



Request for Proposal

Office Supplies

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Jan Lacy
Title: Assistant to the President
Entity: EightCAP, Inc.
Address: 5827 Orleans Road
Orleans, MI 48865-8603
Phone: (616) 225-5961
Email: janl@8cap.org

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is for the purchase of office supplies. EightCAP, Inc spends between \$40,000 to \$45,000 annually on office supplies, with most orders being placed on-line. The results of this RFP will be a two-year contract, which may be extended for an additional two-year period at the same terms and conditions, upon mutual agreement of the contracting parties. Detailed product specifications are listed in the “Specifications and Bid Form,” Attachment A.

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 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 4 p.m. on June 17, 2022.

2. Inquiries

Inquiries concerning this RFP should be directed to Jan Lacy at janl@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 responding company and will not be reimbursed by EightCAP.

4. Instructions to Potential Bidders

Your original signed proposal, along with one additional copy, may be submitted in person or by mail to:

Name: Jan Lacy
Entity: EightCAP, Inc.
Address: 5827 Orleans Road
Orleans, MI 48865-8603

Please note on package: **“RFP Office Supplies”**

Please submit the completed Attachment A Excel spreadsheet via e-mail to janl@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. 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.

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).

See Department of Labor website (www.dol.gov) for a current listing of labor surplus areas.

7. Notification of Award

It is expected that a decision selecting the successful bidder will be made within 10 business days of the closing date of the receipt of proposals. Upon conclusion of final negotiations with the successful bidder, all Offerors submitting proposals in response to the RFP will be informed, in writing via email, of the outcome.

8. Board Resolution

The board of directors for EightCAP meets on a bi-monthly basis. If the successful offeror requires a board resolution for the lease or purchase, it could take up to 60 days to obtain.

II. SPECIFICATION SCHEDULE

A. Goods or Services Required

The purpose of this RFP is for the purchase of office supplies. A list of the most used office supplies is included on the “Specifications and Bid Form,” Attachment A. The list of supplies included in Attachment A is not all inclusive.

EightCAP reserves the right to request sample products from the Proposer in order to further evaluate the quality of the items offered.

B. Delivery Schedule

All office supplies provided under this proposal must be delivered with clear packing lists to specified delivery points. Office supplies are ordered on a weekly basis or as needed and most should be delivered the next business day with the rest to be delivered within two days of the date the order is placed. Supplies will be delivered to the Agency's offices as well as its outlying locations between the hours of 8:00 a.m. and 3:30 p.m. Proposer should outline delivery information, including any associated charges or restrictions. The addresses of EightCAP's current delivery locations are listed in Attachment B.

C. Ordering Procedure

Proposals should detail the ability to accept orders by phone or fax as well as online. Proposers shall outline their procedure/ability to meet this requirement.

Website:

The website must be user-friendly and allow staff to view products and prices as well as place orders. Proposer must provide website address with any necessary passwords required for access to allow EightCAP personnel to evaluate the site. This information should be provided with the proposal.

Technical staff will be required to work with EightCAP's Information Technology staff to resolve any technical issues at no additional cost to EightCAP.

Training of staff on website use may be required. Both group and individual training sessions may be required.

D. Customer Service

The availability of NO CHARGE phone access for EightCAP staff to contact Customer Service for assistance with order issues will be required.

E. Returns and/or Exchange of Merchandise

Proposers must indicate their company's return policy, outline procedures for the processing of returns and exchanges, give details of how credits are made, and indicate what restrictions are placed on returns.

F. Invoicing

Invoices shall be provided to EightCAP for payment processing. Billing shall include the ship to location name and address, item's description, quantity purchased, unit price, total of each item ordered, subtotal for each office, any shipping charges, and a grand total.

G. Price

In order to perform a comparative analysis, EightCAP has compiled a “Specifications and Bid Form,” Attachment A. Please use the Excel spreadsheet version found on our website at www.8cap.org, Public Notices, Request for Proposal. This will need to be completed and returned via e-mail to Ms. Lacy. The form lists EightCAP’s most used office supplies. The items listed will be considered contract items and pricing for these items must be held firm for the duration of the contract period. If a name brand is shown, an equivalent product may be used. Pricing changes will be considered annually upon submittal of verifiable justification.

The price should be listed separately for each item listed in Attachment A. All prices quoted must be exclusive of all taxes, since EightCAP is exempt from taxes under Section 501(c)(3) of the Internal Revenue Code. Any delivery charges should also be listed and explained.

Discount Pricing: If the proposer’s company offers discount pricing on additional items purchased that are not included in the list of contracted items, that information should be included in the proposal.

Rebates: If the proposer’s company offers any type of rebates based on volume of purchases, that information should be included in the proposal.

III. OFFEROR’S TECHNICAL QUALIFICATIONS

The Offeror should include the following items in its proposal:

A. Prior Experience

The Offeror should describe its prior experience and provide a minimum of three references with contracts similar in size. Include the company names, addresses, contact persons, and telephone numbers of these references.

B. Organization, Size, and Structure

The Offeror should describe its organization, size, and structure and indicate if the firm is a small business, minority owned business, women’s business enterprise, business owned by persons with disabilities, and/or located in a labor surplus area.

C. Qualifications

The Offeror should describe the qualifications of its organization and any individuals who may be providing services to EightCAP.

D. Understanding of Needs

The Offeror should describe its understanding of the needs of EightCAP and other pertinent information.

E. Certifications

The Offeror must sign and include as an attachment to its proposal the certifications enclosed with this RFP.

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 proposal does not follow the specified format.
3. The proposal does not include the certifications.

B. Evaluation

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

Factors	Point Range
Qualifications & Prior experience	0-15
Ability to meet delivery criteria	0-20
Availability & Quality of specified products	0-15
Ease of ordering	0-15
Pricing	0-35
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 award of this bid to the responsible Offeror with the highest total points.

CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this RFP.
- G. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been debarred or suspended from doing work with any governmental organization.

Dated this _____ day of _____, 20_____.

Offeror's Firm Name

Signature of Offeror's Representative

Printed Name and Title of Individual Signing

Specifications and Bid Form

Ref: Office Supplies

Please see the Excel Office Supplies spreadsheet on our website at www.8cap.org, Public Notices (located at the bottom of the web page), Requests for Proposal.

Attachment B

EightCAP, Inc – Admin. Office 5827 Orleans Road Orleans, MI 48865	EightCAP, Inc. – Gratiot Office 525 N. State Street, STE #2 Alma, MI 48801
EightCAP, Inc. – Isabella Office 310 W Michigan Street Mt. Pleasant, MI 48858	EightCAP, Inc. – Montcalm Office 906 Oak Drive, Bldg. 1 Greenville, MI 48838
Alma Head Start 6265 N. Luce Road, Rm 17 Alma, MI 48801	Alma College Child Development Center 270 Purdy Drive Alma, MI 48801
Belding Head Start/Great Start 1975 Orchard Street Belding, MI 48809	Crystal Head Start 217 W. Park Street Crystal, MI 48818
Edmore 1 & 2 Head Start 321 N. Fifth Street Edmore, MI 48829	Greenville 1, 2, 3 & 4 Head Start 906 Oak Drive, Bldg. 2 Greenville, MI 48838
Howard City Head Start 412 E. Edgerton Street Howard City, MI 49329	Welch Building – EightCAP HS/EHS 830 E. Harrison Street Ionia, MI 48846
Ithaca HS/EHS 125 S. Maple Street Ithaca, MI 48847	Lakeview Head Start 9497 Paden Road Lakeview, MI 48850
Mt. Pleasant 1, 2, and 3 Head Start 3771 N. Mission Rosebush, MI 48878	Orleans Head Start 5827 Orleans Road Orleans, MI 48865-8603
Saranac Head Start 250 Pleasant Street, Room 139 Saranac, MI 48881	Shepherd Head Start 225 S. Chippewa Street Shepherd, MI 48883
Stanton 1, 2, and 3 Head Start 710 N. State Street Stanton, MI 48888	St. Louis 1 and 2 Head Start 121 I and K Street St. Louis, MI 48880
Building Blocks 1 EHS 2009 E. Preston Street Mt. Pleasant, MI 48858	Building Blocks 5 EHS 4179 S. US-27 St. Johns, MI 48879
EightCAP Transportation Office 1752 E. Deaner Road Edmore, MI 48829	EightCAP Weatherization Office 3251 S. Derby Road Sidney, MI 48885