COMMUNITY ACTION PARTNERSHIP OF KERN
RFP OPS 2026-005 – SECURITY PATROL
ADDENDUM NO. 1 – RESPONSES TO VENDOR QUESTIONS

Issued: November 12, 2026

This addendum answers the vendor questions received by the November 5, 2026 deadline. Unless changed by this addendum, all terms and conditions of RFP OPS 2026-005 remain in effect. Where this addendum conflicts with the RFP, this addendum controls.

The proposal due date is unchanged: 2:00 p.m., November 19, 2026. Vendors must acknowledge receipt of Addendum No. 1 in their cover letter.

A Revised Bid Form is issued with this addendum and replaces the Bid Form on pages 10–11 of the RFP. See A-2.

Part A sets out clarifications that apply to all proposals. Part B answers each question. Many answers in Part B refer back to Part A.

PART A – GENERAL CLARIFICATIONS

A-1. Partial Proposals

Vendors may propose on all or part of the services and sites (RFP Section I and Scope of Services). A vendor may propose on a single service (for example, event security only), on selected sites, or on selected distance bands. A full patrol route is not required. CAPK may award to more than one vendor by site, service, or geographic area.

A-2. Revised Bid Form (Required)

A Revised Bid Form (Revised Attachment A) is issued with this addendum as an Excel workbook. **It replaces the Bid Form on pages 10–11 of the RFP.** Proposals must use the Revised Bid Form. It has three tabs:

- **Instructions:** vendor information, the Bid Form questions, committed response times, and the signed certification.
- **Pricing:** every pricing line, with the basis for each price.
- **Site Coverage:** every Attachment A site, with its distance band. Vendors mark each site and service they propose.

Fill in the yellow cells only. Enter "N/A" on any pricing line not offered. Do not leave lines blank. Sites not marked "Yes" on the Site Coverage tab will be treated as not proposed. Submit the workbook in Excel format and a signed PDF of all three tabs.

A-3. Pricing Basis

The Pricing tab sets the basis for each price so that proposals can be compared. In summary:

Revised Bid Form Section	Price As	Notes
1. Alarm Response (by band)	Flat fee per response	Includes dispatch, travel, walk-through, securing and re-arming the site, the incident report, and the first 60 minutes on site. Time after that is billed at the standby rate (Line 4.1). Any travel or mileage charge must be built into the fee.
2. Site Checks (by band)	Flat fee per visit	Random patrols and requested site checks at non-highlighted sites.

Revised Bid Form Section	Price As	Notes
3. Daily Property Checks	Monthly fee per site	The two highlighted sites, at 1x, 2x, and 4x per day, seven days per week.
4. Hourly Services	Per hour, or per 24-hour day	Standby, fire watch, foot patrol, and 24-hour coverage. State minimums and billing increments.
5. Event Security	Per hour, per officer	Includes short-notice, holiday, and optional armed rates, and cancellation terms.
6. Board-Up	Call-out fee, hourly labor, materials markup	Or "Not Provided." Name any subcontractor.
7. Other	As stated	Holiday rates, 501(c)(3) discount (RFP Section II.E), and other services.
8. Taxes	Rate and lines taxed	Required by RFP Section II.D. If no tax applies, state "$0 – no tax applies."
9. Alternatives (optional)	As stated	Offered under RFP Section I.B. In addition to, not in place of, the pricing above.

Charges not shown on the Revised Bid Form will not be paid.

A-4. Distance Bands and Site Addresses

- **Bakersfield band.** Every Attachment A site with a Bakersfield mailing address is priced in the "within Bakersfield" band, whether or not the site is inside city limits.
- **Other sites.** The band is set by driving distance from CAPK Administration, 1300 18th Street, Bakersfield.
- **Visalia MCAP** is in Tulare County. It is in scope, even though RFP Section I refers to Kern County locations.

For pricing purposes, CAPK assigns sites outside Bakersfield as follows:

Band	Sites (Attachment A)	Communities
Up to 50 miles	Alicante HS; San Diego Ctr; Primero Pasos HS; Shafter WIC; Shafter HS Ctr; Shafter Early Head Start; Shafter Youth Center; Wasco WIC; Sunrise Villa Ctr; Wasco Ctr HS; McFarland Ctr HS; Delano WIC; Delano HS; Taft Ctr; Tehachapi WIC; Tehachapi Ctr HS	Lamont, Arvin, Shafter, Wasco, McFarland, Delano, Taft, Tehachapi
Up to 100 miles	East Kern Family Resource Center; Palmdale WIC (Rosamond); Rosamond/Wayside Chapel; California City WIC; California City Ctr HS; Boron WIC; Visalia MCAP	Mojave, Rosamond, California City, Boron, Visalia
More than 100 miles	Oasis, 814 N. Norma St.	Ridgecrest

The Ridgecrest site is more than 100 miles from Bakersfield. It has its own lines on the Revised Bid Form (Lines 1.4 and 2.4).

CAPK confirms the following addresses:

Site	Address
Visalia MCAP	7000 Doe Avenue, Visalia, CA 93291

Site	Address
East Kern Family Resource Center	15662 K Street, Mojave, CA 93501
Rosamond/Wayside Chapel (Head Start)	2854 Felsite Avenue, Rosamond, CA 93560
California City Ctr HS	9124 Catalpa Avenue, California City, CA 93505

A-5. Service Hours

- **Random patrols and site checks:** mostly 6:00 p.m. to 6:00 a.m. Monday through Friday, and 24 hours on Saturdays, Sundays, and CAPK holidays.
- **Alarm response:** 24 hours a day, 7 days a week.
- **Property checks at the two highlighted sites:** 7 days a week, at the times shown on the Bid Form.
- **Foot patrol, fire watch, and event security:** as scheduled by CAPK for each assignment.

A-6. No Guaranteed Volume

CAPK does not guarantee any minimum number of patrols, site checks, alarm responses, events, or hours. Services are ordered as needed. CAPK does not have verified alarm activation history by site available for release.

A-7. Dispatch and Response Times

- **24/7 dispatch is required for vendors proposing alarm response.** The vendor's dispatch is the first call on CAPK's alarm call list (Scope III.i). Every call must be answered by a person who can dispatch an officer. Voicemail is not acceptable. Vendors not proposing alarm response do not need 24/7 dispatch.
- **Response time.** CAPK's target within the Bakersfield band is 5 to 15 minutes from the alarm call. For the 50-mile and 100-mile bands, CAPK has not set a fixed time. Each vendor must state the response time it commits to for each band (Revised Bid Form, Questions 7–10). Committed response times will be considered in the evaluation and written into the contract.
- **Location of the vendor.** No geographic preference is applied (2 CFR 200.319). The location of the vendor's office or dispatch center is not scored. What is evaluated is the vendor's ability to meet its committed response times at the sites it proposes.

A-8. Officer and Vehicle Standards

- The vendor must hold a current BSIS Private Patrol Operator license. Include the license number in the proposal.
- Every officer must hold a current BSIS Security Guard Registration.
- Officers are unarmed. Armed services are not requested under this RFP. CAPK will use armed officers only if it requests them in writing for a specific assignment. Vendors that offer armed officers may list an armed rate as an additional service.
- Batons and OC spray may be carried only by officers with the BSIS permits and training required for that equipment.
- Officers must wear a uniform that identifies the vendor. CAPK prefers marked vehicles. A dedicated vehicle based in Kern County is not required.
- Officers assigned to a Head Start site while children are present must meet CAPK's background clearance requirements for contractors. CAPK will provide these requirements at contract execution.

A-9. Insurance

- Certificates of insurance and endorsements are due before contract execution, not with the proposal (Appendix C, Section 18).
- With the proposal, submit a statement that the vendor can meet the Appendix C requirements, or a letter from the vendor's broker or carrier. List any exceptions.
- CAPK will consider a current-edition ISO additional insured endorsement in place of CG 20 10 11 85 if it provides coverage at least as broad. Identify the proposed form in the proposal. Any substitute form, deductible, or other exception must be approved by CAPK in writing before contract execution, as stated in Appendix C.

A-10. Award, Term, Pricing, and Invoicing

- CAPK anticipates notice of award on or about December 3, 2026. Services begin after the contract is signed and insurance is received.
- Initial term is one year, with up to four one-year renewals at CAPK's option.
- Rates are firm for the initial one-year term. Vendors may propose a method for adjusting rates at renewal (for example, a fixed percentage, or an adjustment tied to changes in the California minimum wage). Any adjustment requires CAPK's written approval at renewal. If no method is proposed, rates remain the same unless both parties agree in writing.
- If CAPK awards to more than one vendor, each vendor will receive its own contract covering only the sites and services awarded to it.
- Invoices are monthly, in arrears. Each invoice must be itemized by site, date, service, officer time on site, and incident report number. Itemization by site is required because costs are charged to different CAPK programs. Payment terms are net 30 days from receipt of a correct invoice.

PART B – QUESTIONS AND RESPONSES

Question 1. May we submit an event-security-only proposal, or propose on selected locations and services without providing a full patrol route?

Response: Yes. An event-security-only proposal is acceptable, and a full patrol route is not required.

Question 2. What are the estimated monthly patrol visits, alarm responses, and event-security hours for each service? Is any minimum volume guaranteed?

Response: No minimum volume is guaranteed. CAPK does not have verified history to release. Services are ordered as needed.

Question 3. What maximum response time is required for alarm calls? Is a local office or dedicated local patrol vehicle mandatory?

Response: Within the Bakersfield band, CAPK's target is 5 to 15 minutes. For other bands, the vendor states its committed response time.

A local office is not required. A dedicated vehicle based in Kern County is not required.

Question 4. What guard counts, shift lengths, armed/unarmed status, and advance notice are typical for event assignments?

Response: CAPK sets the officer count and hours for each event based on attendance, location, and whether alcohol is served. Events typically have 100 to 500 attendees. Officers are unarmed unless CAPK requests otherwise in writing.

CAPK will send a written request for each event with the date, hours, location, number of officers, and any special instructions. Vendors should state the advance notice they need, their minimum shift, and any short-notice charge.

Question 5. Please confirm the anticipated contract start date, term, insurance limits, and payment terms.

Response: Start date, term, and payment terms: see A-10.

Insurance limits (Appendix C, Section 18): Automobile Liability of $1,000,000 per occurrence covering owned, non-owned, and hired autos, with additional insured endorsement; Commercial General Liability of $1,000,000 per occurrence with contractual liability and additional insured endorsement; Workers' Compensation at statutory limits and Employer's Liability of $1,000,000 per occurrence, with waiver of subrogation.

Question 6. Are site visits required or available before proposal submission?

Response: Site visits are not required, and CAPK is not scheduling site walks. Vendors are encouraged to view site exteriors from public streets, sidewalks, and public parking areas.

Do not enter fenced or gated areas or buildings. Do not contact site staff. RFP Section VIII prohibits contact with CAPK program personnel before award. Do not linger at Head Start sites while children are present. Direct any questions to procurement@capk.org.

Question 7. Attachment A: (a) How many sites require random patrols versus reoccurring patrols? (b) For the two highlighted sites, should the frequency be 1x, 2x, or 4x per day, and during which windows? (c) Are non-highlighted sites priced only for alarm response and as-needed dispatch, or also for scheduled random patrols?

Response: (a) Two sites are for reoccurring patrols: Energy/VITA, 300 19th Street, and Friendship House, 2424 Cottonwood Road. All other Attachment A sites are for random patrols, site checks, and alarm response as needed.

(b) Price all three frequencies (1x, 2x, and 4x per day) for each of the two highlighted sites (Revised Bid Form, Lines 3.1–3.6). CAPK will select the frequency at award and may change it during the term with written notice.

(c) For non-highlighted sites, price alarm response and per-visit site checks. CAPK has not set a scheduled patrol frequency for these sites. Random patrols will be ordered as needed.

Question 8. Which out-of-area addresses (Visalia MCAP and East Kern sites such as Mojave, Boron, California City, Tehachapi, and Rosamond) are in scope? Are the distance bands measured from downtown Bakersfield or another point?

Response: All Attachment A sites are in scope, including Visalia MCAP and the East Kern sites. Distance is measured from CAPK Administration, 1300 18th Street, Bakersfield. See A-4 for the band assigned to each site and the confirmed addresses.

Question 9. Does CAPK require (a) vendor-operated 24/7 live dispatch as a condition of award, (b) a maximum alarm response time for each band, and (c) officers based in Kern County, or is Sacramento-based dispatch with locally staged or on-call Kern County officers acceptable under "Availability of resources"?

Response: (a) Yes, for vendors proposing alarm response. A person must answer every call and be able to dispatch an officer. Not required for vendors that do not propose alarm response.

(b) Target of 5 to 15 minutes within the Bakersfield band. For other bands, the vendor commits to a response time, which will be written into the contract.

(c) Sacramento-based dispatch with local officers is acceptable. The location of the dispatch center is not scored. Under "Availability of resources," CAPK will evaluate how the vendor will

meet its committed response times at the sites proposed. Describe the number of officers in the area, where they are staged, and how on-call coverage works.

Question 10. Please confirm vehicle and officer standards: marked or unmarked vehicle, dedicated vehicle in Kern County, armed or unarmed, uniform and badging, and whether baton, OC spray, or other equipment is expected, preferred, or prohibited.

Response: See A-8.

Question 11. Are certificates of insurance and endorsements due with the proposal or before contract signature? Is a statement of intent or carrier quote sufficient at proposal submission?

Response: Certificates and endorsements are due before contract execution, not with the proposal. A statement that the vendor can meet the requirements, or a letter from the vendor's broker or carrier, is sufficient with the proposal.

Question 12. What format is required for the three written reference letters? Must they be on letterhead and signed? Is there a maximum age? Must they address CAPK-type nonprofit multi-site work?

Response: Each letter should be on the reference's letterhead, signed and dated, and include the contact's name, phone number, and email; the services provided; the dates of service; and the number and type of sites served.

CAPK prefers letters dated within the last three years. Letters from clients with multiple sites, alarm response, or after-hours patrol are most relevant to Evaluation Criteria 3. The reference does not need to be a nonprofit. Letters addressing related security or patrol work are acceptable. CAPK may contact any reference.

Question 13. Is this contract subject to California prevailing wage, DIR registration, certified payroll, or other public works requirements for security patrol, alarm response, or board-up work?

Response: Security patrol, alarm response, standby, fire watch, foot patrol, and event security are services. They are not public works under Labor Code Section 1720, and prevailing wage, DIR registration, and certified payroll do not apply to them.

Davis-Bacon applies to any single board-up job of $2,000 or more. For those jobs, the vendor or its subcontractor must pay at least the DOL wage determination rates for Kern County and send weekly certified payroll to CAPK.

All vendors must comply with California wage and hour law, including minimum wage, overtime, and meal and rest periods.

Question 14. Must Bid Form rates stay firm for all renewal years, or will CAPK allow CPI or agreed adjustments? How will multiple or partial-site awards be structured?

Response: Rates are firm for the initial one-year term. Vendors may propose a renewal adjustment method. If CAPK awards to more than one vendor, each vendor receives its own contract for the sites and services awarded to it.

Question 15. How should vendors mark the Bid Form when proposing on some sites? May board-up be marked "not provided" without affecting responsiveness?

Response: Use the Revised Bid Form. Mark pricing lines not offered "N/A." Do not leave lines blank. Mark each site proposed on the Site Coverage tab.

Board-up may be marked "Not Provided". This does not make a proposal non-responsive.

Question 16. How will CAPK evaluate newer BSIS-licensed firms? What documentation is preferred to show small business status under 13 CFR 121.201?

Response: No minimum years in business is required. All proposals are scored on the Section VI criteria. A newer firm may show experience through the prior work of its owners, managers, and supervisors, along with its current BSIS license, staffing, and references.

For the small business factor, CAPK uses the SBA size standard for NAICS 561612, Security Guards and Patrol Services, in effect on the proposal due date (currently $29 million in average annual receipts). Submit either (1) a SAM.gov record showing small business status for NAICS 561612, or (2) a signed self-certification stating the NAICS code and the firm's average annual receipts calculated under 13 CFR 121.104.

Question 17. For the sites requiring daily patrols, how many checks are required per day, and is coverage needed seven days a week?

Response: Yes, seven days a week. Price all three frequencies (1x, 2x, and 4x per day). See Question 7, A-3, and A-5.

Question 18. Is historical information available on the average number of alarm responses per month?

Response: No. See A-6.

Question 19. Approximately how many alarm activations per month does CAPK experience, and at which sites?

Response: See Question 18 and A-6.

Question 20. Which sites, if any, currently require foot patrol or 24-hour coverage (3-officer rotation), and for what hours?

Response: CAPK does not have a standing foot patrol or 24-hour post at this time. Foot patrol and 24-hour coverage are ordered as needed, for example after a break-in or when a site cannot be secured. Price per A-3.

Question 21. How often does CAPK hold events requiring security, and what is the typical attendance and duration?

Response: CAPK holds approximately 1 - 2 events per year that require security. Attendance is typically 100 to 500 people, and some events serve alcohol. Events typically last 4 to 6 hours. No minimum number of events is guaranteed.

Question 22. May vendors propose on selected sites or distance bands only (for example, Bakersfield-area sites and alarm response within 50 miles)?

Response: Yes. See A-1 and A-2.

Question 23. Who is the current security provider, and when does the current contract end?

Response: CAPK will not identify the current provider in this addendum. Proposals should be based on the scope and requirements of this RFP.

Question 24. Will CAPK accept a current-edition ISO additional insured endorsement in place of CG 20 10 11 85?

Response: CAPK will consider it. See A-9.

Question 25. What is the anticipated service start date after the December 3, 2026 award?

Response: Service start date is dependent on contract negotiation receipt of insurance certificates and vendor availability to start. It is anticipated that the new service will start at beginning of the next new month, in this case January 1, 2027.

Question 26. How often should the non-highlighted sites be patrolled?

Response: As needed. No set frequency. Many of these sites are in rural communities. Price per-visit site checks by band. See A-3 and A-4.

Question 27. How often should the highlighted sites be patrolled?

Response: Price 1x, 2x, and 4x per day. CAPK will select the frequency. See Question 7.

Question 28. Will a four-wheel-drive vehicle be needed for any site?

Response: No.

Question 29. Which sites require reoccurring patrols, and at what frequency? The site list highlights two sites, while the scope and Bid Form describe other frequencies.

Response: Only the two highlighted sites: Energy/VITA, 300 19th Street, and Friendship House, 2424 Cottonwood Road. Both are in Bakersfield (Scope II). The frequencies in the Scope and on the Bid Form (1x, 2x, and 4x per day) are the pricing options for these two sites. They are not separate site requirements.

Question 30. For random patrols, what minimum number of visits per night or week is expected at each site? Is there a required patrol window?

Response: No minimum. Random patrols are ordered as needed, mostly 6:00 p.m. to 6:00 a.m. Monday through Friday and 24 hours on weekends and CAPK holidays.

Question 31. Can CAPK provide alarm activations and response volume by site for the last 12 months?

Response: No, this information is not available.

Question 32. What response-time target applies to each distance band, and where is distance measured from? How should sites more than 100 miles from Bakersfield be priced?

Response: Response times: see A-7. Distance is measured from CAPK Administration, 1300 18th Street, Bakersfield. The only site more than 100 miles away is Oasis in Ridgecrest. It has its own lines on the Revised Bid Form.

Question 33. Does the initial alarm response price include travel, site inspection, alarm reset, securing the site, and incident reporting? When does the hourly charge begin?

Response: Yes. The flat fee includes dispatch, travel, walk-through, securing and re-arming, the incident report, and the first 60 minutes on site. The standby hourly rate begins after that.

Question 34. Who supplies alarm credentials, keys, access instructions, and emergency contacts? What is the escalation process if CAPK cannot be reached?

Response: CAPK will provide alarm codes, keys or lockbox access, site access instructions, and a CAPK call list at implementation. The vendor must keep keys and codes secure, keep a key log, limit access to assigned officers, report any lost key or compromised code to CAPK within 24 hours, and return all keys and access materials when the contract ends.

The officer calls the CAPK call list in order. If no one can be reached, the officer secures the site as well as possible and remains on site at the standby rate until the site is secured or until 7:00 a.m., when CAPK staff will respond. The officer may not leave a site that cannot be secured

without CAPK approval. Any site damage must be reported by email with photos before 8:00 a.m. the next morning.

Question 35. What does "remove any individuals" require in practice? Should officers observe and contact law enforcement, or does CAPK expect specific intervention?

Response: The officer asks the person to leave and remains until the person leaves. If the person refuses, the officer contacts law enforcement and remains until law enforcement arrives. Officers are not expected to physically remove anyone and must act only within their legal authority and BSIS training. All encounters must be documented and reported to CAPK within 24 hours.

The M Street Navigation Center is an operating shelter. Shelter guests are authorized to be there. CAPK will provide site-specific instructions for that site.

Question 36. For board-up, who authorizes the work, what response time is expected, and how should materials, subcontractor charges, and officer standby be billed? Will CAPK approve the subcontractor?

Response: A CAPK representative on the call list authorizes board-up. Verbal authorization is acceptable and must be confirmed by email. Vendors should state the response time for their board-up crew.

Bill per A-3: call-out fee, hourly labor, and materials at cost plus any markup stated in the proposal, with receipts. Officer standby is billed at the standby rate.

Any subcontractor must be named in the proposal and approved by CAPK in writing. CAPK may require proof of the subcontractor's insurance.

If the vendor does not provide board-up, the officer remains on site at the standby rate until the site is secured or until 7:00 a.m., when CAPK staff will respond.

Question 37. For event security, who determines officer count and whether officers are armed? What minimum shift, alcohol-related requirements, and cancellation terms apply?

Response: CAPK determines the officer count for each event. Officers are unarmed unless CAPK requests otherwise in writing. CAPK does not require a special certification for events with alcohol beyond BSIS registration. Vendors should describe any crowd-management training their officers have.

Vendors set and state their minimum shift, cancellation terms, short-notice rate, and holiday rate.

Question 38. For the 24-hour foot patrol option, does CAPK mean one officer continuously on site, and for what duration? The "three officer rotation" wording does not define relief requirements.

Response: Yes. One officer on post at all times for 24 hours, typically covered by three 8-hour shifts. The vendor must provide relief for meal and rest breaks so the post is never left uncovered. Duration is set for each request. Price per 24-hour day and state any minimum number of days.

Question 39. Are site-specific post orders, risk details, and patrol documentation requirements available before pricing?

Response: No. Site-specific security information will not be released publicly. Post orders will be developed with each awarded vendor at implementation. Vendors should describe their standard patrol logs, incident reports, and photo documentation in the proposal.

Question 40. Can CAPK clarify invoice timing, payment terms, and treatment of taxes? The RFP says taxes apply, but the Bid Form has no tax line.

Response: Invoicing and payment terms: see A-10. Taxes go on Line 8.1 of the Revised Bid Form. If no tax applies, state "$0 – no tax applies."

Question 41. For non-highlighted sites, should pricing be per completed site visit, an hourly patrol rate, or a monthly fee? Please provide anticipated frequency or historical call volume.

Response: Per completed site visit (flat fee), by band. Vendors may also offer hourly or monthly pricing as a labeled alternative. No frequency or history is available.

Question 42. For the two highlighted sites, which cadence should be priced: one, two, or four checks per day?

Response: All three. See Question 7.

Question 43. The Bid Form has no site-pricing lines. How should a vendor identify the sites included in a partial-site proposal?

Response: Mark each site and service proposed on the Site Coverage tab of the Revised Bid Form.

Question 44. For the 3-officer rotation for 24-hour coverage, should the total cost be quoted per 24-hour day?

Response: Yes. See Question 38.

All other terms and conditions of RFP OPS 2026-005 remain unchanged. Questions about this addendum may be directed to the Business Services Department at procurement@capk.org.