from your farm products.

If you have a sales tax number, you must track your exempt sales and put it in the adjustments column on your annual or quarterly report, subtracting it from your total sales so you do not pay tax on it.

If you only sell produce or products exempt under this law and sell less than \$25,000 a year, you do not have to have a sales tax number.

## **Sales and Use Tax and Farmers' Markets**

### **Farmers Market Tax Exemption**

**On August 28, 2014, RSMo. 144.527.1 was enacted exempting any person or entity with estimated sales of less than twenty-five thousand dollars from participating in farmers' markets from state and local sales and use taxes defined, levied, or calculated under section 32.085<<http://www.moga.mo.gov/mostatutes/stathtml/03200000851.html>>, sections 144.010<<http://www.moga.mo.gov/mostatutes/stathtml/14400000101.html>> to 144.525<<http://www.moga.mo.gov/mostatutes/stathtml/14400005251.html>>, sections 144.600<<http://www.moga.mo.gov/mostatutes/stathtml/14400006001.html>> to 144.761<<http://www.moga.mo.gov/mostatutes/stathtml/14400007611.html>>, and section 238.235<<http://www.moga.mo.gov/mostatutes/stathtml/23800002351.html>> on all sales of farm products sold at a farmers' market.**

### **Missouri Revised Statutes Chapter 144**

#### **Farmers' Market, Sales and Use Tax Exemption for Farm Products Sold /**

#### **Section 144.527.1**

**August 28, 2014**

**"144.527. 1. In addition to the exemptions granted under this chapter, there shall also be specifically exempted from state and local sales and use taxes**

defined, levied, or calculated under section 32.085<<http://www.moga.mo.gov/mostatutes/stathtml/03200000851.html>>, sections 144.010<<http://www.moga.mo.gov/mostatutes/stathtml/14400000101.html>> to 144.525<<http://www.moga.mo.gov/mostatutes/stathtml/14400005251.html>>, sections 144.600<<http://www.moga.mo.gov/mostatutes/stathtml/14400006001.html>> to 144.761<<http://www.moga.mo.gov/mostatutes/stathtml/14400007611.html>>, and section 238.235<<http://www.moga.mo.gov/mostatutes/stathtml/23800002351.html>> all sales of farm products sold at a farmers' market.

2. For purposes of this section "farm products" shall mean any fresh fruits, vegetables, mushrooms, nuts, shell eggs, honey or other bee products, maple syrup or maple sugar, flowers, nursery stock and other horticultural commodities, livestock food products, including meat, milk, cheese, and other dairy products, food products of "aquaculture", as defined in section 277.024<<http://www.moga.mo.gov/mostatutes/stathtml/27700000241.html>>, including fish, oysters, clams, mussels, and other molluscan shellfish taken from the waters of the state, products from any tree, vine, or plant and other flowers, or any of the products listed in this subsection that have been processed by the participating farmer, including, but not limited to, baked goods made with farm products.

3. For purposes of this section "farmers' market" shall mean an individual farmer or a cooperative or nonprofit enterprise or association that consistently occupies a given site throughout the season, which operates principally as a common marketplace for an individual farmer or a group of farmers to sell farm products directly to consumers, and where the products sold are produced by the participating farmers with the sole intent and purpose of generating a portion of household income.

4. The provisions of this section do not apply to any person or entity with estimated total annual sales of twenty-five thousand dollars or more from participating in farmers' markets.

(L. 2014 S.B. 727)

\*Effective 10-10-14, see § 21.250<<http://www.moga.mo.gov/mostatutes/stathtml/02100002501.html>>. S.B. 727 was vetoed June 11, 2014. The veto was overridden on September 10, 2014."

And, no, if you've already sent in tax collected since this took effect in October 10, 2014, the Department of Revenue will not refund it to you.

Eileen Nichols  
1 South Main  
PO Box 1  
Webb City, MO 64870  
417 483-8139

# Open Farmers Market Bylaws

1. **Market Operation:** The market will be held on Wednesdays from 11a.m. to 5p.m. on the East Side of Oak Park located on Business 60 Highway or Church Street in Aurora, MO. Vendors can come early or stay late.
2. **Products To Be Sold:** The market is open to any who grow and sell produce within 100 mile radius of the market, excluding outside Missouri, is considered local. Unless otherwise approved by market members. Hand-crafted items are Accepted. There should be a ratio 50 50% ratio of produce to crafts within the whole market. Unless agreed upon by all members or majority of votes. Everything must be grown or hand made, accepted if sold by the school or not-for-profit organizations for fund-raising purposes and must display signs as such.
3. **Commitment to Market:** Members should be on time and ready to sell at time of market opening each day. Regular members should be committed to the season and participate in a regular basis. Members should say nothing bad about other members or other farmer's markets. Either of these infractions could result in termination as a member of the market. Members should dress appropriately and keep their booths in orderly fashion.
4. **Booth Spaces:** On Saturdays booth spaces are on a first come first serve basis and there will be assigned spaces on Wednesday. No member will take up more than 10 foot spaces unless approved through the market members. The park board has asked that we park trailers lengthwise on the West side of the park and on the South end on the East side of the park. **NO ONE AT ANYTIME** is allowed to drive through the park for any reason.
5. **Signs:** Vendors must display the prices of all their produce or products being sold. If a Vendor is selling produce that they have brought in from another area. It needs to be clearly stated on a sign for the customers, where the produce is from. Must display; Open Farmers Market of Aurora, License.
6. **Clean Up:** Vendors are responsible for cleaning all trash and waste within and around their stand or space. Garbage cans are provided on the market site for this purpose.
7. **Application & Forms:** All new and returning vendors must complete an application each year. The application will provide Market members with the information on contact, farm location, type of products being sold and any certificates required by state and county laws. For instance, organic growers need to show their certification as such, prepared foods need to whom ay certification needed for the selling of their products to the public and egg dealers need to show their Egg Dealer & Sellers licenses.
  - a. Canning and Baked Goods need to be labeled with: Name of item, price, ingredients, full physical address or e-mail address, and should say "Not Made in a Certified Kitchen or by a Certified Cook".
8. **Farm Visits:** If a vendor is representing that they grow their produce. Market Officers have the right to come to their farms and verify the information given are true on the application. Farmers need to submit a map and directions to their farm or home on the back of the Application Form. Officers performing farm visits will be reimbursed mileage at the rate of 50 cents per mile.
9. **Reasons to disallow participation:** Efforts will be made to accommodate all who apply. However, a vendor may be turned down due to insufficient space, non compliance with By-Laws or that their produce or products that does not fall under Farmers Market guidelines.
10. **Pricing:** Vendors sell at the price that they feel they need for their produce or products. This Market will not presume to tell any vendor what they should sell or price items. We do ask that each Vendor not sell their first quality produce for less than 10% below the St. Louis Terminal of Wholesaling Pricing.
11. **Market Meetings:** All members will be notified ahead of time of a meeting and are asked to attend. All decisions will be voted on and are final at the meetings and if you want to bring up new business, it needs to be done after regular business is settled and/or voted on. New business be discussed or entities need to be addressed. The first meeting of the year will be held in February at the Library basement in Aurora, Mo. This meeting is for the previous years members only. There will then be a meeting in March for old and new members or prospects. This will be advertised to the public in the Lawrence county paper, Monett paper, Aurora Paper and on the 940 am channel (Aurora Trading Post) in 7:45am to 8:30am shows for one week. Part-time members can discuss or bring up issues to be discussed, but may not vote on them.

12. **Officers:** Officers will be elected at the February meeting of each New Year. If enough members are present at the meeting then the vote on Officers will be conducted with enough votes of full time members only. If not enough members are present at meeting in February, then in March will be voting for Officers. Officers include: President, Vice-President, Secretary, Treasurer. The checking account will require signatures of both President and Treasurer.
13. **Put-Up-or Shut-Up Rule:** This rule is for those who might have a complaint that another vendor might not be growing or making what they say they are in their application. If you as a member and feel this is so, you can ask for a form, fill it out with your complaint and enclose \$50. If your complaint is proven to be accurate then you will receive the \$50 back with disciplinary actions being taken against the other vendor. But, if you are wrong, you will lose the \$50 and it will be split \$25 goes to the Market for having to check out your claim & \$25 goes to the vendor you were complaining about.
14. **NO Animals Allowed:** If someone would like to sell livestock or any other animals, they may put up pictures & or signs notifying customers that they may see them at their residence or location of the animal away from Market.
15. **Full Capacity:** If the market is at full capacity and a produce vendor needs space, a crafter will be asked to give up their spot. This will be done by seniority.
16. **Dues:** Dues will be \$15. per year or \$1 a day for 5 times. After 5 times the vendor will be asked to join and pay the difference of the total \$15 which is the annual dues. We feel this gives someone who is trying out the Market sufficient time to decide if they want to commit for the year. The 5 days also gives the small backyard growers ample time to see what little they may have.
17. **Qualifications:** At least 50% of a farmer produce or products must be grown or made by the member to sell produce or products other than their own. Prior members who do not qualify will be grand-fathered in.

# Local Farmers Market Bylaws

## AURORA LOCAL FARMERS' MARKET OPERATING REGULATIONS AND BY LAWS

1. The Aurora Local Farmers' Market Mission is:

- Provide opportunity for local agriculture to sell their agricultural products directly to the consumer.
- Provide homegrown, fresh nutritious foods to the community.
- Provide handmade or homemade good to the community.

2. The Aurora Local Farmers' Market board consist of a Market Manager, Asst. Market Manager , Secretary and Treasurer.

The board is selected by a nomination process at the annual meeting. Only members from the past season in good standing with market and have paid their fees for the new season have voting rights. There is only one vote per application, even if there is more than one person's name on application you only get one vote. Members nominate someone who has been in the market for more than one season that they would like in each position. Then we put it to a vote and the person receiving the most votes for each position is put into the position. There is no outside campaigning for any position on the board.

3. The Market Manager shall be elected by a majority vote of the membership to serve a term of one year. The Market Manger shall be responsible for the overall management of the Market and other affairs of the Market. Included in the Market Managers responsibilities are:

- a.) Collection of seasonal and daily fees.
- b.) Enforcing the rule and regulations and by laws of the market.
- c.) Presiding over meetings of the Board and the Market and covering such meetings as needed.
- d.) Recruiting new market members and encouraging the same.
- e.) Advising sellers on Market days as requested.
- f.) Managing the business of the Market.

4. The Assistant Market Manager shall be elected by a majority vote of the membership to serve a term of one year. Duties shall be to assist the Market Manager in performance of his/her duties as described above and assume the responsibilities of the Market Manager in his/her absence.

5. The Secretary shall be elected by a majority of the membership to serve a term of one year. Duties of the Secretary is to record all minutes of all meetings held with the board. File any legal paperwork required by the city, county, or state.

6. The Treasurer shall be elected by a majority of the membership to serve a term of one year. Duties of the Treasurer is acting as custodian of the funds and maintaining current financial records.

7. The Market Manager of the Aurora Local Farmers' Market with the full support of the board shall enforce these Rules and Regulations and By Laws. The board will interpret these regulations according to the best interest of the market. These Rules and Regulations and By Laws may be revised or amended by the board from time to time with or without notice to members. In addition to the following Rules and Regulations and By Laws all vendors agree to abide by all city, county, state and federal laws and regulations.

8. Applications will be subject to board approval before membership will be approved. Preliminary applications will be sent out to past members before the first of the year. And there will be a deadline to return back so you can be approved and pay your fees before annual meeting so you have voting rights. Any new members wanting to join market will also have to fill out a preliminary application and get approved by the board. Cut off for produce application is June 1st. After cut off date the board can vote on accepting an application. ALFM board reserves the right to prohibit anyone from selling or any product from being sold at the market.

9. Fees- The market offers two fees structures. \$20.00 fee for the full season or \$5.00 per day until the \$20.00 fee is made.

before selling. And if selling anything that requires a state license you must present copy of license to the board. (example eggs). Also selling anything that is regulated by the health department must follow all health code regulations. Must have proper labeling on all bake goods, jams and jellies. If proper labeling is not on product you will be asked to remove items from your table until you have proper labeling for the item.

19. Each vendor should set his/her own prices. Prices should be kept in keeping with customer satisfaction and consideration of other market vendors. Dumping is not allowed. Vendors are urged to sell at a fair market price.

20. There will be no shouting out of your products that you are selling to distract people from other vendors tables.

21. Each vendor shall maintain a clean and healthful condition within his/her area (from side to side) and leave that area free of debris prior to quitting each market day. Each vendor shall remove his/her own garbage and shall not use the park's trashcans for disposal of such garbage. All products should be displayed in an attractive manner. Vendors shall maintain themselves in a clean, attractive manner, and a courteous manner. Controversial topics shall not be discussed or displayed by vendors at the market. Sellers are responsible for their own tables, signs and covering. When parking please pull as close to vehicle next to you as possible. By doing this it will provide more spaces on busy days.

22. No driving thru park for any reason, without permission.

23. For safety reasons we will park at least 30' from the stop sign. To leave parking for customer parking, have helpers, and visitors park on north side of park. The ALFM is not responsible for loss or damage of property while at market. The market is going to need a copy of your vehicle insurance card for proof of insurance.

24. Each vendor must have grown or made the products that he/she is selling or may have a regularly employed agent sell products grown or made by said vendor. The employee should be involved in the production and harvesting or producing of the produce or product being sold and knowledgeable about the produce and product. The market requires that, for a majority of the time, the booth staffed by a principal in the business. Vendors may not sell products from other growers. Violation of this rule will result in the vendor being prohibited from selling at the Farmers' Market. If any item being sold at market is in question as to being grown by the seller, a farm inspection may be made. Farms may be inspected at anytime. You must comply with market manager if asked to remove item of questionable quality.

25. Any and all past rules and regulations and by laws may at anytime be put back into affect if board feel that they are needed to be implemented.

**2014 Board Officers** - *only nominations*

Trish Matheny-----Market Manager-----236-5101  
David Lamp-----Asst. Market Manager-----737-1536  
Margie Freeman-----Treasurer-----466.5000  
Kathy Kimberling-----Secretary-----678-6896 H 354-4890

Sample  
Ordinance for  
Farmers  
Market

Kirksville, Missouri, Code of Ordinances >> - CODE OF ORDINANCES >> Chapter 14 - LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS >> ARTICLE V. - FARMERS' MARKET >>

**ARTICLE V. - FARMERS' MARKET**

[39]

Sec. 14-141. - Purpose.

Sec. 14-142. - Denial of use.

Sec. 14-143. - Size of spaces.

Sec. 14-144. - Location and hours.

Sec. 14-145. - Rates.

Sec. 14-146. - Taxation.

Sec. 14-147. - Reserved.

Sec. 14-148. - Restrictions.

Sec. 14-149. - Penalty.

Secs. 14-150—14-165. - Reserved.

**Sec. 14-141. - Purpose.**

The City of Kirksville and the Kirksville Kiwanis Club established the farmers' market in the city to support local farmers by providing an opportunity to sell their fresh foods, homemade and handcrafted products to the public. Other vendors are offered the same opportunity to sell fresh foods, homemade and handcrafted products to the public. Fresh foods/products must have been grown, gathered, raised or caught within a 50-mile radius of Kirksville.

*(Ord. No. 10355, § 1, 6-5-79; Ord. No. 11701, § 1, 2-28-2005; Ord. No. 11769, § 1, 8-2-2006; Ord. No. 11921, § 1, 4-19-2010)*

**Sec. 14-142. - Denial of use.**

The city manager, or Kiwanis designee/representative, is authorized to cancel a stall or space without refund; and to remove persons from the premises, or deny future use of a stall or space in the farmers' market to persons failing to comply with the provisions of this article, or who fail to comply with any lawful administrative rules/requirements established by the Kiwanis Club.

*(Ord. No. 10355, § 1, 6-5-79; Ord. No. 11921, § 3, 4-19-2010)*

**Sec. 14-143. - Size of spaces.**

Spaces shall be provided at the farmers' market of not more than eight and one-half (8½) feet in width and fifteen (15) feet in length for vehicles transporting merchandise to the market. Each space may contain a vehicle not to exceed twenty (20) feet in length.

*(Ord. No. 10355, § 1, 6-5-79)*

**Sec. 14-144. - Location and hours.**

- (a) The farmers market is authorized to use Elson Street between Harrison and Washington each Saturday, commencing the first Saturday in May and ending the last Saturday in October. The selling hours shall be held from 7:00 a.m. to 12:00 noon. An extension of hours during annual/special events may be granted by the city manager, upon a request from a Kiwanis representative prior to the event being held.

- (b) The farmers market vendors shall not set up their selling stall any earlier than 5:00 a.m. on the Saturday market day. The vendors shall have their selling stall clear and free of all refuse no later than 12:30 p.m. on the same Saturday market day.

(Ord. No. 11921, § 2, 4-19-2010)

#### **| Sec. 14-145. - Rates.**

Stall fees shall be charged by the day. The stall or space fees are payable to the designated Kiwanis representative on the market day. The city manager is authorized to establish rates from time to time, or as needed.

(Ord. No. 11921, § 5, 4-19-2010)

#### **| Sec. 14-146. - Taxation.**

Farmers and vendors are to acquire a Kirksville sales tax number from the State of Missouri, and shall report sales tax that was collected on sales that took place in Kirksville. Farmers and vendors are required to collect and remit Missouri sales tax for fresh farm-grown products sold at the Farmers Market. Fresh farm-grown products are also subject to applicable local sales tax.

(Ord. No. 11921, § 7, 4-19-2010)

#### **| Sec. 14-147. - Reserved.**

Editor's note— Ord. No. 11921, § 4, adopted Apr. 19, 2010, repealed §§ 14-144—14-147. The former §§ 14-144—14-147 pertained to cleaning space; establishment of rates; display of rates; payment of rates. For complete derivation see the Code Comparative Table at the end of this volume.

#### **| Sec. 14-148. - Restrictions.**

In order to maintain uniform policies concerning items offered for sale at the farmers' market, the following rules and regulations are established:

- (1) Items that may be offered for sale:
  - a. Fresh produce grown within a 50-mile radius of Kirksville;
  - b. Fish and USDA inspected meat;
  - c. Eggs. Must meet state law requirements that growers who produce and sell their own eggs at a farmers' market need to have a retailer's license and a dealer's license. A vendor who purchases eggs from a producer needs to have a retailer's license only.
  - d. Other items considered to be acceptable by the Kiwanis representative.

(Ord. No. 10355, § 4, 6-5-79; Ord. No. 11701, § 3, 2-20-2005; Ord. No. 11921, § 6, 4-19-2010)

#### **| Sec. 14-149. - Penalty.**

It shall be unlawful for any person to violate any provision, or fail to comply with any provision, of this chapter. Any person so violating or failing to comply with any provision of this chapter shall be guilty of a misdemeanor and be punishable as provided in section 1-7 of this Code.

(Ord. No. 11921, § 8, 4-19-2010)

#### **| Secs. 14-150—14-165. - Reserved.**

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Reports

Agenda No. X

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## AGENDA ITEM DESCRIPTION

### REPORTS

- A. Board Liaison Reports
- B. City Attorney Report
- C. City Manager Report

### NOTES:

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Closed Session pursuant to 610.021 (1)

Agenda No. XI

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## AGENDA ITEM DESCRIPTION

**CLOSED SESSION pursuant to 610.021 (1)**

Legal actions, causes of action or litigation involving a public government body and any confidential or privileged communications between a public governmental body or its representative and its attorney's.

## NOTES:

# COMMUNICATION PAGE

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Date: March 24, 2015

Presented By: Mayor

Agenda Item: Adjournment

Agenda No. XII

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AGENDA ITEM DESCRIPTION
ADJOURNMENT

NOTES:
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	Jan-15	Feb	TOTAL2015	TOTAL 2014
CALLS FOR SERVICE/DISPATCHED	1254	1082	2336	16488
911 CALLS	378	308	686	N/A
CASES	136	123	259	1832
ARREST	52	31	82	572
SUSPECTS	23	14	37	369
VICTIMS	67	56	123	1125
TRAFFIC STOPS	217	158	375	N/A
TRAFFIC CITATIONS	64	45	109	579
TRAFFIC WARNINGS	153	113	266	N/A
ASSIST OUTSIDE AGENCY	22	14	36	N/A
<b>TYPES OF CASES</b>				
MURDER	0	0	0	0
RAPE	2	0	0	6
ROBBERY	0	0	0	2
ASSAULTS	2	3	5	175
BURGLARIES	7	10	17	103
STEALING	26	15	41	314
MOTOR VEHICLE THEFT	3	3	6	21
DOMESTIC CASES	3	3	6	121
DRUG CASES	11	7	18	84
VANDLISM	6	9	15	137
KIDNAPING	1	0	1	10
OTHER	75	73	148	859
<b>ACCIDENTS</b>				
INJURY	2	0	2	
NON-INJURY	8	15	23	
FATAL	0	0	0	
<b>INVESTIGATION SECTION</b>				
TOTAL CASES TO COUNTY PA. SINCE JAN	26	40	66	

CLOSED	5	21	26	
ASSIGNED	31	27	58	
CASES WORKING	32	23	55	
INTERVIEWS	26	29	55	
CITIZEN CONTACTS	121	149	270	
DRUG CASES STARTED	0	6	6	
<b>ANIMAL CONTROL &amp; NUISANCE</b>				
ANIMAL CONTROL CALLS	N/A	66	66	
NUISANCE VIOLATIONS	N/A	16	16	
DOGS IMPOUNDED	17	20	37	
EUTHANIZED	0	0	0	
RETURNED TO OWNER	N/A	8	8	
TRANSFERD	N/A	8	8	
OTHER ANIMAL CALLS	N/A	18	18	
<b>VEHICLE</b>				
GALLONS	829	780	1609	
MILES	6525	14533	21058	

# CITY OF AURORA FIRE DEPARTMENT MONTHLY REPORT

INCIDENT REPORT FOR: February 2015

TOTAL RESPONSES FOR MONTH: 96

1. Helicopter Stand-by		96
2. Fires:		6
a) Structure:	3	
b) Vehicle:	1	
c) Trash/Rubbish (dumpster, ect.)	0	
d) Grass/Woods	2	
e) Improper burning (after hrs, open ground, ect)	0	
3. Investigation (smoke odor, unknown odor)		3
4. M.V.A.'S		2
a) Clean-up	2	
b) Rescue	0	
5. Mutual Aid:		7
a) Fire/Haz-Mat	7	
b) Rescue	0	
6. Hazardous Incidents: (downed power lines, gas odors)		0
7. Public Assist: (CO alarm, lifting, ect)		10
8. Medical 1 <sup>st</sup> Response:		64
9. False Calls, False Automatic Alarms:		0
10. Storm Stand-by		0
11. Haz-Mat Incident:		2
12. Misc. (lost Person, assist P.D., ect.)		1
Fire Prevention/Tours/Public Education:		Yes
Inspections:		Yes
Training Man/Hrs.		120 mn/hrs

ROBERT R. WARD, FIRE CHIEF



!!!!CHECK MILEAGE!!!!

**AURORA FIRE DEPARTMENT**  
HEADQUARTERS  
AURORA, MISSOURI 65605

BUSINESS PHONE: (417) 678-5303  
(417) 678-2111  
FAX: (417) 678-0603

MONTH/YEAR: FEBUARY, 2015

MONTHLY MILEAGE REPORT

TRUCK#	BEGIN MILEAGE	END MILEAGE	TOTAL MILEAGE	GASOLINE	DIESEL
2311	94166	94304	138		15.4
2312	39389	39553	164		46.4
2321	28430	28487	57		17.7
2315	17639	17691	52		14.9
2316	36978	36996	18		5.0
2322	2291	2408	117		0
2325	47514	47535	21		0
2326	75434	75518	84		41.5
2348	4490	4496	6		25.0
2328	53669	53849	180	0	
2335	118760	119147	387	58.5	
2318	39119	39562	443	13.7	
2338	82948	82948	0	0	
Gas Can				15.7	

TOTAL MILEAGE: 1,667  
TOTAL GASOLINE: 87.9  
TOTAL DIESEL: 165.9

  
ROBERT R. WARD,  
FIRE CHIEF

STOP FIRES....THEY HURT, THEY COST, THEY KILL!