



PRE-QUALIFIED VENDORS INTEREST LIST GUIDELINE

QUALIFICATIONS MANUAL:

The Parks and Recreation Department Pre-Qualified Vendors Interest List is intended to serve as a guideline to streamline the qualification process for vendors interested in providing goods and services specific to community-based recreation programs and events with the Parks and Recreation Department.

For questions or comments on submitting the Pre-Qualified Vendors Interest List Application, please contact the Recreation Services Division at RecServContracts@saniego.gov.

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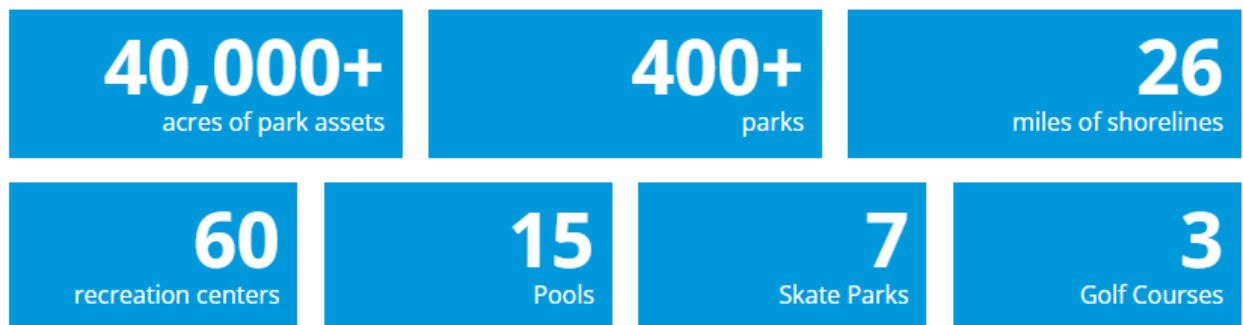
A. Introduction

The City of San Diego, Parks and Recreation Department operates sixty (60) recreation centers and seven (7) skate parks providing programs, events, leagues, and camps throughout the year that serve residents of San Diego of all ages, abilities, and income levels. The locations of the recreation center facilities can be found at <https://www.sandiego.gov/park-and-recreation/centers>

The Department is seeking qualified vendors to provide goods and services for youth, adults, and seniors which include, but are not limited to, class instruction, tiny tots programs, camps, performing arts, health and fitness, sports programs, sports officials, food catering vendors, special events equipment rentals, DJs, musicians, bands, dancers, crafts, storytellers, and other recreation services.

This qualified vendors process is issued for the purpose of creating an interest list of potential vendors to provide services for recreation programs and events. While not a requirement, Parks and Recreation department staff may use the Parks and Recreation Pre-Qualified Vendors Interest List to contact vendors to provide a quote for needed goods and services. The Parks and Recreation Department may only use this interest list to obtain quotes for goods and services.

Parks and Recreation Department Overview



B. Scope of Service

The scope of goods and services to be provided by Vendors includes the following requirements:

Qualified vendors may provide a variety of recreational, educational, and cultural services at one or more facilities depending on the vendor's interest, availability of facilities, and community interest. Services include but are not limited to:

1. Professional specialized food catering, special event equipment rentals, DJs, or program instruction services.
2. Professional specialized class or sports program instruction services.
3. Coordination of sports leagues, camps, clinics, or workshops.
4. Youth programs such as day camps, afterschool programs, and Science, Technology, Engineering, & Mathematics (STEM).
5. Performing arts such as musicians, bands, DJs, dancers, face painters, crafts, and storytellers.
6. Professional sports official services (referees).
7. Health and Fitness such as yoga, Zumba, and gymnastics.
8. Additional entertainment services such as jumpers, rock climbing walls, and bubbles and snow technology.

C. Minimum Requirements

The information provided in this notification summarizes the minimum requirements to provide goods and services in the City of San Diego. The following does not contain all requirements. This notification is intended to serve as a guide only. Vendors should review the San Diego Municipal Code, Chapter 3, Article 6, Division 1, to familiarize themselves with all the requirements. The San Diego Municipal Code is available on the City of San Diego's website at <https://www.sandiego.gov/city-clerk/officialdocs/municipal-code>. In addition, there are other City of San Diego policies and procedures that must be met when issuing contracts and paying vendors. In order to be considered to be added to the Vendor Interest List, vendors must meet certain minimum requirements which are summarized below:

In general, qualified service providers must adhere to the following guidelines:

- Demonstrate verifiable experience in providing the services that they propose to provide to the City of San Diego.

Parks and Recreation Department

- Ensure that all instructors and performers (i.e. musicians, face painters, dancers, etc.) have appropriate training and related experience required to provide professional program services.
- Ensure that all instructors, assistants, and volunteers have completed a criminal history background check and Live Scan fingerprint process through the City of San Diego Personnel Department at the time of entering into a service contract.
- Ensure compliance with the City of San Diego's insurance requirements at the time of entering into a service contract. Failure to obtain the required documents prior to the work beginning shall not waive vendor's obligation to provide them.
- All businesses operating in the City of San Diego must obtain a City of San Diego Business Tax Certificate. Business Taxes are due annually.
<https://www.sandiego.gov/treasurer/taxesfees/btax/btaxhow>
- Ensure compliance with the City of San Diego's Living Wage Ordinance.
- Vendor holds, and at all times maintains current, all Federal and State licenses to perform the required services in the State of California.
- Vendors selling food products must also have:
 - San Diego County Public Health Permit - All vendors who sell food items are required to obtain and display a San Diego County Public Health Permit at all times.
 - San Diego County Food Handler Card - All food handlers are required to acquire a San Diego County Food Handler Card.
- Interact with customers and the community in a professional highly ethical manner.

In addition to the requirements listed above, the supporting documents to meet City of San Diego requirements are as follows:

1. W-9 Form

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

2. City of San Diego Business Tax Certificate

<https://www.sandiego.gov/treasurer/taxesfees/btax/btaxhow>

3. Insurance Requirements

All service vendors (excludes goods) are required to provide General Liability insurance as summarized below.

<https://www.sandiego.gov/purchasing/vendor/insurance>

Commercial General Liability Insurance

- \$1 million each occurrence / \$2 million aggregate
- Additional insured endorsement is required (blanket endorsement form is acceptable). See examples on City of San Diego website. Endorsement form must include the policy number on the Acord.
- Primary & Non-Contributory endorsement is required (blanket endorsement form is acceptable). Endorsement form must include the policy number on the Acord.

Automobile Liability Insurance

- \$1 million combined single limit
- Auto insurance is not required if vendor does not use a vehicle for anything other than transporting themselves to and from the work site.
- Service providers that do not operate vehicles on City of San Diego property or utilize vehicles to provide the service, may complete the insurance waiver form in **Section H** of this application packet.

Worker's Compensation Insurance

- \$1 Million each accident
- Waiver of Subrogation endorsement is required (blanket endorsement form is acceptable).
- Endorsement form must include the policy number provided on the Acord and be applicable for the state of CA.
- Service providers that are a sole proprietorship and do not have any employees can fill out a Worker's Compensation waiver form in **Section H** of this application packet.

4. Living Wage Certification (businesses with less than 12 employees may request an exemption)

The Certification for Compliance and the Request for Exemption forms are attached in **Section H** of this application packet. One of the two forms must be complete and submitted with requested documentation.

5. Criminal History Background Check with Live Scan Fingerprints

This is required for all vendors and subcontractors, one time and ongoing, that work with children, seniors, or developmental handicapped adults. This includes vendors at special events, providing classes, and officiating services. The fingerprint process must be completed with the City of San Diego Personnel Department and be cleared prior to providing services. Proof from other agencies is not accepted. Refer to the Contract Fingerprint Form in **Section H** of this application packet.

6. General Terms and Conditions

<https://www.sandiego.gov/purchasing/vendor>

IMPORTANT!!! The supporting documents to meet City of San Diego requirements must be sent to RecServContracts@sandiego.gov.

D. Vendor Application Instructions

The process for providing goods and services to the Parks and Recreation Department are as follows:

1. Provide the recreation center Supervisor a quote for goods and services on business letterhead.
2. Once quote is accepted you will submit a W-9, business tax certificate, insurance certificates, and all other required documents as listed in Section C. Refer to the forms in **Section H** of this application packet.
 - a. Valid insurance documents are required.
 - b. Background check with Live Scan fingerprints are required prior to services rendered.
3. Department staff will prepare a Purchase Requisition. Upon approval of all required documents noted above in Item No. 2, a Purchase Order will be generated.
4. Once goods and/or services are received, the vendor will submit an invoice to the recreation center staff and CC: the SDPR Accounts Payable inbox at RecAccountsPayable@sandiego.gov. Vendor's invoice must be on vendor's stationary with vendor's name, address, and remittance address if different. Vendor's invoice must have a date, an invoice number, a purchase order number, a description of the goods or services provide, and an amount due. Refer to the invoice template in **Section H** of this application packet.
5. Vendors with the City of San Diego are paid by either a check or direct deposit, Net 30. Payment terms can be negotiated with your quote, but payment will not be issued less than fifteen (15) days upon receipt of the invoice/service. This means you will not be paid in advance, or the day of, for the goods and services provided.

E. Electronic Funds Transfer (EFT)

Direct deposit is an option to all vendors. Please fill out a direct deposit request form and send back with a scan of a voided check. The address on the form and check must match the W-9 on file. The set-up process can take a few weeks, depending on the Department of Finance and the vendor's financial institution. Invoice(s) will be paid by check or direct deposit per the terms of the Purchase Order. Refer to the Electronic Funds Transfer form in **Section H** of this application packet.

F. Application Timeline

Vendors interested in being added to the Parks and Recreation Department Vendors Interest List, must first complete the *Pre-Qualified Vendors Interest List Application*. The timeline to submit the Parks and Recreation application is as follows:

SEASON	APPLICATION TIMELINE
SUMMER	March - April
FALL	July - August
WINTER	September - October
SPRING	December - January

G. Standards of Conduct

Vendor is responsible for maintaining standards of employee competence, conduct, courtesy, appearance, honesty, and integrity satisfactory to the City of San Diego.

- Supervision
 - Vendor shall provide adequate and competent supervision at all times. Vendor shall be readily available to meet with the City of San Diego. Vendor shall provide the telephone numbers where its representative(s) can be reached.
- City Premises
 - Vendor's employees shall comply with all City of San Diego rules and regulations while on City premises.

- Removal of Employees
 - City of San Diego may request vendor immediately remove from assignment to the City of San Diego any employee found unfit to perform duties at the City. Vendor shall comply with all such requests.

Vendor's failure to satisfactorily perform any obligation required by the rendering of goods and/or services and as stated above constitutes a default. Examples of default include a determination by City that Vendor has: (1) failed to deliver goods and/or perform the services of the required quality or within the time specified; (2) failed to perform any of the obligations quoted for goods and/or services; and (3) failed to make sufficient progress in performance which may jeopardize full performance.

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H. Forms & Templates

Contractor Fingerprint Form



CITY OF SAN DIEGO PARKS AND RECREATION DEPARTMENT
CONTRACTOR FINGERPRINT FORM

INSTRUCTIONS FOR THE SITE SUPERVISOR:

ALL CONTRACTORS WORKING WITH MINORS AND PEOPLE WITH DISABILITIES WILL NOT BE ALLOWED TO WORK (EVEN UNDER DIRECT SUPERVISION) UNTIL THEY HAVE BEEN CLEARED BY THE PERSONNEL DEPARTMENT.

1. Complete this form for each contractual employee (including minors 13-17 years of age) who will have "direct contact with minors and people with disabilities" or "supervisory or disciplinary authority over a minor and people with disabilities."
2. Instruct the contractor to make an appointment with Testing at (619) 236-6686. Appointments can be made between the hours of 8:30 a.m. and 4:00 p.m. Monday-Friday. Take this form to the appointment.

LOCATION: City of San Diego Personnel Department
Civic Center Plaza
1200 Third Ave., Suite 101, San Diego, CA 92101

3. The contractor must take his/her valid U.S. government issued identification card with a photograph (such as a drivers license, military ID, DMV issued identification card, or passport).
For Minors Only (13 to 17 years of age): In the event the Contractor does not have a government issued identification card the following will be accepted: School ID card with a photograph and a social security card or an original or certified copy of a birth certificate.

Note: The social security number will be required at the time of appointment.

4. All contractors must pay \$65.00 for the fingerprint processing. Payment will be made to the Personnel Department by cash, check or money order payable to the "City Treasurer."
5. The Personnel Department will notify the Parks and Recreation Contractor Coordinator on all contractual clearances. If you have a question on a clearance status, contact the Background Administrator, Edgar Portilla at (619) 236-7137.

DATE: / /

TO: PERSONNEL DEPARTMENT

FROM: ()

Site Supervisor

Phone Number

Site

Fax Number

BUSINESS NAME:

CONTRACTOR'S NAME:

ADDRESS:

PHONE NUMBER: () WORK SITE: ()

(PERSONNEL OFFICE USE ONLY)

☐ THIS PERSON HAS CLEARED

☐ THIS PERSON HAS NOT CLEARED

PERSONNEL STAFF: DATE: / /

(REV. 07/19)

Living Wage Ordinance – Certification of Compliance



Complete this form and return via Email
to: ContactLWO@sandiego.gov

LIVING WAGE ORDINANCE CERTIFICATION OF COMPLIANCE REQUIRED BY SAN DIEGO MUNICIPAL CODE §22.4225(c)

COMPANY INFORMATION	
Company Name: _____	
Company Address: _____	
Company Contact Name: _____	Contact Phone: _____
CONTRACT INFORMATION	
Contract Number (if no number, state location): _____	Start Date: _____
Contract Title (or description): _____	End Date: _____
Purpose/Service Provided: _____	
TERMS OF COMPLIANCE	
<p>A contractor or subcontractor working on or under the authority of an agreement subject to the Living Wage Ordinance [LWO] must comply with all applicable provisions of the LWO unless specifically approved for an exemption. Basic requirements of the LWO are:</p> <ul style="list-style-type: none"> (a) Pay covered employees the current fiscal year hourly wage rate; (b) If any lesser amount is applied toward the health benefits rate, add this difference to the hourly wage rate as cash; (c) Provide minimum of 80 compensated leave hours per year for illness, vacation, or personal need at the employee's request and permit 80 additional unpaid leave hours for personal or family illness when accrued compensated leave hours have been used; (d) Annually distribute a notice with the first paycheck after July 1 to inform all covered employees of LWO requirements, their possible right to Federal Earned Income Tax Credit, and possible availability of health insurance coverage under the Affordable Care Act; (e) Prohibit retaliation against any covered employee who alleges noncompliance with the requirements of the LWO; (f) Permit access for authorized City representatives to work sites and records to review compliance with the LWO; (g) Maintain wage and benefit records for covered employees for 3 years after final payment; (h) Perform at least fifty percent (50%) of the work with its own employees; and (i) File a Living Wage Ordinance Certification of Compliance with the City within 30 days of becoming a covered employer. <p>If a subcontractor fails to submit this completed form, the prime contractor may be found in violation of the LWO for failure to ensure its subcontractor's compliance. This may result in a withholding of payments or termination of the agreement.</p>	
CONTRACTOR CERTIFICATION	
<p>By signing, the contractor certifies under penalty of perjury under laws of the State of California to comply with the requirements of the Living Wage Ordinance.</p>	
_____ Name of Signatory	_____ Title of Signatory
_____ Signature	_____ Date
FOR OFFICIAL CITY USE ONLY	
Date of Receipt: _____	LWO Analyst: _____
Contract Number: _____	

LWP-001 (07/01/2017)

Living Wage Ordinance – Application For Exemption

LIVING WAGE ORDINANCE APPLICATION FOR EXEMPTION

COMPANY INFORMATION			
Company Name:			
Company Address:			
Company Contact Name:		Contact Phone:	
CONTRACT INFORMATION			
Contract Number (if no number, state location):		Start Date:	
Contract Title (or description)		End Date:	
Purpose/Service Provided:			
EXEMPTION BASIS			
Check one option and submit required supporting documentation.			
<input type="checkbox"/> Business employs 12 or fewer employees , including parent and subsidiary entities, for each working day in each of 20 or more calendar weeks in current or preceding calendar year and, in the City's determination, will not need to retain more than a total of 12 employees (including subcontractors) to perform work related to the City contract. SDMC section 22.4215 (c)(1). <u>Required documentation:</u> Correspondence on company letterhead and signed by a legally authorized officer documenting number of employees and listing subcontractors AND copy of firm's State of California Employment Development Department Quarterly Contribution Return and Report of Wages (Continuation) [form DE9C] for prior two quarters AND list of subcontractors AND copy of Purchase Agreement or Purchase Order.			
<input type="checkbox"/> Business organized under IRS section 501(c)(3) and highest officer's salary, when calculated on an hourly basis, is less than eight times the hourly wage rate of the lowest paid covered employee. SDMC section 22.4215 (c)(2). <u>Required documentation:</u> Copy of IRS letter recognizing status as non-profit organized under section 501(c)(3) AND statement of salary listing corporation's highest paid officer and lowest paid worker, both computed on an hourly basis AND copy of Purchase Agreement or Purchase Order.			
<input type="checkbox"/> Collective Bargaining Agreement specifically (in writing) supersedes the Living Wage Ordinance. SDMC section 22.4240. <u>Required documentation:</u> Copy of collective bargaining agreement OR written confirmation from union representing employees working on the contract AND copy of Purchase Agreement or Purchase Order.			
<input type="checkbox"/> Other – Cite LWO Municipal Code section: 			
(a) <u>Required documentation:</u> Correspondence with explanation of basis for exemption request AND copy of Purchase Agreement or Purchase Order.			
CONTRACTOR CERTIFICATION			
By signing, the contractor certifies under penalty of perjury under laws of the State of California that information submitted in support of this application is true and correct to the best of the contractor's knowledge.			
Name of Signatory		Title of Signatory	
Signature		Date	
Approval of this application exempts only the listed contractor from the LWO during performance of this contract. A subcontractor performing work on this contract is not exempt unless separate exemption is applied for and approved.			
FOR OFFICIAL CITY USE ONLY			
<input type="checkbox"/> Not Approved – Reason: 		<input type="checkbox"/> Approved	
LWO Analyst:		Date: 	

LWP-001 (07/10/2017)

Certificate of Liability Insurance

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																																																																																																																																																													
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																																																																																																																																															
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																																																																																																																																															
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(Mandatory in NJ)</td> <td></td> <td></td> <td></td> <td></td> <td>E.L. EACH ACCIDENT \$ 1,000,000</td> </tr> <tr> <td>If yes, describe under DESCRIPTION OF OPERATIONS below</td> <td></td> <td></td> <td></td> <td></td> <td>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>E.L. 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ACORD 25 (2010/05)

Purchasing & Contracting
Insurance Checklist
Rev. January 06, 2017

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Certificate of Liability Insurance (continued)

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC 04 03 06

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT -
CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be -- % of the California workers compensation premium otherwise due on such remuneration.

SCHEDULE

PERSON OR ORGANIZATION

JOB DESCRIPTION

CITY OF SAN DIEGO, ITS RESPECTIVE
ELECTED OFFICIALS, OFFICERS, EMPLOYEES,
AGENTS, AND REPRESENTATIVES

ALL OPERATIONS

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated. (The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective INCLUDE DATE Policy No. INCLUDE POLICY NUMBER Endorsement No. 00

Insured CONTRACTOR'S NAME Premium \$ ---

Insurance Company INCLUDE INSURANCE COMPANY

Countersigned By INCLUDE SIGNATURE

- 1998 by the Workers' Compensation Insurance Rating Bureau of California. All rights reserved.
From the WCIRB's California Workers' Compensation Insurance Forms Manual - 1999.

Waiver of Auto Insurance



**PURCHASING & CONTRACTING DEPARTMENT
DECLARATION OF CONTRACTOR RE: AUTOMOBILE INSURANCE COVERAGE**

Contractor: _____

Regarding the Agreement [Agreement] between the City of San Diego, a municipal corporation [City] and the above-referenced contractor [Contractor].

Contractor declares as follows:

1. Contractor does not currently own any vehicles;
2. Contractor has obtained, and shall maintain during the term of the Agreement, automobile insurance coverage for "hired autos" and "non-owned autos"; and
3. In the event Contractor subsequently acquires any vehicle(s) during the term of the Agreement, the Contractor shall immediately obtain, and provide to the City the required evidence of, automobile insurance coverage for "any auto," as required in Section 12.4 of the Agreement.

For the purpose of this Declaration, automobile insurance coverage for "any auto," "hired autos," and "non-owned autos" are defined as follows:

Any Auto: Coverage is provided for any auto, including autos owned by the insured, autos the named insured hires or borrows from others, and other non-owned autos used in the insured's business.

Hired Autos: Coverage is provided only for autos leased, hired, rented, or borrowed for use in the named insured's business.

Non-owned Autos: Coverage is provided only for autos not owned, leased, hired, or borrowed by the named insured. Coverage includes autos owned by the insured's employees or members of their households, but only while used in the named insured's business or personal affairs.

Authorized Signer Name: _____

Board Position: _____

Signature: _____

Date: _____

Waiver of Worker's Compensation



City of San Diego
Purchasing Division
1200 3rd Avenue, Suite 200
San Diego, CA 92101

DECLARATION AND ADDENDUM TO ALL BIDS AWARDED TO

I, _____ declare for the purpose of inducing the City of San Diego to go forward with any contracts or agreements awarded to _____.

I, _____, Owner, am an independent contractor for the purposes of the California Workers' Compensation and Labor laws. I will hire no employees other than my parents, spouse, or children for work required on the contracts awarded to _____.

All work required will be performed personally and solely by me, my parents, spouse or children. If, however, I shall ever be required to hire employees or Subcontractors to perform this contract, I shall obtain Workers' Compensation Insurance and/or provide proof of Workers' Compensation Insurance coverage to the City of San Diego.

This document constitutes a declaration by me against our financial interest, relative to any claims I should assert under the California Workers' Compensation and/or Labor laws against the City of San Diego relating to any bid or contract awarded to _____.

I will defend, indemnify and hold harmless the City of San Diego from any and all claims and liability, including Workers' Compensation claims and liability that may be asserted or established by any party in the event I hire an employee in violation of this addendum, and I will further indemnify the City of San Diego for all damages the City thereby suffers.

I agree that these declarations shall constitute an addendum to any agreement awarded to:

CITY OF SAN DIEGO A MUNICIPAL CORPORATION
BY: _____
PRINT NAME _____ DATE SIGNED _____

Vendor Invoice

Company
Street Address, City, ST ZIP Code
Phone phone Fax fax

Name, Address and Phone of Contractor

YOUR LOGO
HERE

INVOICE NO. 12345

DATE _____

Very important!

BILL TO

Park & Recreation Dept
Street Address
City, ST ZIP Code

P.O. NO

4000012345

PROGRAM DESCRIPTION/#	DATES	LOCATION	# ENROLLED	CONTRACT RATE	TOTAL
Tiny Tot's #98765	1/1/18-3/15/18	Canyonside	10	90.00	900.00
Tiny Tot's #12345	1/1/18-3/15/17	Canyonside	10	90.00	900.00
		Canyonside	Subtotal:		\$1,800.00
Tiny Tot's #56789	2/3/18-3/15/18	Hilltop	10	45.00	450.00
		Hilltop	Subtotal:		450.00
Active Net Code for class			If more than one location, invoice must be subtotaled by site		

TOTAL	\$2,200.00
-------	------------

TOTAL DUE BY DATE Net 15 days

Electronic Funds Transfer (EFT)



Department of Finance

**ELECTRONIC FUNDS TRANSFER (EFT)
VENDOR ENROLLMENT PAYMENT FORM**

☐ New Enrollment—ACH

☐ Change to Existing Enrollment

Payer's Information (to be completed by the City of San Diego)

City Department: _____ Vendor #: _____

Contact Name: _____ Contact Telephone #: _____

Payee/Company Information

Company Name: _____

Address: _____

Contact Name: _____ Contact Telephone #: _____

Contact Email Address: _____

Remittance Email Address: _____

Authorized Name: _____

Authorized Signature: _____

Taxpayer ID #: _____ Date: _____

Financial Institution Information

Financial Institution: _____

ACH Routing #: _____ Bank Account #: _____

☐ Checking Account

☐ Savings Account

Note: Attach a copy of a voided check or letter from the Financial Institution with the ACH routing number and account number on the bank letterhead.

PRE-QUALIFIED VENDORS INTEREST LIST APPLICATION

The application is specific to those interested in conducting vendor business activities with the City of San Diego, Parks and Recreation Department. To be considered, vendor must provide all information and supporting documentation requested in this application **Sections A to E**, as requested, on or before the application timeline noted in **Section F** of the *Pre-Qualified Vendors Interest List Guideline*.

A. Vendor Information

Vendor Name	
Business Name (if applicable)	
Business Address	
Telephone No.	
Email	
Business Tax Certificate No.	
Website	

B. Minimum Requirements

Vendor shall respond “Yes”, “No” or “Not Applicable” to the questions below. The answer must be “Yes” to each question in this section for vendor to be considered qualified. Vendor should provide additional information as needed or requested.

Parks and Recreation Department

1. How many years of verifiable experience providing the proposed recreation service(s) do all instructors, referees or performers have?

Please explain:

2. Have the instructors, referees or performers completed a criminal history background check with Live Scan fingerprint through the City of San Diego Personnel Department at the time of entering into a service contract? Proof from other agencies is not accepted.

☐ Yes ☐ No

Please explain (optional):

3. Do all instructors, referees or performers have appropriate training and related experience required to provide professional recreation programs or performing arts services?

☐ Yes ☐ No ☐ Not Applicable

Please explain (optional):

4. Does vendor confirm compliance with the City of San Diego's insurance requirements? <https://www.sandiego.gov/purchasing/vendor/insurance>

☐ Yes ☐ No

Please explain (optional):

5. Does vendor confirm compliance with the City of San Diego's Living Wage requirements? <https://www.sandiego.gov/compliance/living-wage/>

☐ Yes ☐ No

Please explain (optional):

6. Does vendor have a valid City business license, a Taxpayer identification number, and a permanent place of business located in the San Diego region?
- ☐ Yes ☐ No

Please explain (optional):

C. Qualifications and Experience

In the open sections provided below, vendor shall provide responses to each of the items listed below. Vendor shall provide supporting documentation with their submittal, as appropriate. Vendor may use additional sheet(s), as needed, to expand on responses.

1. Describe the type of service vendor is interested in providing and indicate the applicable category as listed below:
 - A. Professional specialized class or sports program instruction services.
 - B. Coordination of sports leagues, camp, or clinics.
 - C. Other youth programs such as day camps, tiny tots or after school, and Science, Technology, Engineering, & Mathematics (STEM).
 - D. Performing arts such as musicians, bands, DJs, face painters, crafts, dancers, and storytellers.
 - E. Health and Fitness such as yoga, Zumba, and gymnastics.
 - F. Professional sports official services (referees).
 - G. Catering services including but not limited to food, desserts, and snacks.
 - H. Additional entertainment services such as jumpers, rock climbing walls, bubbles and snow technology, and special events equipment rentals.

Please explain:

2. Describe vendor's qualifications and ability to perform the desired service(s). Include any applicable education degrees, certifications, and/or specialized licenses.

Please explain:

3. Does the vendor currently offer service(s) or provided service(s) in the past at City of San Diego facilities? If yes, please list the facilities where these service(s) are/were provided, and the number of years service(s) have been provided.

Please explain:

Parks and Recreation Department

4. List the specific recreation center facility(ies) or District(s) vendor proposes to provide service(s). The locations of the facilities can be found at <https://www.sandiego.gov/park-and-recreation/centers> A Parks and Recreation Facilities map with location and contact information can be accessed at <https://www.sandiego.gov/park-and-recreation/centers/map>. Refer to **Exhibit A** for facility locations and a map of the various Districts.

Please explain:

D. Application Format and Content

To be placed on the interest list, vendor's application must address all questions and provide all requested information. Additionally, the contents of the application must be clear, concise, and complete.

E. Acceptance of Application

Vendors will be notified by the Department within ten (10) business days of the status of their application. Once applicant is approved, they will be added to the Pre-Qualified Vendors Interest List for Department use for programs and services. Recreation Center Supervisors will contact vendors for a quote as needed for goods or services. The application shall be for a period of one (1) year effective on the date it is executed by the last Party to sign the application. After one (1) year, each vendor will have the opportunity to continue on the Pre-Qualified Vendors Interest List by submitting updated vendor documents. Unless otherwise terminated, this application shall be effective until completion of the service.

VENDOR

Print Name and Title:

Signature:

Date Signed:

CITY OF SAN DIEGO

Print Name:

Signature:

Date Signed:

For questions or comments,
please contact the Recreation Services Division
at: **RecServContracts@sandiego.gov**.

[Remainder of Page Intentionally Left Blank]

Exhibit A

CITY OF SAN DIEGO RECREATION CENTERS

Central Region		
Adams	3491 Adams Avenue	92116
Azalea	2596 Violet Street	92105
Balboa Park Activity Center	2145 Park Blvd.	92101
Chollas Lake	6350 College Grove Drive	92105
City Heights	4380 Landis Street	92105
Colina Del Sol	5319 Orange Avenue	92115
Golden Hill	2600 Golf Course Drive	92102
Morley Field Sports	2221 Morley Field Drive	92104
Municipal Gym	2111 Pan-American Plaza	92101
North Park	4044 Idaho Street	92104
Presidio	2811 Jackson Street	92110
Southern Region		
Cesar Chavez	455 Sycamore Road	92173
Montgomery Waller	3020 Coronado Avenue	92154
Robert Egger, Sr.-South Bay	1885 Coronado Avenue	92154
San Ysidro Com. Activity Center	179 Diza Road	92173
Silver Wing	3737 Arey Drive	92154
Southeastern Region		
Encanto	6508 Wunderlin Avenue	92114
Martin Luther King, Jr.	6401 Skyline Drive	92114
Memorial	2902 Marcy Avenue	92113
Mountain View	641 So. Boundary Street	92113
Mt. Hope Cemetery	3751 Market Street	92102
Paradise Hills	6610 Potomac Street	92139
Penn Athletic Field	2550 Dusk Drive	92139
Skyline Hills	8285 Skyline Drive	92114
Southcrest	4149 Newton Avenue	92113
Stockton	330 32nd Street	92102
Willie Henderson Sports Complex	1035 S. 45th Street	92113
Therapeutic & Senior Recreation Services		
War Memorial Building	3325 Zoo Drive	92101
Balboa Park Senior Lounge	1800 El Prado	92101
City Administration Building	202 C Street	92101

Northeastern Region		
Allied Gardens	5155 Greenbrier Avenue	92120
Kearny Mesa	3170 Armstrong Street	92111
Linda Vista	7064 Levant Street	92111
San Carlos	6445 Lake Badin Avenue	92119
Serra Mesa	9020 Village Glen Drive	92123
Tierrasanta	11220 Clairemont Mesa Blvd.	92124
Northwest Region		
Carmel Valley	3777 Townsgate Drive	92130
Ocean Air	4770 Fairport Way	92130
Clairemont Region		
Cadman	4280 Avati Drive	92117
North Clairemont	4421 Bannock Avenue	92117
South Clairemont	3605 Clairemont Drive	92117
Tecolote	4675 Tecolote Road	92110
Coastal Region		
Cabrillo	3051 Canon Street	92106
Doyle	8175 Regents Road	92122
La Jolla	615 Prospect Street	92037
Nobel	8810 Judicial Drive	92122
Ocean Beach	4726 Santa Monica Avenue	92107
Pacific Beach	1405 Diamond Street	92109
Robb Field	2525 Bacon Street	92107
Santa Clara	1008 Santa Clara Place	92109
Standley	3585 Governor Drive	92122
Northern Region		
Black Mountain Gym	9353 Oviedo Street	92129
Canyonside	12350 Black Mountain Road	92129
Carmel Mountain Ranch	10152 Rancho Carmel Drive	92128
Hilltop	9711 Oviedo Way	92129
Hourglass	10440 Black Mtn Rd	92126
Lopez Ridge	7245 Calle Cristobal	92126
Mira Mesa	8575 New Salem Street	92126
Rancho Bernardo	18448 West Bernardo Drive	92127

Council Boundaries by District

