

# **EIGHTCAP, INC.**

## **Request for Proposal**

### ***Gratiot County Office Space***

***Responses Due by  
12 pm EST  
Monday, April 6, 2020***

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

Name: Donald Yaw  
Title: Operations Supervisor  
Entity: EightCAP, Inc.  
Address: 1315 Moore Drive  
Greenville, MI 48838  
Phone: (616) 754-9315, ext. 3416  
Fax: (616) 754-9310  
Email: [dony@8cap.org](mailto:dony@8cap.org)

## **I. GENERAL INFORMATION**

### **A. Purpose**

EightCAP, Inc. is seeking office space in the Alma or Ithaca area for the purpose of locating a community outreach office. The primary purpose of this office is to house Head Start, Early Head Start, Housing Assistance, and Community Services staff. The office will generally be open from 8:00 am to 4:30 pm Monday through Friday. Detailed office specifications are listed in Section II. EightCAP is interested in a 24-month lease with an option to renew for an additional 2 years. EightCAP is funded by federal and state grants; therefore, a cancellation clause due to lack of funding is required in a lease agreement. EightCAP cannot pay any up-front costs of remodeling, refurbishing, or preparing the office space.

### **B. 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, 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 pm EST on Monday, April 6, 2020.

#### **2. Inquiries**

Inquiries concerning this RFP should be directed to Donald Yaw at (616) 754-9315, ext. 3416, or [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: 1315 Moore Drive  
Greenville, MI 48838  
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 Businesses, Minority Owned Firms, Women's Business Enterprises and Labor Surplus Area Firms

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

#### 8. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 60 business days of the closing date of the receipt of proposals.

## II. OFFICE SPECIFICATIONS

- A. EightCAP is seeking approximately 2,500 to 4,000 square feet of office space that can be completed to the specifications of the leaseholder. One site to house all programs is desired, but two separate buildings would be considered.
- B. Location – Easy access for clients that reside in Gratiot County.

- C. Space must be available by July 1, 2020.
- D. Minimum of 25 parking spaces.
- E. The office space and the perimeters (internal and external) must adhere to all Americans with Disabilities Act (ADA) specifications including power doors, accessible doorknobs, parking, entrance approaches, drinking fountains, etc. Public doors must have barrier-free openings. Entire space should be ground level.
- F. Building should be viewable from the street and have space for adequate signage.
- G. The office space will be used to house up to 12 staff. Space should include a small kitchen/break area and a secure storage area.
- H. Four private offices with walls and doors, the remaining can be dual offices or open space for cubicles.
- I. At least two restrooms—one for staff and one to be used by clients and visitors to the agency.
- J. Reception area near the entrance to the building.
- K. 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.
- L. Immediate access to high-speed internet.

### **III. PROPOSAL CONTENTS**

The following information should be included with each proposal:

- A. Description of office space and any common area (if applicable);
- B. Address of the building where the space is located;
- C. Floor plan (if the proposal is for a portion of a building, the area that will be leased to EightCAP must be clearly identified);
- D. Pictures of both the outside and inside of the office building;
- E. Square footage available;
- F. Cost per square foot:
  - For initial two-year lease period
  - Method for determining lease rate for an additional two-year term;
- G. Description of parking as well as number of parking spaces available;
- H. Description of the following:
  - Water service provider and locations of wells on the property
  - Sewer service provider and locations of septic systems;
- I. List of utilities and providers currently providing utilities to building, and whether utilities are included in rent or paid by tenant;
- J. State whether building maintenance is included in rent or provided by tenant;
- K. State whether parking lot snow plowing, de-icing and maintenance is included in rent or provided by tenant (if included in rent, please list providers);

- L. State whether landscaping, including mowing, is included in rent or provided by tenant;
- M. State whether janitorial/maintenance is included in rent or provided by tenant;
- N. Indicate whether the building is used by other tenants (if so, please list the tenants and the general business they are conducting);
- O. Indicate whether there is other vacant square footage in the building that may be available to lease;
- P. Date the proposed space would be available for occupancy;
- Q. Indicate if the business submitting the proposal is, or is not, a Small Business, Minority Owned Business, Women's Business Enterprise or located in a Labor Surplus Area; and
- R. Whether or not renovations are required prior to occupancy.

#### **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 "Office 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; or
- 5. Other uses, if any, in the building where leased space is, are incompatible with operating a quiet office environment.

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

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

- 1. Building must be located in Gratiot County, Michigan.
- 2. Space must be available for EightCAP's occupancy by July 1, 2020.
- 3. Building and premises must be accessible, according to the standards of the Americans with Disabilities Act ("ADA").
- 4. Building must meet or exceed the specifications listed in Section II. "Office Specifications" of this RFP.

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

| <b>Factors</b>  | <b>Point Range</b> |
|---|--------------------|
| Parking   | 0-10               |
| Adequacy of Office Space  | 0-20               |
| Location near population center in Gratiot County   | 0-20               |
| Cost Reasonableness   | 0-45               |
| Small Business, Minority Owned Business, Women's Business Enterprise 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. EightCAP reserves the right to tour and inspect the building and premises prior to awarding a lease.

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 Offeror(s) 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-writing 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.