

**REQUEST FOR PROPOSALS (RFP)
FOR
LOCKSMITH**

*Request for Proposal Number: OPS 2026-001
February 10th, 2026*



Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, California 93301
661.336.5236

Proposals Due by 2:00 p.m., March 10th, 2026

REQUEST FOR PROPOSALS (RFP):

Locksmith

GENERAL CONDITIONS

I. PURPOSE

The Community Action Partnership of Kern (CAPK) is seeking proposals from qualified Locksmith service providers. Our goal is to have service providers bid on specific services for various sites and vehicles in our 126-vehicle fleet. The attached Schedule of Fees details the required services and the vehicle specifications.

A. Proposal Submission Information

1. **Closing Date: Proposals** must be submitted no later than **2:00 p.m. March 10th, 2026**
2. **Inquiries:** Inquiries concerning this RFP should be directed to the Procurement 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 OPS-2026-001-Locksmith

ATTN: Liz G. Vargas - Procurement

1300 18th Street, Suite 200

Bakersfield, CA 93301

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:

	Date(s)	Event
1	February 10 th , 2026	RFP Released to public
2	February 17 th , 2026	Due date for Vendor Questions -Please email to Procurement@capk.org
3	February 24 th , 2026	Responses to Vendor questions emailed to Vendors
4	March 10th, 2026, by 2:00pm	DUE DATE FOR PROPOSALS FROM VENDORS
5	Approximately March 20 th , 2026	Notification of Award

- 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 approximately **March 20th, 2026.**
Award will be given to the Vendor deemed most responsible whose services, experience, and project approach best align with CAPK's needs. CAPK will be the sole authority in determining the Vendor that best meets these criteria. CAPK also reserves the right to issue awards to multiple Vendors. The award will result in a one-year contract with an option to extend.
- 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).

SCOPE OF WORK -The scope of work for this project consists of the following:

CAPK is seeking proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide all labor, equipment, goods and supplies necessary to provide locksmith services on an as-needed basis.

This proposal is not an offer to buy and should not be assumed as such.

Basic services shall include but not be limited to repair, installation, removal, rekeying of locks, locking mechanisms and door hardware. Services shall include:

- Repair/replace locks utilizing vendor provided cores and keying systems for offices, commercial entry doors, interior/exterior wood doors, interior/exterior metal doors.
- SC1 Lock cylinders to be used at all sites. Owner maintains Grand Master, Site Master and single door keying methods throughout all properties.
- Provide CAPK with documentation of the key cuts and information needed to maintain the keying system records.

The following is a list of the types of services to be performed under this solicitation. This list is neither exclusive nor complete.

1. Open building door or interior door
2. Open automobile door
3. Make keys
4. Rekey a lock
5. Replace lock cylinder
6. Install only a new lock
7. Install only a deadbolt lock
8. Remove old lock and install a new lock

9. Install electric strikes
10. Installation or repair of door closer mechanisms

Contractor Responsibilities

Contractors are required to maintain a point of contact for service response seven days a week. Emergency service requests are to be handled on the same day within 3 hours of being called out. Normal service requests are handled within 24 hours during normal business hours of operation (Monday-Friday between 8:00AM – 5:00PM, excluding holidays).

All doorknob repair work shall be warranted for a period of 12 months after work is completed and any new installations/new construction shall be warranted for a period of two (2) years from the date installation and/or construction is completed. The two (2) warranty periods described in the preceding sentence cover both labor and materials. These required warranties shall survive expiration of the Agreement.

Locations where services are to be provided:

Administration 1300 18th St Bakersfield	Administration
Alberta Dillard 5704 Pioneer Dr Bakersfield CA 93306	Head Start
Alicante HS 7998 Alicante Ave Lamont	Head Start
Angela Martinez 4032 Jewett Ave Bakersfield CA 93301	Head Start
Bakersfield WIC 5351 Olive Dr Bakersfield	WIC
Boron WIC 26904 Nicols St Boron	WIC
California Ave WIC 500 E. California Ave Bakersfield	WIC
California City Ctr HS 9124 Catalpa Ave California City	Head Start
California City WIC 8401 California City Ste 8 California City	WIC
Central Kitchen 1825 Feliz Dr Bakersfield	Central Kitchen
CES 1631 30th Street Bakersfield	CES
Cleo Foran 1410 11th St Bakersfield CA 93304	Head Start
Delano HS 1915 Cecil Ave Delano	Head Start
Delano WIC 1001 Main St Delano	WIC
East Kern Family Resource Center 15662 K Street Mojave	CalFresh
Energy/VITA 300 19th Street Bakersfield	Energy/VITA
Fairfax Ctr HS 1500 S. Fairfax Bakersfield	Head Start
Food Bank 1807 Feliz Dr Bakersfield CA 93307	Main Food Bank
Food Bank 2550 East Belle Terrace Ste 200 Bakersfield	Food Bank
Friendship House 2424 Cottonwood Rd Bakersfield CA 93307	Friendship House
Harvey Hall 315 Stine Rd Bakersfield CA 93309	Head Start
Heritage Park Ctr HS 2320 Mt Vernon Ave Bakersfield	Head Start
M St Navigation Center 2900 M St Bakersfield	Low Barrier Homeless Shelter
Maintenance 317 Mt Vernon Ave Bakersfield	Maintenance
Martha J. Morgan 3811 River Blvd Bakersfield CA 93305	Head Start
Migrant Childcare Assistance Program 1300 Stine Rd Bakersfield 93309	MCAP
McFarland Ctr HS 410 E Perkins Ave McFarland	Head Start
Niles St WIC 6019 3&4 Niles St Bakersfield	WIC
Oasis 814 N. Norma St Ridgecrest 93555	Head Start
Oildale WIC 525 Roberts Ln Bld B Bakersfield	WIC

Palmdale WIC 2739 Diamond St Unit B Rosamond	WIC
Panama Lane WIC 4600 Panama Lane Bakersfield	WIC
Pete H. Parra & Warehouse 1825 Feliz Dr. Bakersfield CA 93307	Head Start
Primero Pasos HS Ctr 1111 Bush St Arvin	Head Start
Rosamond/Wayside Chapel 2854 Felsite Ave Rosamond	Head Start
San Diego Ctr 10300 1/2 San Diego St Lamont	Head Start
Shafter 459 E. Euclid St Shafter CA 93263	Early Head Start
Shafter HS Ctr 452 W. Los Angeles St Shafter	Head Start
Shafter WIC 650 James St Shafter	WIC
Shafter Youth Center 455 E. Euclid Ave Shafter CA 93263	Youth Center
Sterling 3000 Sterling Rd Bakersfield CA 93306	Early Head Start / Head Start
Stine Rd MCAP 1300 Stine Rd Bakersfield	MCAP
Stockdale HS 5 Real Rd Bakersfield	Head Start
Sunrise Villa Ctr 1600 Poplar Ave Wasco	Head Start
Taft Ctr 819 6th Street Taft	Head Start
Tehachapi Ctr HS 1120 S. Curry St. Tehachapi	Head Start
Tehachapi WIC 108 S. Robinson Tehachapi	WIC
Vineland Ctr 14327 S. Vineland Rd Bakersfield	Head Start
Virginia Ctr 3301 Virginia Ave Bakersfield	Head Start
Visalia MCAP 7000 Doe Ave Visalia	MCAP
Wasco Ctr HS 929 Broadway St. Wasco	Head Start
Wasco WIC 741 Palm Ave Wasco	WIC
Willow HS 401 Willow Dr Bakersfield	Head Start

II. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

- A. Name of firm, contact, address, telephone and email.
- B. Type of organization (i.e.) individual, partnership, corporation, etc.
- C. Qualifications of firm, including but not limited to: firm's history and number of years in business.
- D. Provide all necessary licenses, permits, and certifications relating to vehicle repair and maintenance.
- E. Please include any discounts provided to CAPK due to its 501(c)(3) status including any in-kind donations.
- F. 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.
- G. Schedule of Fees - **Attachment A.**
- H. Vendor Information Sheets : **Appendix A.**
- I. W-9: **Appendix B.**
- J. Additional Terms and Conditions: **Appendix C.**

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.

Non-responsive 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 based on 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:

1. Qualifications and Experience; Proposers' experience, history and demonstrated ability to perform all functions necessary in providing the vehicle maintenance and repair services outlined in this RFP.	Points = 20
2. References: Do you have experience with clients that are similar to CAPK's? Provide 3 references with contact information	Points = 15
3. Company's organization, size, structure and capacity -Including certifications of all mechanics.	Points = 20
4. Completion of all requirements as specified in Section II.	Points = 15
5. Fees	Points = 30
Total	Points =100

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.

Attachment A

Schedule of Fees

SERVICE	PRICE OF MATERIALS	LABOR PRICE	TOTAL PRICE
SC1 KEY COPY			
REPLACE SCHLAGE DOOR HANDLE (KEYED)			
REPLACE SC1 LOCK CYLINDER AND REKEY			
REKEY LOCK CYLINER			
ABUS 83/45 SERIES PADLOCK- KEYED TO SC1			
COMBINATION PADLOCK (GENERAL LOCK BRAND)			
REPLACE PANIC HARDWARE ON 36" DOOR			
REPLACE DOOR CLOSER (EXPOSED) 32-36 INCH DOORS			
REPLACE DOOR CLOSER (CONCEALED) 32-36 INCH DOORS			
LOCKOUT ACCESS (BUILDING)			
LOCKOUT ACCESS (VEHICLE)			
SCHLAGE BRAND DEADBOLTS (KEYED)			
2018 CHEVY SILVERADO 2500 - VEHICLE KEY WITH REMOTE			
2022 GMC 3/4 TON - VEHICLE KEY WITH REMOTE			
HOURLY RATE (NORMAL HOURS)			
HOURLY RATE (AFTER HOURS)			
NORMAL BUSINESS HOURS - SERVICE CALL FEE			
EMERGENCY RESPONSE - SERVICE CALL FEE			
OUT OF TOWN TRIP CHARGE -- UP TO 50 MILES FROM BAKERSFIELD			
OUT OF TOWN TRIP CHARGE -- UP TO 100 MILES FROM BAKERSFIELD			

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

Date: [] Prepared By: []
Official Business Name: []
DBA: []
Location Address: []
Remit Address: []
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 = 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: []

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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