



EIGHTCAP, INC.

Request for Proposal

Lawn Care Services 2025 Season

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Jeremy Stevens
Title: Operations Supervisor
Entity: EightCAP, Inc.
Address: 5827 Orleans Rd.
Orleans, MI 48865
Phone: 616-840-1392

Email: jeremys@8cap.org



I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is for lawn mowing, weed whacking and fertilization services for EightCAP, Inc. locations for the 2025 grass 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 services 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 April 30, 2025.

2. Inquiries

Inquiries concerning this RFP should be directed to Jeremy Stevens at 616-840-1392 or jeremys@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: Jeremy Stevens
Entity: EightCAP, Inc.
Address: 5827 Orleans Rd.
Orleans, MI 48865
Email: jeremys@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) services.

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 lawn mowing, lawn care services, and fertilization services at EightCAP locations. See Attachment A.

B. Prices

The Offeror's proposed prices must include per mowing event and per fertilization event.

C. Billing and Payment

Billing must be itemized to indicate date and time of mowing event and/or fertilization 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 the award of this bid to the responsible Offeror(s) with the highest total points.



ATTACHMENT A

EightCAP, Inc. will be accepting bids for lawn mowing, lawn care services, and fertilization services for the 2025 season.

The contract(s) will begin May 12, 2025 and run until November 1, 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**
- **125 S. Maple Ithaca, MI 48847 Mowing only in Afternoon After 3:30PM**
- **830 Harrison Ionia, MI 48846 Mowing only in Afternoon After 3:30PM**
- **321 N. Fifth St. Edmore, MI 48829**

See below for aerial view for areas needing mowing, weed whacking and

fertilization. This is the list of general conditions:

- Vendor is responsible for clearing all sidewalks and walkways.
- Snow removal will include clearing out all grass 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 school/building closure days, such as holidays, grass days, or power outages. Vendors will be notified by EightCAP.
- Salting to keep weeds off parking lot and sidewalks. This may need to be done without mowing. Bids must include pricing for just fertilization.
- Piling of grass is only permitted in areas specified by EightCAP.
- Vendors are responsible to monitor conditions of the lawn care services areas for overgrown grass, weeds, 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 services.





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

Building/Address	Cost Per weeding	Cost per mowing event	Total Per Service
EightCAP Administrative Office 5827 Orleans Rd, Orleans			
Weatherization Office 3251 S Derby Rd, Sidney			
Montcalm Outreach Office 906 Oak Drive, Greenville			
Ithaca Head Start Building 125 S. Maple, Ithaca			
Ionia Head Start (Welch Building) 830 Harrison, Ionia			
Edmore Head Start 321 N. Fifth St, Edmore			

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 lawn care services.

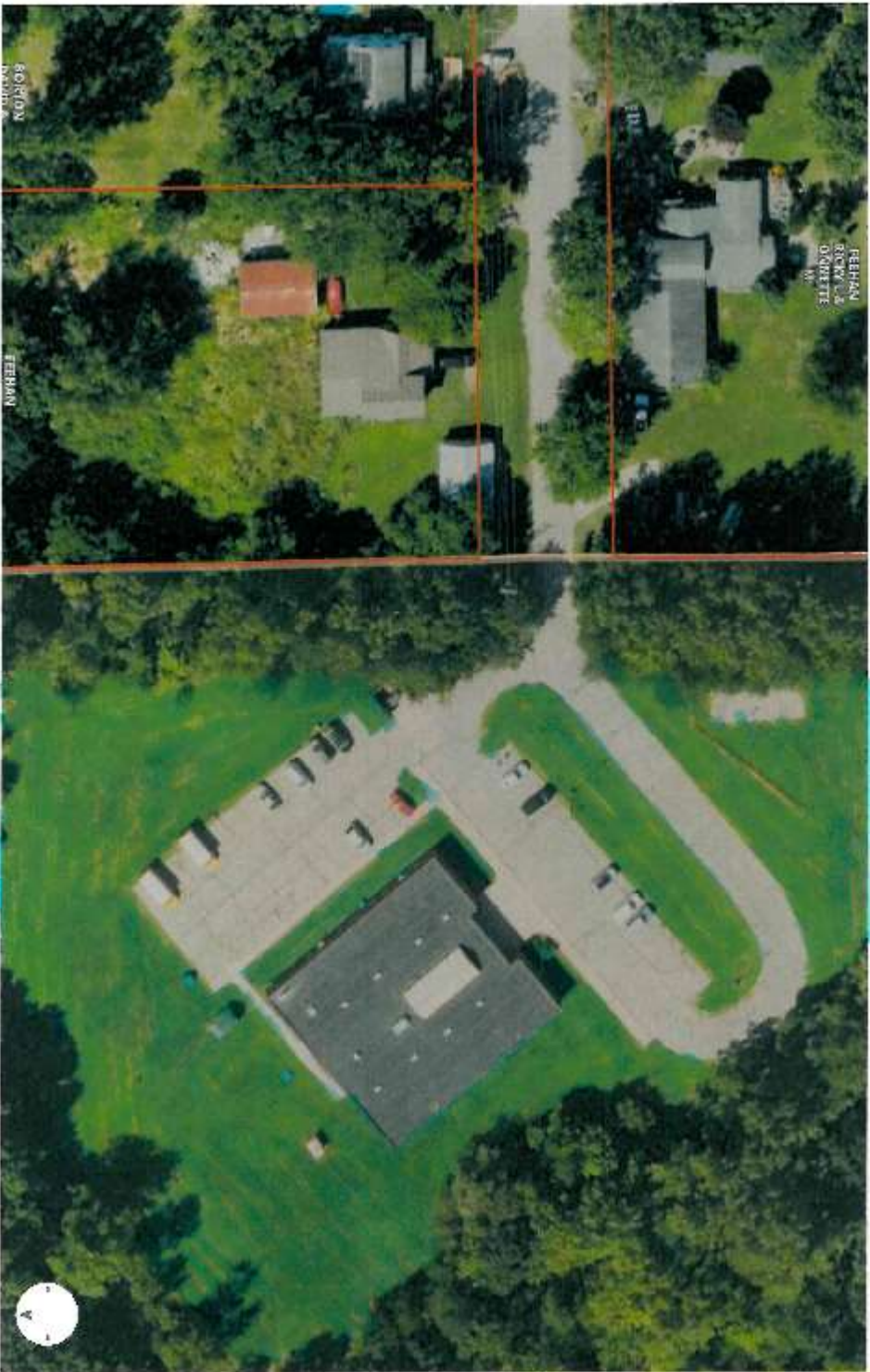
Name	Company/Organization	Phone	Years Services



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Welch Iowa Headstark

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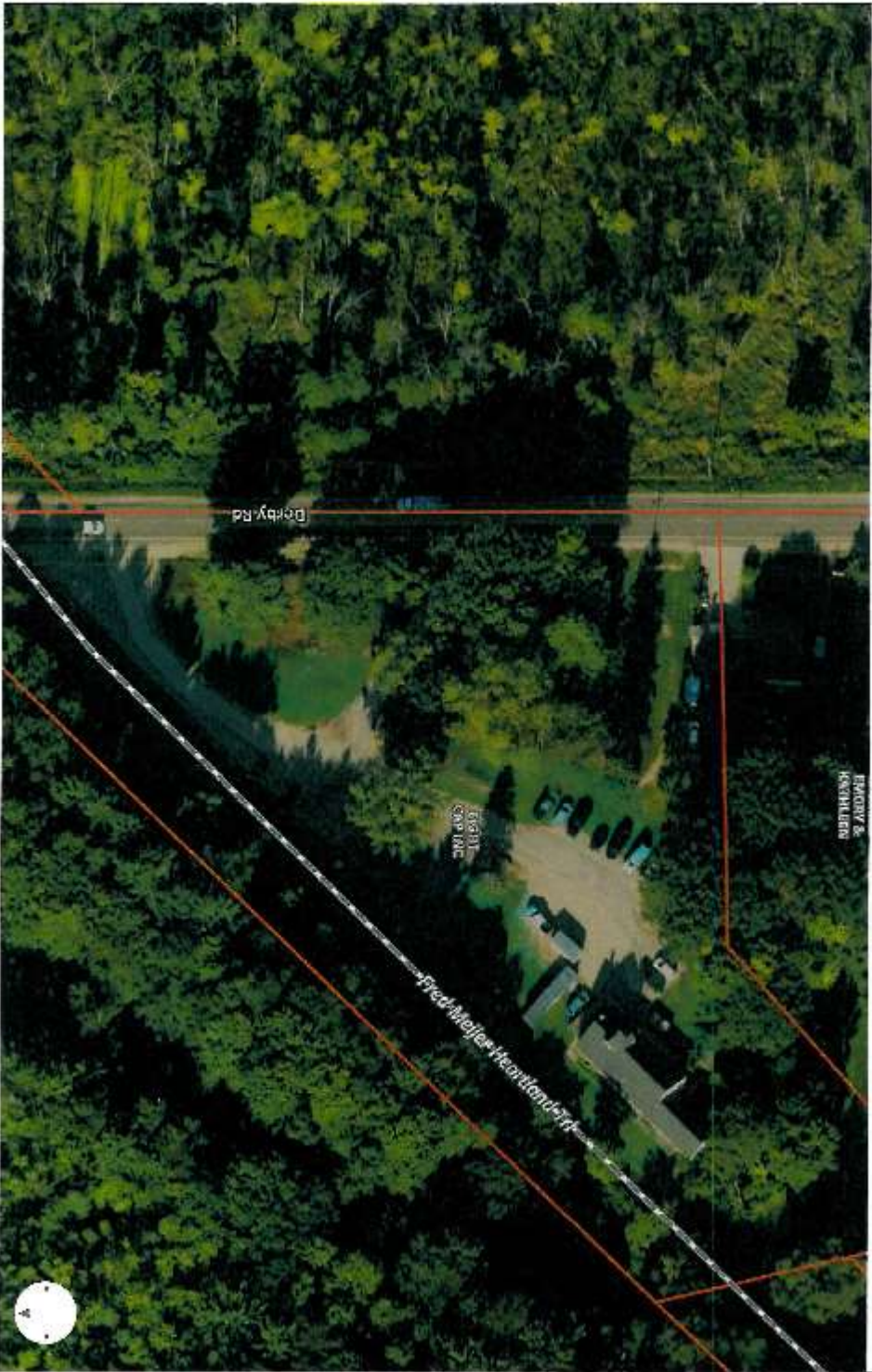
<https://webp.8cap.com/maps.com/#lat=43.9415,lon=-95.242734071>



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Sidney Weatherick

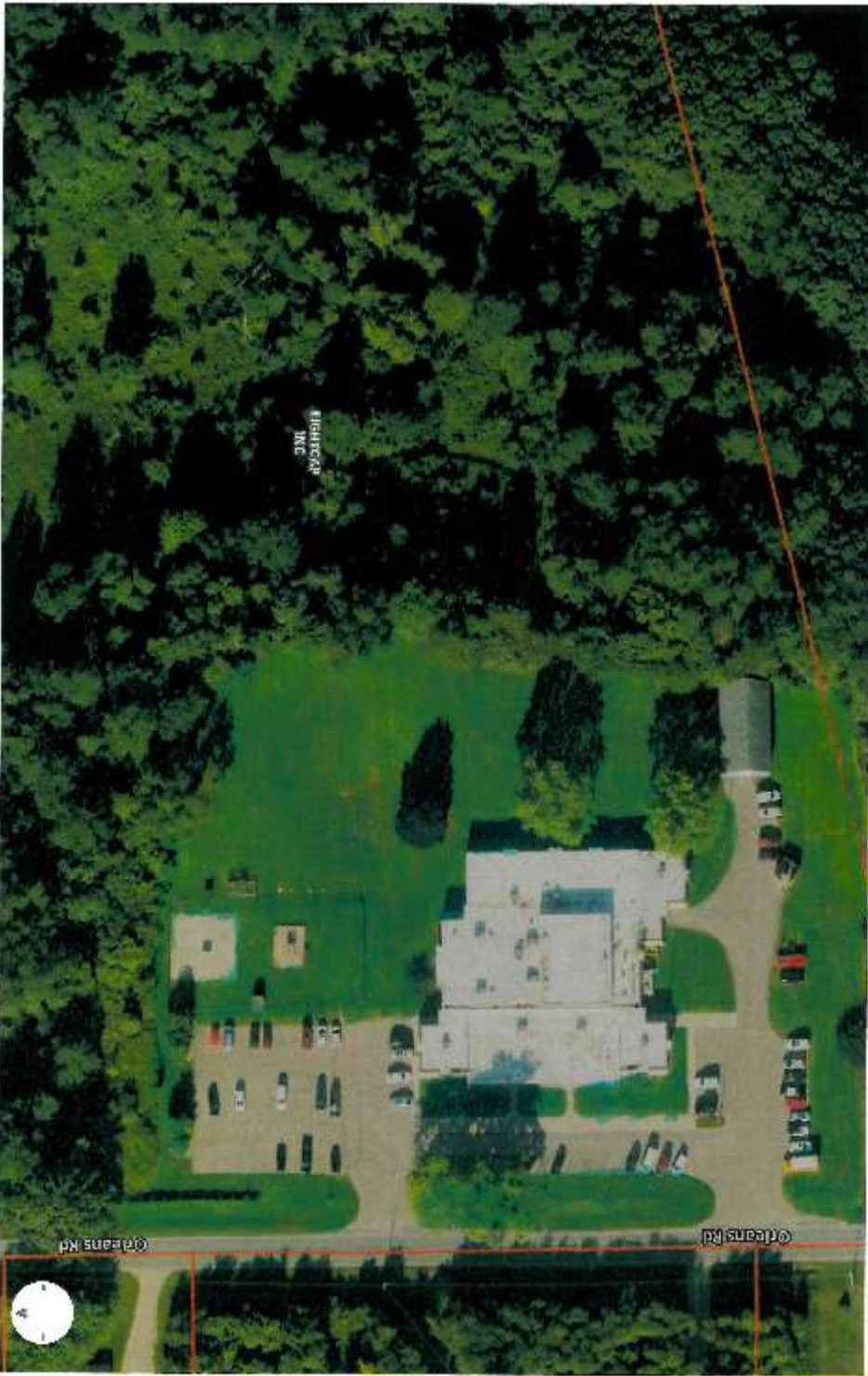
COX Hunt



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Orleans

Orleans Hunt



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Shore Head Street

618 Hunt

