

# **EIGHTCAP, INC.**

## **Request for Proposal**

### ***Head Start Centers and Office Space***

***Responses Due by  
Monday, April 19, 2021 at  
12:00 pm E.S.T.***

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

Name: Donald Yaw  
Title: Operations Supervisor  
Entity: EightCAP, Inc.  
Address: 1752 East Deaner Rd  
Edmore, MI 48829  
Phone: (616) 754-9315, ext. 3416  
Fax: (616) 754-9310  
Email: [dony@8cap.org](mailto:dony@8cap.org)  
TTY: 711

## **I. GENERAL INFORMATION**

### **A. Purpose**

EightCAP, Inc. is seeking space for the purpose of operating 5 Head Start/Early Head Start preschool centers and offices for administrative staff members. The centers will generally be open from 7:00 am to 5:00 pm Monday through Friday. It is the desire of EightCAP that this space be located in or near the city of Ionia, MI. Detailed specifications are listed in Section II. EightCAP is interested in a two-year lease with an option to renew for up to an additional two years.

EightCAP is funded by federal and state grants. Therefore, a clause is required with conditions for termination of the lease without penalty costs should federal funds become unavailable. EightCAP cannot pay any up-front costs of remodeling, refurbishing, or preparing the office space.

### **B. Description of Entity**

EightCAP, Inc. (hereinafter "EightCAP") is a Community Action Agency with services in Clinton, Gratiot, Ionia, Isabella, Mecosta, Montcalm, Muskegon, Osceola, and Oceana counties (the "Service Area") 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 Road, Orleans, Michigan. Other offices are located throughout the service area.

### **C. Instructions on Proposal Submission**

#### **1. Closing Submission Date**

Proposals must be submitted no later than 12:00 pm E.S.T. on Monday, April 19, 2021.

#### **2. Inquiries**

Inquiries concerning this RFP should be directed to Donald Yaw at (616) 754-9315, ext. 3416 or by email at [dony@8cap.org](mailto:dony@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 Bidders

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

Name: Donald Yaw  
Title: Operations Supervisor  
Entity: EightCAP, Inc.  
Address: 1752 East Deaner Rd  
Edmore, MI 48829  
Fax: (616) 754-9310  
Email: [dony@8cap.org](mailto:dony@8cap.org)

It is the responsibility of the Offeror 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 reserves the right to reject any and all proposals received in response to this RFP.

#### 6. Inspection of Subject Properties

EightCAP reserves the right to physically inspect any property that is the subject of a proposal in response to this RFP prior to selecting or rejecting that proposal, with reasonable prior notice to the owner or agent of the owner.

#### 7. Small and Minority Businesses, Women's Business Enterprises, Businesses Owned by Persons with Disabilities, and Labor Surplus Area Firms

Efforts will be made by EightCAP to utilize small and minority businesses, women's business enterprises, businesses owned by persons with disabilities, and Labor Surplus Area Firms.

#### 8. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 15 business days of the closing date of the receipt of proposals.

## II. **BUILDING SPECIFICATIONS**

- A. EightCAP is seeking approximately 6 individual rooms with at least 900 square feet of space that can be used for Head Start/Early Head Start classrooms. Approximately 1,000 square feet should be suitable for offices, with at least 2 private offices. Offices must be able to be secured.
- B. Location – Located in or near the city of Ionia, MI.
- C. Space must be available by Monday, June 28, 2021.

- D. The office space and the perimeters (internal and external) must adhere to all Americans with Disabilities Act (ADA) specifications including accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier-free openings.
- E. Building should be viewable from the street and have space for adequate signage.
- F. The space will be used to house up to 6 Head Start/Early Head start centers with 3 staff and up to 18 children per classroom.
- G. Space should have at the minimum 8 toilets and hand washing sinks preferably in or near the classrooms.
- H. Office space should include a secure storage area and access to a small staff break area and bathroom.
- I. Leased space must be in exclusive possession of EightCAP. If there are other occupants in the building, there must be a physical barrier that allows EightCAP to control access to its leased space and to ensure that access by unauthorized persons does not occur.
- J. Immediate access to high-speed internet.
- K. Minimum of 26 outdoor parking spaces (3 of which will accommodate a full-sized bus) located immediately outside or in close proximity to the building.

### **III. PROPOSAL CONTENTS**

The following information should be included with each proposal:

- A. Description of space and any common area (if applicable);
- B. The distance (in miles) between the EightCAP Administrative Offices and the facility;
- C. The county that the facility is located in, including the address of the building;
- D. Date the space would be available for occupancy;
- E. Whether or not renovations are required prior to occupancy;
- F. Pictures of both the outside and inside of the building;
- G. Square footage available;
- H. Cost per square foot for an initial two-year lease;
- I. Cost per square foot for an additional two-year lease;

- J. Description of parking as well as number of parking spaces available;
- K. List of utilities included in rent and utilities paid by tenant;
- L. Indicate whether parking lot plowing/deicing and maintenance is included in rent or provided by tenant;
- M. Indicate whether landscaping, including mowing, is included in rent or provided by tenant;
- N. Indicate whether janitorial/maintenance is included in rent or provided by tenant;
- O. Is the building used by other tenants? If so, please list the tenants and the general business they are conducting.
- P. Indicate if the business submitting the proposal is, or is not, a Small Business, Minority Owned Business, Women's Business Enterprise, Business Owned by Persons with Disabilities, or a Labor Surplus Area Firm; and
- Q. Whether there is other vacant square footage in the building that may be leased or occupied during EightCAP's lease term.

#### **IV. 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 building does not meet the Building Specifications as identified in this RFP.
3. The proposal does not include the information identified in the "Proposal Contents" portion of this RFP.
4. The proposal does not follow the specified format.

##### **B. Evaluation**

Minimum Requirements. Proposals that do not meet the specifications below will not be considered.

1. Building must be located in or near the city of Ionia, MI.
2. Space must be available for occupancy by Monday, June 28, 2021.

3. Building must meet or exceed building specifications listed in Section II. "Building Specifications" of this RFP.
4. Minimum of 26 outdoor parking spaces (3 of which will accommodate a full-sized bus) located immediately outside of or in close proximity to the building.

Proposals that meet the minimum requirements will be evaluated based on the following criteria:

<b>Factors</b>	<b>Point Range</b>
Location in proximity to Administrative offices	0-30
Adequacy of office space and parking	0-20
Cost Reasonableness	0-30
Condition of Property	0-15
Small Business, Minority Owned Business, Women's Business Enterprise, Business Owned by Persons with Disabilities, or a Labor Surplus Area Firm	0-5
<b>TOTAL POINTS POSSIBLE</b>	<b>0-100</b>

### **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 with the highest total points.

### **D. Notification of Decision**

EightCAP will notify the successful Offeror and unsuccessful Offerors IN WRITING of its decision regarding each proposal it receives in response to this RFP. EightCAP's acceptance of any offer made in response to this RFP is only valid if it is in the form of a SIGNED WRITING from the President of EightCAP—no other person shall be authorized to accept any offer or proposal from the Bidder. Oral and other non-written forms of communication shall not constitute assent to the Bidder's terms, offer(s), nor proposal(s). For the purposes of this section, e-mail from the President's authorized EightCAP e-mail address may constitute a "signed writing" if it clearly and unambiguously accepts the Bidder's proposal or offer.