



EightCAP, Inc.
Weatherization Assistance Program

**Request for Proposals: Roofing Contractor Services for
Gratiot, Ionia, Isabella, and Montcalm Counties**

PROPOSALS AND INQUIRIES SHOULD BE SUBMITTED TO

**EightCAP, Inc.
Energy Programs Manager
3251 S. Derby Rd
Sidney, MI 48885
kobyg@8cap.org**

EightCAP, Inc. (EightCAP) seeks to identify, and roster qualified general contractors to perform deferral work for its Weatherization Assistance Program. This program, funded by Federal and State resources, is designed to increase the energy efficiency of homes occupied by low-income individuals by reducing heating and fuel costs while investing in energy efficiency to create jobs, save money, and reduce reliance on fossil fuels. This is an open solicitation that commences on April 28th, 2026, and shall remain active until the agency determines that all scope of work is covered and contractors have been selected for placement on the Roster. Selected contractors will be offered a one-year contract.

OVERVIEW OF WEATHERIZATION PROGRAM ACTIVITIES

The following illustrates the general sequence of activities involved in the Weatherization Assistance Program:

- A. EightCAP receives a request for weatherization services from a county resident.
- B. EightCAP verifies that the resident is eligible to participate in the Weatherization Assistance Program.
- C. EightCAP completes a pre-inspection (Energy Audit) of the dwelling and prepares a work order that identifies approved deferral measures.
- D. Contractor(s) will be selected from the Roster to perform required deferral related work per the work order. The Contractor will purchase materials and perform all required measures in accordance with the Michigan Department of Health and Human Services, Department of Energy, Department of Labor, and EightCAP guidelines.
- E. When the job is complete, the Contractor will turn in all completed paperwork required by EightCAP.
- F. Contractor submits an invoice to EightCAP within 5 business days of completion of job to request payment based on the approved contract price sheet estimates.
- G. Contractor must provide a minimum 18-month warranty for all work.

REQUIRED WEATHERIZATION DEFERRAL ACTIVITIES

EightCAP requires that all the following deferral work be completed on each unit as appropriate and needed, following the U.S. Department of Energy/State of Michigan Department of Human Services deferral work policies and within program cost limitations. Work measures shall be completed by qualified deferral contractors to ensure client re-entry into the Weatherization Assistance Program.

Work shall be completed in a manner so as not to detract from the general appearance and structural integrity of the home and shall follow governing codes, the requirements of this document, and the manufacturer's recommendations.

Deferral work to be considered for this RFP:

1. Roofs will be replaced or repaired with similar style as existing roof. EightCAP is unable to upgrade roofs from existing materials. Shingle roofs cannot be replaced with steel or rubber roofing.
2. Siding repair and replacement as needed in connection to roof replacement and repair costs.
3. Soffit and fascia replacement as needed to produce a complete working roof.
4. Repair or replacement of underlayment materials.
5. Repair and replacement of structural support related to roof replacement.
6. Roof venting installment or repair as needed.
7. Skylight removal or replacement as needed.

SELECTION OF CONTRACTORS

EightCAP plans to select at least three (3) contractors to meet its production goals but reserves the right to select more or fewer contractors to serve the best interests of the agency and program goals. Contractor qualifications will be assessed to determine if the submitter meets the requirements to be added to the Roster. The price sheets must be completed in full so EightCAP can assess the cost effectiveness of each measure and total job cost.

Work will be awarded to rostered contractors based on overall cost effectiveness for each individual job. Fair distribution of jobs to all qualified contractors on the Roster will be the goal; however, EightCAP may need to choose a contractor based on overall average cost per unit.

A blank price sheet is included with this packet. Please break down the labor and material for each measure in the price sheet and submit it with the full bid packet. Contractors that meet all minimum contractor requirements will be offered a one-year contract and placed on the Roster. EightCAP provides services to Gratiot, Ionia, Isabella, and Montcalm counties. The proposal for services must indicate which counties the Contractor is willing to perform services.

The Contractors will have the responsibility to complete these units in a timely manner and in compliance with all applicable building codes, in compliance with the U.S. Department of Energy (DOE), the State of Michigan (SOM), and all related program regulations, policies, and program notices that relate to Weatherization including the Standard Work Specifications for Home Energy Upgrades (SWS) and the Michigan Weatherization Field Guide.

Procurement for the Agency shall be managed in a manner providing fair opportunity to all businesses. This shall be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Agency.

MINIMUM CONTRACTOR REQUIREMENTS

Licenses

Participating contractors are required to maintain State of Michigan Licensing in the deferral services the contractor is submitting a Price List(s) for.

- Builder's License
- Maintenance & Alteration License with Roofing Designation

A copy of the current license(s) must be submitted in this bid package.

Participating contractors will be required to indemnify and hold all its officers, agency, and employees harmless from any claim, loss, damage, cost, charge, expense, lien, settlement, or judgment arising directly or indirectly out of or in connection with work performed.

Insurance

Any contractor wishing to participate in the Weatherization Assistance Program must be able to provide EightCAP with certificates of insurance as part of the bid package requirement. The following coverages are the minimum allowed:

1. Commercial General Liability Insurance
 - Minimal Limits: \$1,000,000 Each Occurrence Limit; \$1,000,000 Personal & Advertising Injury Limit; \$2,000,000 General Aggregate Limit; \$2,000,000 Products/Completed Operations
 - Deductible Maximum: \$50,000 Each Occurrence
 - The CONTRACTOR must have their policy endorsed to add EightCAP as additional insured.
2. Automobile Liability Insurance
 - Minimal Limits: \$1,000,000 Per Occurrence
 - Policy must include Hired and Non-Owned Automobile coverage
 - The contractor must have their policy endorsed to add EightCAP as additional insured.
3. Workers' Compensation Insurance
 - Must meet, at minimum, the statutory requirements for the State of Michigan
 - Waiver of subrogation, except where required by law.
4. Employer's Liability Insurance
 - Minimal Limits: \$500,000 Each Accident; \$500,000 Each Employee by Disease; \$500,000 Aggregate Disease

Selected contractors must name EightCAP as the co-insured (additional) on General Liability and Automobile policies. In addition, all work performed must be guaranteed for a period of 18 months from the date of work completion.

Performance Evaluation

If a job does not pass the Quality Control Inspection, the contractor will be required to fix, repair, clean, or otherwise finish assigned work before payment to the contractor for the job shall occur or new work is issued. All Contractors are required to meet minimum standards regarding the quality of materials purchased to weatherize a unit for EightCAP and Department of Health & Human Services specifications. EightCAP will utilize a contractor evaluation process to strictly monitor the performance of all Weatherization Contractors.

Price Sheets

The Price Sheets are included. Please select and fill out your proper price sheet and fill out completely. Please be sure to separate the Labor and Material costs into the proper columns. Pricing will play a vital role in the selection of contractors and issuance of work. Failure to complete the Price Sheets will render the proposal void of any consideration. Selected contractors may update their price schedules on a quarterly basis as EightCAP requests new bids and adjusts the Set Unit Price List.

Materials shall be installed in accordance with the specifications and policies outlined in the Michigan Weatherization Field Guide and the SWS. The Electronic version of the SWS can be found at <http://sws.nrel.gov/> and <http://wxfieldguide.com/mi/>. Bidding contractors must be able to provide all measures specified in the Price Sheets in accordance with all applicable federal, state, county, and local standards and specifications. All prices are for weatherization measures installed according to industry and program standards and include labor, material, permits, job site cleanup, overhead, 18-month warranty, and all other associated costs. All materials used in the weatherization program must meet the specifications of the various funding authorities and 10 CFR 440 Appendix A. All prices for blown insulation materials shall be for materials that meet federal recycled materials specifications.

All weatherization measures not specified on the Price List will be negotiated with the contractor on a job-by-job basis (e.g., time and materials) or prices will be requested through a supplemental bid. EightCAP reserves the right to delete any such measure if the price is deemed to be excessive based on WAP average job cost maximums for the program year as specified by the funding sources.

SPECIFICATIONS SUMMARY

All Weatherization work shall comply with the Department of Energy (DOE) Weatherization Program Notice 14-4 Section 1, Work Quality Guidelines and Specifications. All tasks performed on client homes must meet these specifications, objectives, and desired outcomes outlined in the Standard Work Specifications for Home Energy Upgrades (SWS) and the Michigan Weatherization Field Guide.

All Weatherization work orders will include references to applicable SWS standards for each measure. All work shall comply with these standards, and the final Quality Control Inspection (QCI) will verify compliance.

All Weatherization materials used must conform to the standards set forth in 10 CFR 440 Appendix A. Copies are available at EightCAP or online at <http://www.waptac.org>.

A hard copy of the State of Michigan Weatherization Field Guide and the DOE Weatherization Program Standard Work Specifications for Home Energy Upgrades may be picked up at EightCAP or can be found electronically at <https://sws.nrel.gov> and http://wxfieldguide.com/mi/MIWxFG_2018_SWS_edition.pdf.

The Contractor will continue to keep all insurance, licenses, and permits current, and supply all up-to-date copies to the agency. The Contractor will have NO MORE than 45 days from receiving a project assignment to complete the project, including passing the final post-inspection. If a contractor fails to meet the 45-day timeline, the contract is subject to cancellation.

JOB AWARDS

EightCAP may apply other, non-price eligibility criteria specified herein to determine whether the next Contractor on the Roster is eligible to receive that job/bundle at that time, such as 5 jobs per contractor at time due to work capacity. If not, the eligibility criteria are applied to the next Contractor on the Roster, and so on until all eligibility criteria are met. The next eligible Contractor in order of the Roster is awarded the job/bundle.

CONTRACT UNDERSTANDING

Contractors are required to furnish their own tools and must have an alternate power source (portable) for all Weatherization jobs; storage for materials being used; acquire permits, furnish their own transportation; provide documentation of current liability, worker's compensation, and auto insurance; be licensed and bonded in the State of Michigan.

To be considered as a Weatherization Contractor, the following forms must be completed and submitted by the due date: A General Information form, Background Information, Customer Reference Authorization, Price Sheets, Non-Collusion Affidavit, EightCAP Confidentiality Policy, Certification Regarding Debarment Form, and Criminal History Consent Form for EightCAP. The Criminal History/Criminal Background check consists of an Internet Criminal History Access Tool (ICHAT) check and a national and state sex offender registry check for each new employee, subcontractor, subcontractor employee, or volunteer who works directly with clients or has access to client information.

All costs incurred in the preparation and presentation of the Request for Proposal shall be wholly absorbed by the Contractors. Proof of licenses, certifications, and insurance must be submitted with your bid package. All documents submitted will become the property of EightCAP.

An authorized officer and/or employee of the company appearing on the Request for Proposal must sign the RFP. The signature represents a commitment on the part of the company to provide such goods and services offered to EightCAP should it be determined that the vendor meets the qualifications.

By submitting a completed RFP for consideration, applicants are agreeing to perform all work for the prices identified on their 2026 Unit Price List.

All applicants' bid packages will be reviewed by a Contractor Selection Committee. Each contractor applying to work with the WAP will receive either an acceptance or a denial letter.

SUBMISSION

Submission of documents is a conclusive presumption that the contractor is familiar with the Request for Proposal, understands, and agrees to abide by all the stipulations and requirements. Contractors must return a proposal intact and complete. Each submission shall be prepared simply and economically, providing a straightforward, concise description of the contractor's approach and ability to meet EightCAP's needs, as stated in the RFP and all attached documents.

EightCAP will pursue agreements with qualified contractors until the capacity of our contractor roster is sufficient to meet the production needs of the program.

Submissions may be mailed to: EightCAP Weatherization 3251 S Derby Road Sidney, MI 48885 or electronically to kobyg@8cap.org

QUESTIONS:

Questions regarding bid specifications may be directed to Koby Grider, Energy Programs Manager: kobyg@8cap.org or at 616-754-9315.



A Community Action Agency

3251 S. Derby Rd
Sidney, MI 48885
P: 616-754-9315
TTY: 711
F: 616-754-9310
www.8cap.org

GENERAL INFORMATION

In further description of this Bid, we desire to submit sheets marked as follows:

Bidding under the name of: _____

Federal Employer Identification Number: _____

which is (check one of the following):

Corporation, incorporated under the laws of the State of:

Partnership, consisting of (list partners):

Assumed Name (Register No.) _____

Individual

AUTHORIZED SIGNATURE: _____

Printed or typed signature: _____

Title: _____

Address: _____

City, State: _____

Date: _____

Telephone Number: _____

Fax Number: _____

Email: _____

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When payment on such order or contract is to be directed to the same company at an address different from above, please list the address to be used below:

Lori Johnson - President

EightCAP, INC.
3251 S Derby Road
Sidney, MI 48885

CONTRACTOR'S NAME _____

Certification Regarding

Debarment, Suspension and Other Responsibility Matters

Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Register (pages 19160 – 19211).

(Before Signing Certification, Read Instructions)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgement rendered against them or commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity(Federal, State or Local) with commission of any of these offences enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal has one or more public transactions (Federal, State or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name _____ Title _____

Signature _____ Date _____

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective contractor is providing the certification set out.
2. The inability of a person to provide the certification required will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out. The certification or explanation will be considered in connection with the Department of Labor's (DOL) determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the DOL determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the DOL may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the DOL if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal" and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DOL for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions", provided by the DOL, without modification, in all lower tier covered transactions and all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible or voluntarily excluded from the covered transactions; unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the agency may terminate this transaction for cause or default.



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EightCAP, Inc

Confidentiality Policy

It is the policy of EightCAP, Inc. to maintain the confidentiality of our clients and fellow employees. All Contractors will, in the performance of their duties, gain access to information pertaining to clients. All information concerning our clients, such as telephone numbers, addresses, social security numbers, income, case history, or any other personal information, written or unwritten, must be treated with the utmost confidentiality. Such information is strictly privileged and confidential. Under no circumstances should this information be given to others, nor should it be discussed with anyone outside of EightCAP. Information may only be shared with other EightCAP staff members if it is necessary to ensure that program or grant requirements are fulfilled according to guidelines. Information data sources, such as client files, client tracking software, etc., are to be always protected. If there is ever a question as to whether information should be released, Contractors are to check with management first. Without the client's prior consent, this includes answering questions as to whether a particular person is our client. Violation of this policy is subject to disciplinary actions up to and including immediate termination of your contract with EightCAP.

_____ My signature below acknowledges that I have read this.
(Initial) Confidentiality Policy. I understand the serious nature of maintaining the confidentiality of our clients and coworkers, and that failure to comply with this policy may lead to discipline up to and including suspension and/or termination.

Signature

Print Name

Date

Lori Johnson - President

EightCAP, Inc. is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

EightCAP Weatherization Deferral Roofing Cost List

Contractor Name

All quotations in response to this request for qualifications (RFP) must comply with the following instructions. Failure to do so may result in disqualification.

All work shall comply with the State Michigan DHHS BCAEO Weatherization Field Guide along with any applicable state and local codes. Work must also align with Standard Work Specifications developed through U.S. Department of Energy

[*Both the State of Michigan Field Guide and DOE SWS are available on-line.](#)

All materials used in provision of services must meet or exceed 10 CFR 440 Appendix A: "Standards for Weatherization Services".

Contractor Signature

Date

Roof Measures and Description	Labor	Material	Total
<small>*Eightcap understands that this is not an exhaustive list, additional rows are provided for additional measures *</small>			
Standard Asphalt Shingle Roof Replacement	sq. ft.		
Steel Roof Replacement	sq. ft.		
Roof Decking Replacement	sq. ft.		
Ice and Water Shield	sq. ft.		
Fascia/Soffit Replacement	ln. ft.		
Drip Edge	ln. ft.		
General Materials	sq. ft.		
Disposal	Per		
Repair Labor	Hourly		



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Selection Criteria

Point System for Weatherization Contractor Applicants

_____ of 15 Points—Prior Experience Working with Michigan’s Weatherization Program

_____ of 15 Points—Prior Experience Working with EightCAP

_____ of 10 Points—MI Licenses attached

_____ of 10 Points —Female or Minority Owned

_____ of 10 Points —EPA LRRP Firm Status in Place

_____ of 30 Points —Satisfactory Record of Past Performance

_____ of 10 Points —All Documents Requested in RFP are fully completed and submitted

Office Summary: Total Points _____ of 100

Contractor _____ Reviewer _____ Date _____

Lori Johnson - President



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Contractor Bid Application

Contractor: _____
Address: _____

Phone: _____ Owner: _____

Instructions:

Complete this package and return to **EightCAP** for the final phase of the bidding process anytime starting March 16th, 2026. Bids will be opened immediately, and a decision made within 2 weeks of receiving the bid. The contractor with completed packages and the highest points will be contacted by EightCAP to sign agreements.

- ___ Background Information
- ___ Customer Reference Authorization
- ___ Certification Regarding Debarment
- ___ National Sex Offender Registry
- ___ Criminal History
- ___ Confidentiality Policy
- ___ Proposed Costs including Labor and Material
- ___ Contract for Service
- ___ Copies of License(s) and Certifications
- ___ Builders Licenses or
- ___ Maintenance and Alteration or
- ___ Renovator certificate
- ___ Firm Status

Proof of:

- ___ Workers Compensation
- ___ Employers Liability
- ___ Comprehensive General Liability
- ___ Auto Insurance

Lori Johnson - President