

EIGHTCAP, INC.

Request for Proposal

Snow Removal 2024-25 Season

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Dave Washbourn
Title: Ops Supervisor
Entity: EightCAP, Inc.
Address: 5827 Orleans Rd.
Orleans, MI 48865
Phone: 616-545-0659
TTY: 711
Email: davidw@8cap.org

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is for snow plowing and removal, and salting services for EightCAP, Inc. locations for the 2024-25 snow season.

Description of Entity

EightCAP, Inc., hereinafter referred to as EightCAP, is a community action agency which serves Gratiot, Ionia, Isabella, and Montcalm counties in the State of Michigan. EightCAP is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code. Administrative offices are located at 5827 Orleans Rd. Orleans, MI 48865. Other offices are located throughout the service area.

B. Who May Respond

Licensed and insured vendors.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 12 p.m. on Friday Sept 20, 2024

2. Inquiries

Inquiries concerning this RFP should be directed to Dave Washbourn at 616-545-0659 or davidw@8cap.org

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by EightCAP.

4. Instructions to Potential Offerors
Bids can be submitted per location or for all locations.

Your proposal may be submitted by email, mail, or dropped off to:

Name: Dave Washbourn
Entity: EightCAP, Inc.
Address: 5827 Orleans Rd.
Orleans, MI 48865
Email: davidw@8cap.org

It is the responsibility of the Bidder to ensure that the proposal is received by EightCAP by the date and time specified above. Late proposals will not be considered.

5. Right to Reject

EightCAP is not required to accept the lowest bid and reserves the right to reject any and all bids and/or waive any bid irregularities at EightCAP's discretion based on the interest of EightCAP. This includes the right to award separate contracts for building(s) by area, if deemed in the best interest of EightCAP. Therefore, bidders should clearly note which buildings you are willing to (or not to) service.

6. Small Businesses, Minority Owned Firms, and Women's Business Enterprises

Efforts will be made by EightCAP to utilize small businesses, minority owned firms and women's business enterprises.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

7. Notification of Award

It is expected that a decision selecting the successful bidder, if any, will be made within 10 business days of the closing date of the receipt of proposals.

II. SPECIFICATION SCHEDULE

A. Goods or Services Required

The purpose of this RFP is for the snow plowing, snow removal, and salting services at EightCAP locations. See Attachment A.

C. Price

The Offeror's proposed price must include per plowing event and per salting event.

D. Billing and Payment

Billing must be itemized to indicate date and time of plowing event and/or salting event, and location of the event.

III. PROPOSAL EVALUATION

A. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.

B. Evaluation

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
Ability to meet Time Requirement	0-30
Price	0-70
MAXIMUM POINTS	100

C. Review Process

EightCAP may, at its discretion, request presentations by or meetings with any or all Offerors to clarify or negotiate modifications to the Offerors' proposals.

However, EightCAP reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the offeror can propose. EightCAP contemplates award of this bid to the responsible Offeror(s) with the highest total points.

ATTACHMENT A

EightCAP, Inc. will be accepting bids for snow plowing, snow removal, and salting services for the 2024-25 season.

The contract(s) will begin October 1, 2024 and run until May1, 2025

Bids may be for one location or all locations. If the bid is contingent on being awarded all locations, the proposal must be noted.

The List of locations are as follows.

- **5827 Orleans Rd. Orleans, MI 48865**
- **3251 S Derby Rd. Sidney, MI 48885**
- **906 Oak Drive Turk Lake, MI 48838**
- **1125 S. Maple Ithaca, MI 48847**
- **830 Harrison Ionia, MI 48846**
- **321 N. Fifth St. Edmore, MI 48829**

This is the list of general conditions:

- Snow removal shall occur Monday-Friday with every 2” or more snow accumulation.
- Vendor is responsible for clearing all sidewalks and walkways.
- Snow removal will include clearing out all snow off sidewalks and up to all entrances of the buildings.
- Snow removal must be completed as noted to accommodate employee and student arrival.
- EightCAP reserves the right to cancel on school/building closure days, such as holidays, snow days, or power outages. Vendors will be notified by EightCAP.
- Salting to keep ice off parking lot and sidewalks. This may need to be done without plowing. Bids must include pricing for just salting.
- Piling of snow is only permitted in areas specified by EightCAP.
- Vendors are responsible to monitor conditions of the snow removal areas for snow drifts, ice, etc, and respond accordingly.
- Vendors must maintain property and liability insurance (minimum \$1,000,000 per occurrence), and auto insurance (minimum \$1,000,000 per occurrence). Certificates of insurance must be provided to EightCAP listing EightCAP as an additional insured with respect to liability coverage for work being performed at EightCAP locations.
- Vendors must invoice monthly and itemize invoices by EightCAP location with date and time of service.

IS the bid contingent on contracts for all locations? Y/N _____

Building/Address	Snow removal Deadline	Cost Per salting	Cost per plowing event	Cost for Shoveling	
EightCAP Administrative Office 5827 Orleans Rd, Orleans	7:00 a.m.				
Weatherization Office 3251 S Derby Rd, Sidney	6:30 a.m.				
Montcalm Outreach Office 906 Oak Drive, Greenville	7:00 a.m.				
Ithaca Head Start Building 125 S. Maple, Ithaca	6:30 a.m.				
Ionia Head Start (Welch Building) 830 Harrison, Ionia	6:30 a.m.				
Edmore Head Start 321 N. Fifth St, Edmore	6:30 a.m.				

Bidder Information and Signature

Vendor/Bidder Name: _____

Contact Person: _____

Address: _____ City: _____ ZIP: _____

Work Phone: _____ Email: _____

Authorized Signature

Date: _____

Customer References

Please provide 2-3 customer references and/or past customers for which you have provided snow removal services.

Name	Company/Organization	Phone	Years Serviced