

REQUEST FOR PROPOSALS: LIQUID DAIRY PRODUCTS FOR EARLY CHILDHOOD EDUCATION PROGRAMS

Notice is hereby given that United Community Action Network's (UCAN) is seeking proposals to furnish liquid dairy products for its Head Start and Preschool Promise school food service programs for the 2026-2027 school year. Successful vendor(s) will have an option to renew annually for up to 4 years.

Proposals will be accepted no later than: 4:00pm, August 24, 2026.

Copies of this document may be obtained from the Receptionist at UCAN Head Start, 250 NE Kenneth Ford Drive, Roseburg, Oregon 97470.

Shawn Massingale and Christopher Johnson will be responsible for the evaluation of bids. The contract will be awarded to the vendor(s) submitting the proposal(s) complying with the conditions of this solicitation scoring the most points upon review. UCAN reserves the right to approve multiple vendors' bids. UCAN requires vendors to submit proposals offering to provide all items listed in Form-Part 2. Proposals will be ranked based on points scored for: pricing (75 points) and flexibility to provide items offered to different locations/different times as requested (25 points).

UCAN Head Start reserves the right to accept or reject any or all proposals and to waive certain requirements that do not affect price, quantity, quality, delivery, or contractual conditions.

All vendor(s) shall be notified via email regarding UCAN's decision no later than August 28, 2026. Successful vendors must be prepared to enter into contracts that become effective no later than September 4, 2026.

Vendors may file a protest if they believe this document limits competition in the proposal process by contacting Christopher Johnson no later than the date proposals are due for submission. Protests must be made via email to christopher.johnson@ucancap.org

To be considered for the contract, prospective proposers must complete Form 1 & 2 and submit them and proof of adequate insurance via email to christopher.johnson@ucancap.org by the above time and date.

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RFP INFORMATION

UCAN is soliciting proposals from qualified vendors for liquid dairy items for its Head Start and Preschool Promise Pre-School Food Program. The CACFP Food Program is expected to serve approximately 86,000 breakfasts, 110,000 lunches and 86,000 snacks yearly to low-income children in Douglas County.

Description of Work:

- 1) Work may include the following tasks:
 - a. Travel to and from job sites (classroom sites (listed in Appendix A) and kitchen).
 - b. Provision of all labor, food, supplies, and equipment to deliver food.
- 2) Typically, deliveries shall typically be made between once and twice a week to a select location throughout the term of the contract. Days and times will be arranged prior to contract effective date.
- 3) Deliveries will be greatly reduced during the Christmas - New Year holiday period and the week of spring break as well as the summer. No work shall be done on Saturdays, Sundays, or legal holidays unless prior approval has been obtained from UCAN's Nutrition Services Supervisor.
- 4) There may be a need for emergency deliveries if staff preparing meals find themselves short an item and call in for an emergency delivery. In most emergency cases, the vendor will be expected to fill in the request in a timely manner (1 to 2 days).
- 5) In case of inclement weather forcing the cancellation of a school day, the vendor will be informed by email before 7:00 AM on that day.
- 6) UCAN's Nutrition Services Supervisor will coordinate delivery days and times with vendors.
- 7) Deliveries shall be made by a vendor's representative.

Product Quality & Delivery Expectations:

- 1) The delivery trucks must be clean.
- 2) The refrigeration section of trucks must be kept at 41 degrees F or below.
- 3) The deliveries are required to be made in a timely manner.

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Conditions:

The following conditions apply:

- 1) The selected vendor(s) will need to have a minimum general liability insurance policy with \$1,000,000/occurrence coverage and \$3,000,000 general aggregate coverage. The vendor will need a policy with a minimum of \$1,000,000 in auto liability coverage. The vendor will need workers comp coverage as required by the State of Oregon. United Community Action Network will need to be endorsed as an insured party, and will need a certificate of insurance showing adequate coverage.
- 2) An authorized representative of each vendor must certify:
 - a. That their price determinations were made independently,
 - b. That the vendor has not been involved in lobbying in a manner violating federal or state law,
 - c. That the vendor or a principle member of the vendor has not been debarred, suspended, declared ineligible or suspended from federal transactions, been convicted or had a civil judgment made for fraud or criminal offense involving a public transaction/contract, or been convicted of embezzlement, theft, forgery, bribery, falsification/destruction of records, making false statements or receiving stolen property,
 - d. That no employee or board member of UCAN, or any immediate family member of UCAN, will obtain any benefit as a result of work the vendor would obtain from UCAN.
- 3) The quality of items made available must meet UCAN Head Start, USDA and CACFP standards and specifications.
- 4) Vendors may withdraw or modify proposals by email prior to the time and date proposals are due. Negligence on the part of a vendor in preparing its proposal confers no right to withdraw or modify the proposal after the time and date proposals are due.

Minority and Women Owned Businesses are encouraged to participate in this Request for Proposals.

Submission Requirements:

UCAN will only evaluate proposals that include the following:

- 1) Completed Proposal Form-Part 1
- 2) Completed Proposal Spreadsheet-Part 2
- 3) Evidence of Adequate Insurance Coverage

Vendors must be willing to enter into a contract with UCAN, a draft copy of which is found in Part 3 of this Request for Proposals.

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Attachments:

Proposal Forms

RFP Form-Part 1

- Vendor Information
- Total Bid Price
- Ability to Respond Flexibly
- Bidder Signature

RFP Form-Part 2

- Liquid Dairy Items Pricing Spreadsheet (separate Excel spreadsheet)

RFP Form-Part 3-Draft Contract

Appendixes

A. Appendix A: Job sites

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COMPETITIVE BID FORM—PART 1

Contact Information:

Vendor Name: _____

Vendor Mailing Address: _____

Vendor Representative Name: _____

Vendor Representative Phone: _____

Vendor Representative Email: _____

The undersigned, _____, having familiarized themselves with local conditions affecting the cost of the work, and with the specifications of this document and all attachments, as prepared by UCAN and on file in the office of UCAN at 250 North Kenneth Ford Drive, Roseburg, Oregon 97470, hereby proposes to furnish all labor, equipment, and materials

For the Basic Bid of _____ **(\$** _____ **).**
(From the Grand Total line on Form 2)

Checklist of Best Practices:

- All foods will have nutrition labels.
- Items provided are locally produced.

Ability to Respond Flexibly to Delivery Locations/Times

Will your firm be able to deliver to different locations?

The individual signing below certifies that the above information is correct to the best of their knowledge.

Company Name

Title

Printed Name

Signature Date

Note: The penalty for making false statements in offers is described in 18 U.S.C. 1001.

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Appendix A:

UCAN Kitchen
284 NE Kenneth Ford Drive
Roseburg, OR 97470

Classroom Locations:
Roseburg FECC
250 NE Kenneth Ford Drive
Roseburg, OR 97470

South Umpqua
651 NE Division Street
Myrtle Creek, OR 97457

Winston
280 SE Main Street
Winston, OR 97496

Green
4880 SW Grange Road
Roseburg, OR 97471

Sutherlin
211 Dakota Street
Sutherlin, OR 97479

Roseburg Phoenix School
3131 NE Diamond Lake Boulevard
Roseburg, OR 97470