REQUEST FOR PROPOSALS (RFP) FOR
Design Build
LED Sports Field Lighting Design

Request for Proposal Number: FHCC 2022-002
October 11, 2022

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, California 93309
661.336.5236

Proposals Due by 2:00 p.m., December 20, 2022
REQUEST FOR PROPOSALS (RFP):
Design Build Services
LED Sports Field Lighting
GENERAL CONDITIONS

I. PURPOSE
Community Action Partnership of Kern (CAPK) is soliciting proposals from qualified vendors to provide design build services for the installation of LED sports field lighting at the Friendship House located at 2424 South Martin Luther King Blvd.

CAPK owns and operates The Friendship House Community Center which consists of approximately 84,000 square feet of sports field which is used throughout the year for youth soccer. CAPK wishes to expand the use of this field for other purposes to include nighttime games and practices.

A. Proposal Submission Information
1. Closing Date: Proposals must be submitted no later than **2:00 p.m. December 20, 2022**
2. Inquiries: Inquiries concerning this RFP should be directed to the Business Services Department, at procurement@capk.org.
3. Costs of Proposal Preparation: All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFP shall become the property of CAPK.

B. Proposal Submission Instruction to Vendors: Your proposal should be addressed as follows:
Community Action Partnership of Kern (CAPK)
RFP No. FHCC 2022-002
ATTN: Business Services
5005 Business Park North
Bakersfield, CA 93309
Or via email to: procurement@capk.org

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will not be considered. Confirmation of receipt is the sole responsibility of Vendor.** Each Vendor must submit its proposal using the enclosed format in Section III below. If any proposal submitted deviates from the requested proposal format, it may be cause for disqualification. This does not, however, preclude the Vendor from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFP. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in both the proposal content and fee proposal.
Expected Timelines:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 11, 2022</td>
<td>RFP Released to public</td>
</tr>
<tr>
<td>October 18, 2022</td>
<td>Due date for Vendor Questions - Please email to <a href="mailto:Procurement@capk.org">Procurement@capk.org</a></td>
</tr>
<tr>
<td>October 21, 2022</td>
<td>Responses to Vendor questions emailed to Vendors</td>
</tr>
<tr>
<td>December 20 2022 by 2:00pm</td>
<td>DUE DATE FOR PROPOSALS FROM VENDORS</td>
</tr>
<tr>
<td>January 28, 2023</td>
<td>Notification of Award</td>
</tr>
<tr>
<td>February 1, 2023</td>
<td>Contract preparation</td>
</tr>
</tbody>
</table>

C. **Right to Reject:** CAPK reserves the right to reject any and all proposals received in response to this RFP. The Contract for the accepted proposal will be based upon the factors described in this RFP. CAPK reserves the right to waive any and all informalities or irregularities in any proposal.

D. **Confidentiality:** The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to CAPK, the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor’s possession, to those employees on the Vendor’s staff who must have the information on a “need-to-know” basis. The Vendor agrees to immediately notify, in writing, CAPK’s authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

E. **Notification of Award:** CAPK anticipates but does not guarantee that the Contract will be awarded by February 1, 2023.

Award will be made to the most responsible Vendor whose service, experience and approach to the project are most compatible with the CAPK’s needs. CAPK will be the sole judge in making this determination.

F. **Small, Women and/or Minority-Owned Business:** Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.

A Vendor 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).

II. **SPECIFICATIONS**

A. **Project Summary:** A conceptual design is attached to depict the proposed location. The project will require site development.

   Project location: 2424 South Martin Luther King Blvd, Bakersfield, CA 93307

Contractor shall develop a fee for each phase, design, and construction found in the scope of services below. Once the contract is executed contractor may commence Phase I of the project, Phase II will commence once a notice to proceed is issued by CAPK.

**CAD site plan is available upon request.**
B. **Scope of Services:**
This project includes but not limited to the complete design and construction of an LED sports field lighting system for the area identified on the provided site plan. Including but not limited to photometric design, lighting controls, light poles, interconnection, underground conduit, wiring, breakers, panels, light fixtures, and base footings.

1. **Permits and Fees:** Apply for, obtain, and pay for permits and fees required to perform the work. Submit copies to owner.

2. **Architectural or engineering:** Contractor will be responsible for any necessary engineered and architectural drawings required for the submittal of plans to the local building department. Copies to be submitted to owner.

3. **Codes:** Comply with applicable codes and regulations of authorities having jurisdiction. Submit copies of inspection reports, notices and similar communications to owner.

4. **Dimensions:** Note that the dimensions herein are to provide bidders with an approximate scope of work for the project and it is the bidder’s sole responsibility to accurately and completely determine the amount of material and labor necessary to complete the work; no additional costs or time delays will be considered by the owner for bidder’s inaccurate determinations.

5. **Existing Conditions:** Notify owner of existing conditions differing from those indicated on the drawings. Do not remove or alter structural components without prior approval.

6. **All existing items not to be removed shall be protected from damage and if damaged contractor will be required to return the items to its original condition.**

7. **Contractor is responsible for the design of all components mentioned in this scope and must meet local code requirements for a fully operational system.**

8. **Awarding contractor shall provide any applicable color samples.**

Photometric Study
A. A photometric study must be completed to ensure at least 30-foot candles per vertical square foot.
B. Copies of the photometric study shall be provided to the owner.

Lighting Uniformity
A. Class 3 with at least .5 lighting uniformity.

Lighting Controls
A. A wireless/remote control system is preferred. Prefer to eliminate the possibility of any type of vandalism of a control box. If a control box is required, it must be installed in a secondary lockbox. The wireless system shall be capable of turning on and off the lighting and any other options via a cellular smartphone or tablet.
B. Contractor will be responsible for providing any necessary wired or wireless communication signal to the device location. Contractor will be responsible for the patch cable from the onsite network switch to the patch panel and wiring from the patch panel through the path to the device location. If no path exists contractor will be responsible for creating a path. If a wireless access point is required contractor will mount the AP in a location that cannot be tampered with.
Fixtures
   A. New LED Sports Lighting fixtures capable of maintaining the foot candles identified on the photometric plan.
   B. Color Temperature 5000K

Electrical
   A. Original electrical plan set has been provided to identify the existing electrical load and design.
   B. Contractor will be required to evaluate the current MSB, to ensure that the additional load of the lighting can be handled.
   C. Contractor can use any existing available paths to the sports field to power the lighting system and control panel. If a new path is required to MSB contractor will be responsible for returning any disturbed landscaping, flat work, or other surfaces to their original finish.
   D. Coordinate with the owner on the placement of any additional subpanels that may be necessary.
   E. Lighting control panel can be located outside but must be lockable and secure.
   F. Any pull boxes will need a locking lid to be secure from vandalism or theft of wire.
   G. If any junction boxes are to be mounted to the light poles they shall be out of reach without the use of a ladder or tamper-resistant. Prefer that any splices needed are performed in a pull box near the light pole with a secure lid.

Light poles and footings
   A. Footings to be designed and constructed to meet applicable California building codes. Contractor is responsible for any necessary engineering.
   B. Light poles shall be provided that meet required code related to structural criteria, such as but not limited to, wind load and seismic criteria.
   C. Pole shall embed into concrete footing.
   D. Galvanized finish preferred.

Warranties
   A. Provide everything necessary including without limitation: labor, material and equipment to replace or repair any defective installation and or manufacturer’s defect for a period of one year from completion at no additional cost to the Owner.
   B. OEM manufacturer’s warranty on all products used.

C. Minimum Qualifications:
   a. California registration and licensing in the appropriate and applicable disciplines.
   b. Thorough knowledge of California Building Codes and all applicable State Statutes, building codes and regulations including, Americans with Disabilities Act, without limitation, the provisions of Local Public Contracts Law.
   c. Current relevant working experience designing similar projects.
   d. Upon award of the contract, ability to secure professional liability insurance for error and omissions as well as commercial general liability, automobile liability and workers’ compensation insurance.
III. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

A. ☐ Cover Letter: Include a cover letter expressing the firm’s interest and understanding of the request for proposals. The letter should name all the persons authorized to make representations for the Proposer and be signed by an authorized representative.

B. ☐ Type of organization (i.e.) individual, partnership, corporation, etc.

C. ☐ Firm Background: Describe your firm including ownership structure, service area, the volume of projects, length of time in the industry, financial stability, and availability to the project location.

D. ☐ List the qualifications of key personnel who would be assigned to this project including relative experience, degrees, certifications, and professional affiliations.

E. ☐ Briefly propose a general work plan to complete the services for the CAPK LED sports field lighting project relative to the scope of work as outlined in this RFP.

F. ☐ List of sub-contractors along with license numbers connected with the project.

G. ☐ Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.

H. ☐ Conflict of Interest: Provide a statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to CAPK. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal. Vendor shall have read and shall be aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. No officer or employee of CAPK or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

I. ☐ Vendor Information Sheet: Appendix A.

J. ☐ W-9: Appendix B.

K. ☐ Additional Terms and Conditions: Appendix C.

L. BID AND PERFORMANCE BONDS ARE REQUIRED

IV. VENDOR REQUIREMENTS

A. All responsive proposals shall be reviewed and evaluated by CAPK to determine which proposal best meets CAPK’s needs for this project by demonstrating the competency and professional qualifications necessary for the satisfactory performance of the required services.

V. PROPOSAL SUBMITTAL PROCESS

A. The submission of a proposal shall be an indication that the Vendor has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of CAPK.

B. All proposals received by CAPK will be considered a "Public Record" as defined in Section 6252 of the California Government code and shall be open to public inspection, except to the extent the Vendor designates trade secrets or other proprietary material to be confidential. Any documentation which the Vendor believes to be a trade secret must be provided to CAPK in a separate envelope and must be clearly marked as a trade secret. CAPK will endeavor to restrict distribution of material and analysis of the proposals. Vendors are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and CAPK shall in no way be
liable or responsible for any such disclosure. Vendors are advised that CAPK does not wish to receive material designated as trade secrets and requests that Vendors not supply trade secrets unless necessary. The Vendor's qualification package, and any other supporting materials submitted to CAPK in response to the request, will not be returned and will become the property of CAPK.

VI. SELECTION PROCESS AND CRITERIA

This is a NEGOTIATED procurement and as such, award will not necessarily be made to the Vendor submitting the lowest priced proposal. Award will be made to the Vendor submitting the best responsive proposal satisfying CAPK's requirements, as determined by CAPK, including consideration of price and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include Appendix C, signed on behalf of the Vendor.

Proposal Evaluation

Evaluation of each proposal will be scored on the factors identified in Section B. below. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states: “The Non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.” The selection process is designed to ensure that the Vendor’s services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and at fair and reasonable prices for CAPK.

A. All proposals received by the specified deadline will be reviewed by CAPK for content, fees, related experience and professional qualifications of Vendor.

B. The evaluation and selection of the successful Vendor shall be based upon the factors listed below with corresponding point evaluation. Total points available are 100.

Evaluation of each proposal will be scored on the following factors:

<p>| <strong>Background and experience in providing similar services.</strong> |
| Identify the team members being assigned to the project, their specific role in the project and how they have the requisite qualifications and experience to perform in the proposed role. |
| Provide examples of three (3) Similar Projects (see definition below) that the Proponent has been engaged in. |
| Identify sub-contracts being assigned to the project, their specific role in the project, and how they have the requisite qualifications and experience to perform in the proposed role. |
| Points = 20 |</p>
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<tr>
<th></th>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>2.</td>
<td>Reference: Do you have experience with clients that are similar to CAPK’s?</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Provide 3 references with contact information</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Experience and Past Performance Record</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Demonstrate previous success in meeting client objectives within prescribed timelines and original budgets.</td>
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<tr>
<td></td>
<td>Describe the approach to dealing with and implementing stakeholder requests into the project.</td>
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<tr>
<td>4.</td>
<td>Understanding of Project</td>
<td>15</td>
</tr>
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<td></td>
<td>Proposed methodology for carrying out the work.</td>
<td></td>
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<td></td>
<td>Provide examples of any innovative tools or processes utilized that would improve the likelihood of project success.</td>
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<tr>
<td></td>
<td>Identify high-level concepts and options that will be reviewed in trying to achieve the objectives for the project.</td>
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<tr>
<td></td>
<td>Strategy for ensuring that quality assurance and quality control are maintained throughout all stages of the project.</td>
<td></td>
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<tr>
<td>5.</td>
<td>Fee - Design— See Bid Sheet Attachment A</td>
<td>15</td>
</tr>
<tr>
<td>6.</td>
<td>Fee - Construction Administration – See Bid Sheet Attachment A</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
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C. CAPK may, at its discretion, request presentations by or meetings with any or all Vendors to clarify the Vendors’ proposals.

However, CAPK reserves the right to make an award 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 Vendor can propose.

CAPK contemplates award of the Contract to the responsible Vendor with the highest total points awarded by CAPK’s proposal evaluation team.

D. Upon final selection, the Contract will be processed by CAPK for award of the Contract.

VII. CONDITIONS TO AWARD

A. CAPK reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

B. This solicitation does not commit CAPK to pay any costs in the preparation or presentation of a submittal.

VIII. TIMELINE

Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.

VIII. PROHIBITED ACTIVITY
Vendors or their agents shall not make any personal contacts with any member of CAPK’s Board of Directors or program personnel prior to selection and award of a Contract for this work.

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ATTACHMENT A

Offerors will be required to submit with their Proposals with the following fee components:

a. Design Fee $________________ 

b. Construction Fee $________________

The Construction Fee will be a fixed fee and should cover the cost of the contractor’s overhead and profit, total construction cost and all necessary permitting, for a fully operational lighting system.

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# APPENDIX A

Community Action Partnership of Kern  
• Procurement Department  
5005 Business Park North, Bakersfield, CA 93309 • 661.336.5236 • FX: 661.322.2237

## VENDOR INFORMATION SHEET

<table>
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<tr>
<th>Date:</th>
<th>Prepared By:</th>
</tr>
</thead>
</table>

**Official Business Name:**

**DBA:**

**Location Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Remit Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Contact Person:**

**Title:**

**Phone #:**

**Accts. Receivable Phone #:**

**Fax #:**

**Customer Service Phone #:**

**CAPK Vendor #:**

**E-mail Address:**

**Federal ID # or SS #:**

**Type of Business:**

**Contractor Lic #:**

**Business Lic #:**

**City Issued:**

**General Liability Insurance Carrier & Policy #:**

**Auto Liability Insurance Carrier & Policy #:**

**Workers Compensation Insurance Carrier & Policy #:**

### FEDERAL TAX CLASSIFICATION:

- [ ] Individual/Sole Proprietor  
- [ ] C Corporation  
- [ ] S Corporation  
- [ ] Partnership  
- [ ] Trust/Estate  
- [ ] Limited Liability Co. C = C Corp  
- [ ] S Corp  
- [ ] P = Partnership  
- [ ] Other: 

### BUSINESS ENTITY/CLASSIFICATION:

- [ ] Board Member  
- [ ] Employee  
- [ ] Faith Based  
- [ ] Fed Gov’t  
- [ ] For Profit  
- [ ] Housing Collaborative  
- [ ] Local Gov’t  
- [ ] Non-Profit  
- [ ] Parent  
- [ ] Post Secondary Ed  
- [ ] Provider  
- [ ] School District

### SBA CLASSIFICATION:

It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women’s Business Enterprises and Veteran Business Enterprises.

- [ ] Minority-Owned  
- [ ] Small Business  
- [ ] Veteran-Owned  
- [ ] Woman-Owned

**Years in Business:**

**Accept Purchase Orders:**  
- [ ] Yes  
- [ ] No

---

**If your business has a Social Security number as Tax ID, we require the signature of the owner.**

**Authorized Signature:**

**Print Name:**

**Title:**

**Date:**

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**REV. 012516**
APPENDIX B

W-9 Request for Taxpayer Identification Number and Certification

1. Name as shown on your income tax return. Name is required on this line; do not leave this line blank.

2. Business name/discontinued entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company (LLC)
   - Single-member LLC

4. Exemption codes apply only to certain entities. Not all entities; see instructions on page 3.
   - Exempt from taxation code (A)
   - Exemption from post-1986 code (D)

5. Name here (if any).

6. Address (number, street, and apt. or suite no.).

7. City, state, and ZIP code.

8. List account number(s) here (optional).

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid
backup withholding. For individuals, this is generally your social security number (SSN). However, for a
resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other
entities, it is your employer identification number (EIN). If you do not have a number, see How to get a
TIN on page 3.

Note, if the account is in more than one name, see the instructions for line 1 and the chart on page 4 for
guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following:
- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-F (proceeds from real estate transactions)
- Form 1099-K (merchant and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-O (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not wish to provide Form W-9 to the withholder with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), and
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt person. If applicable, you are also certifying that as a U.S. person, your account is held in a fiduciary capacity.

If you do not wish to provide Form W-9 to the withholder, you might be subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X
Form W-9 (Rev. 12-2014)
APPENDIX C

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer the Contract, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Contract shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Contract and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Contract at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Contract is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under the Contract except as set forth in this section in the event of such termination.

4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Vendor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor’s compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Contract. Amendments shall be valid only after approval by Vendor and CAPK’s Executive Director.

5. **CLAIMS.** All claims for money due or to become due to the Vendor from CAPK under the Contract may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.

6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Contract may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.

7. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.

8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Contract, including any claims for breach of the Contract, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator’s decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women’s Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Vendor will be American made.

12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of the Contract.

13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign the Contract on behalf of the corporation are jointly responsible for performance of the Contract.

14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.

15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Contract, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Contract while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Contract until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Contract for Goods or Services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled “Protest by Vendor.”

16. **DEBARMENT AND SUSPENSION CERTIFICATION:** Vendor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
   a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
   b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
   c. Does not have a proposed debarment pending; and
   d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

   If there are any exceptions to the Certifications above, insert the exceptions in the following space:

   Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

   Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER’S COMPENSATION:** Labor Code Section 3700 provides:

   “Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

   "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

   "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which
may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Vendor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Contract.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Contract.)

18. **INSURANCE REQUIREMENTS:** Vendor shall procure, furnish and maintain for the duration of the Contract the following types and limits of insurance herein:

a. **Automobile Liability Insurance**, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

b. Provide coverage for owned, non-owned and hired autos.

c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

d. **Broad Form Commercial General Liability Insurance**, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

e. Provide Contractual Liability coverage for the terms of the Contract.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

g. Workers’ compensation insurance with statutory limits and employer’s liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agent’s employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents, employees and designated volunteers shall be in excess of the Vendor’s insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best’s rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Contract, or insurance rated below Best’s A:VII, must be declared prior to execution of the Contract and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Contract is satisfactorily completed.
Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Contract or cancel the Contract if certificates of insurance and endorsements required have not been provided prior to the execution of the Contract.

_________________________________________  
Signature                                      Date

_________________________________________  
Print Name

_________________________________________  
Company Name

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