

# **EIGHTCAP, INC.**

## **Request for Proposal**

***Snow Removal 2025-2026 Season***

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### **INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Name:	Lori Johnson
Title:	President
Entity:	EightCAP, Inc.
Address:	5827 Orleans Rd. Orleans, MI 48865
Phone:	616-754-9315
	TTY: 711
Email:	lorij@8cap.org

## **GENERAL INFORMATION**

### **Purpose**

EightCAP, Inc. (hereinafter referred to as EightCAP) is soliciting proposals for snow plowing, removal, shoveling, and salting services for its locations during the 2025-2026 snow season.

### **Description of Entity**

EightCAP is a private, nonprofit community action agency serving Gratiot, Ionia, Isabella, and Montcalm Counties in Michigan. EightCAP has been determined 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, with additional offices throughout the service area.

### **Eligible Respondents**

Licensed and insured vendors with the capacity to perform snow removal, plowing, and salting services.

### **Closing Submission Date**

Proposals must be submitted no later than 12 p.m. on Friday September 19, 2025.

### **Inquiries**

Inquiries concerning this RFP should be directed to Lori Johnson at 616-754-9315 or [lorij@8cap.org](mailto:lorij@8cap.org)

### **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.

### **Submission Instructions**

- Proposals may be submitted by **email (PDF preferred)**, mail, or dropped off to the address above.
- Offerors are responsible for ensuring that proposals are received by the deadline. **Late proposals will not be considered.**
- Confirmation of receipt will be provided for email submissions.

Proposals may be submitted by email (PDF preferred), mail, or dropped off to:

Name:	Lori Johnson
Entity:	EightCAP, Inc.
Address:	5827 Orleans Rd. Orleans, MI 48865
Email:	<a href="mailto:lorij@8cap.org">lorij@8cap.org</a>

**Right to Reject**

EightCAP reserves the right to reject any or all proposals, waive irregularities, and accept the proposal deemed most advantageous in the best interest of EightCAP. Awards may be made by location or as a group.

**Preference for Small and Minority Businesses**

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).

**Notification of Award**

It is expected that the successful vendor(s), if any, will be notified within 10 business days of the closing date.

**SPECIFICATION SCHEDULE****Scope of Services**

Vendor will provide snow plowing, snow removal, shoveling, and salting services at EightCAP locations listed in **Attachment A**. Services must ensure that parking lots, driveways, and sidewalks are safe and accessible prior to staff and student arrival.

**Service Requirements:**

- Snow removal is required following 2 inches of accumulation, or as directed by EightCAP.
- All designated parking areas, driveways, sidewalks, and entrances must be cleared prior to the posted deadlines (see Attachment A).
- Salting/de-icing must be performed as necessary, including during icing events not associated with snowfall.
- Shoveling is required at all entrances and walkways.
- Snow must be piled only in designated areas identified by EightCAP.
- Vendors must proactively monitor snow drifts, ice buildup, and other hazardous conditions.

**Insurance Requirements**

Vendors must maintain:

- General commercial liability: Minimum \$1,000,000 per occurrence.
  - Automobile liability: Minimum \$1,000,000 per occurrence.
  - Workers' compensation coverage, if applicable.
- Certificates of insurance must list EightCAP as an additional insured for liability coverage.

**Pricing**

Vendors must provide:

- Cost per plowing event
- Cost per salting event

- Cost for shoveling
- Optional: Seasonal flat-rate pricing

### **Billing and Payment**

Invoices must be submitted monthly, itemized by location, and must include the date and time of service. Payment terms are Net 30.

## **PROPOSAL EVALUATION**

### **Non-responsive Proposals**

Proposals may be removed from consideration if they are late, incomplete, or do not meet the required format and conditions.

### **Evaluation**

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

<b>Factors</b>	<b>Point Range</b>
Price	0-50
Ability to meet deadlines	0-25
References & Experience	0-15
Equipment/capacity	0-10
Total Possible Points	100

### **Review Process**

EightCAP may request presentations, clarifications, or negotiate modifications. However, EightCAP reserves the right to award a contract without further discussion.

## ATTACHMENT A--LOCATIONS & DEADLINES

Contract Term: October 1, 2025 – May 1, 2026

Vendors may bid on one or multiple locations.

If pricing is contingent on being awarded all locations, this must be stated.

IS the proposal contingent on contracts for all locations? Y/N \_\_\_\_\_

Building/Address	Snow removal Deadline	Cost Per salting	Cost per plowing event	Cost for Shoveling	Seasonal Flat Rate (Optional)
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.				

### VENDOR INFORMATION & SIGNATURE

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFERENCES**

Provide at least **two (2) references** for organizations where similar snow removal services were provided.

Organization Name	Contact Person/Phone or Email	Services provided and years serviced

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EightCAP Administrative Office  
5827 Orleans Rd, Orleans, MI





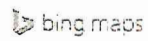
**EightCAP Weatherization Office**

Address: 3251 S Derby Rd, Sidney, Mi

Phone: 734.485.1234  
Fax: 734.485.1235







### EightCAP, Inc.

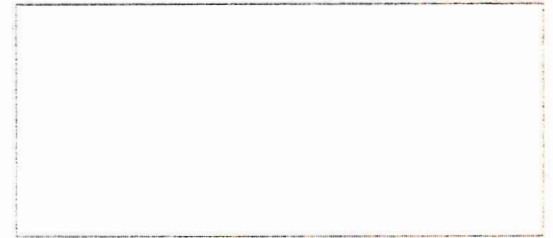
Address: 906 Oak Dr, Greenville, MI 48838

Phone: +1 616-754-9315

Website: <https://www.8cap.org/locations>

#### Hours

Monday - Friday 8:00 AM - 4:30 PM



Snow removal: parking lot of 906 Oak Drive and the church parking lot adjacent.

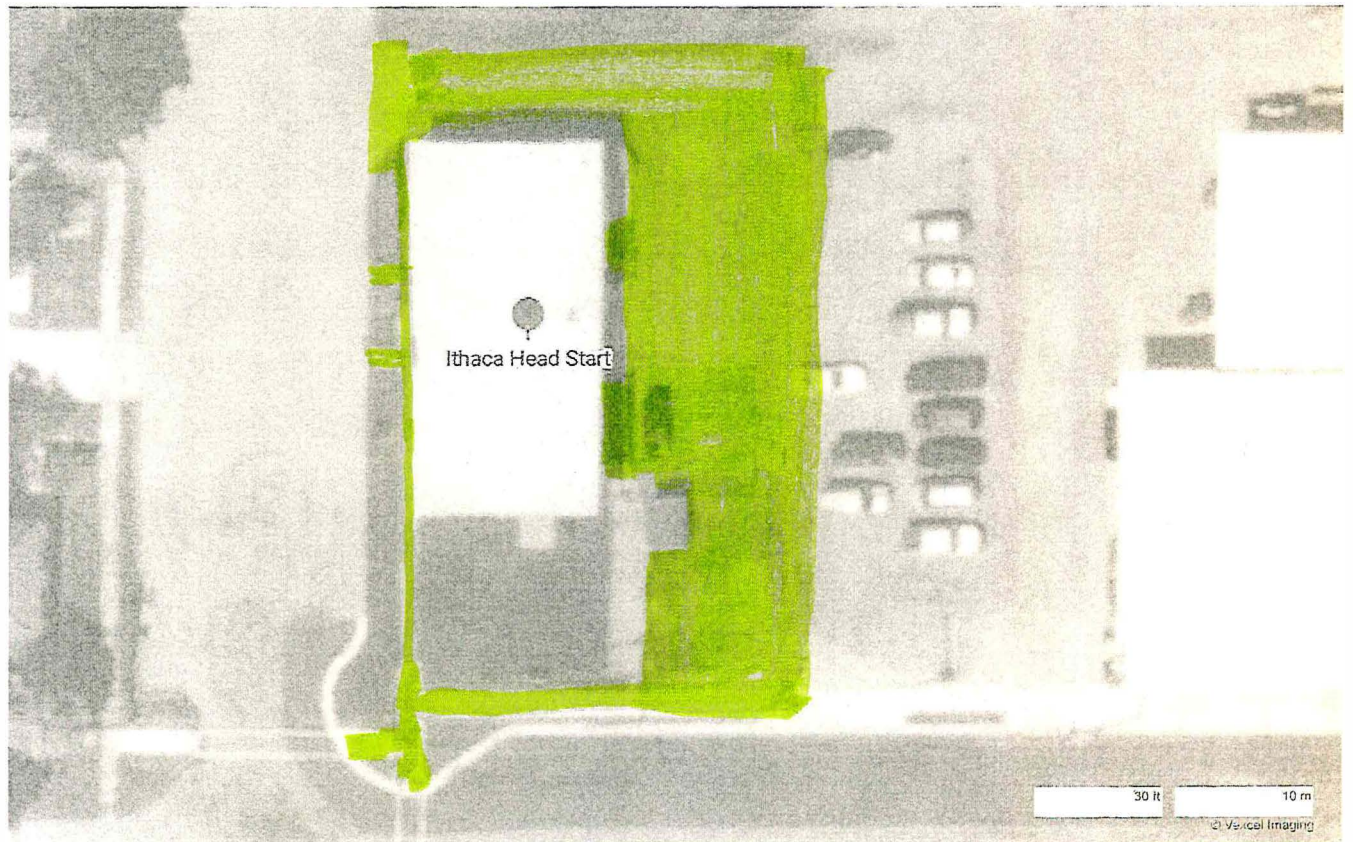
Shoveling: both buildings main entrances and the grassy walkway from the church parking lot to the 906 Oak Drive parking lot.

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## Ithaca Head Start

Address: 125 S Maple St, Ithaca, MI 48847

Phone: (517) 875-1200  
Fax: (517) 875-1200





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830 Harrison St, Ionia, MI 48846

Location: 42.981316, -85.042758



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321 N 5th St, Edmore, MI 48829

Location: 43.411012, -85.039534

