

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@saniego.gov.**

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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

