



MARCH 31, 2026
CITY OF CEANSIDE, CALIFORNIA
REQUEST FOR PROPOSALS (RFP)
FOR
CLUB 55 SENIOR FITNESS PROGRAM
AT
JUNIOR SEAU FITNESS CENTER
448 COUNTRY CLUB LANE, OCEANSIDE

INQUIRIES AND ELECTRONIC PROPOSALS
MUST BE SUBMITTED TO:

Maria Yanez, Housing Administrator
at myanez@oceansideca.org

PROPOSAL DEADLINE

Friday, April 24, 2026, 3:00 pm

City of Oceanside – Housing & Neighborhood Services
300 North Coast Highway, Oceanside 92054
(760) 435-3360

Notice

The City of Oceanside is seeking proposals from qualified contractors to implement the City of Oceanside Club 55 Senior Fitness Program at the Junior Seau Senior Fitness Center located at 448 Country Club Lane, Oceanside. The Contractor will be responsible for the operation and oversight of the Club 55 Fitness Program, the maintenance of all exercise equipment and the property management of the Junior Seau Senior Fitness Center facility.

Program Description

The primary goal of the Club 55 Senior Fitness Program at the Junior Seau Senior Fitness Center is to improve the quality of life for the City of Oceanside seniors and/or adults, who are looking to improve their physical health, well-being and improve their social relationships with other members of the community. The program provides exercise, cardiovascular and weight equipment that is safe and operable under the supervision of a qualified staff. The program currently serves 50-60 seniors ages 62 and up, who are Oceanside residents, primarily low-income or on a fixed income.

Scope of Services

The City of Oceanside – Housing & Neighbourhood Services is requesting proposals from agencies (Non-profit, For-Profit or Grass-Roots) to facilitate the Club 55 Senior Fitness program Monday through Friday for a minimum of 6.5 hours per day at the Junior Seau Fitness Center. Applicants must be able to provide the following activities:

- Clean and sanitized senior fitness gym
- Fitness programs specifically designed for Seniors ages 62 and up
- Inventory and regular maintenance of all fitness equipment
- Maintain all utilities of facility in good standing
- Promote, market and recruit new memberships
- Provide staff oversight of patrons to ensure all safety measures are maintained
- Maintain records of membership fees collected and expenses to match revenue
- Submit monthly invoices for reimbursement of expenses not to exceed \$45,000/year
- Complete and submit quarterly program reports on memberships, programming and barriers to access
- Complete and submit quarterly financial reports as per City Financial policies

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City of Oceanside will enter into a Professional Services Agreement (PSA) for a three-year term with an option to extend for an additional two-years from the end of the three-year term. The PSA provides for a maximum allocation of \$45,000/year for a total award of up to \$135,000 over the three-year period. If program is extended, there will be an additional maximum allocation of \$90,00 for the two-year extended period. Sample PSA is available as Attachment B.

The City of Oceanside will be entering into a Property Use Agreement (PUA) for the Junior Seau Fitness Center facility to the selected contractor for the same period of time in the PSA and with the same extension option. The contractor will be responsible for the all aspects of the Fitness Center including but not limited to: utilities, janitorial services, maintenance and repairs. Sample PUA is available as Attachment C.

As part of the agreement and to be included in the proposed budget, selected contractor will be able to charge an annual membership fee to all participants. The current membership fee schedule is as follows:

Oceanside residents 62 years and older	\$55/year
Oceanside resident under 62 years of age	\$65/year
Non-Oceanside resident (regardless of age)	\$65/year

These fees are currently being collected by the contractor and paid based on member ability (monthly, quarterly or annual). Contractor may request to increase fees but must have City approval and be reasonably set to accommodate seniors on fixed income and/or low-income residents.

All subcontracts are on a reimbursement schedule. Contractor will be required to submit monthly invoices with receipts for all expenses including but not limited to: Payroll and timecards, copy of receipts for maintenance, copy of receipts for supplies purchased, any additional paid invoices, etc.

Proposal Documents

I. Grant Application/Cover Page

Name of Organization: _____	
Address: _____	
City: _____	Zip: _____
Telephone: _____	
Email: _____	
Primary Contact and Title: _____	
Telephone/Address (different from above): _____	

Project Title: _____	
Is this a collaborative project?	Yes ____ No ____
If yes, list names of any partner organizations and the organization's role: _____	

II. Proposal Narrative

1. Provide a brief background and description of your organization’s purpose, size and constituents. Include your Mission Statement. (250 words or less)
2. Provide a description of your experience implementing Senior programs, Fitness programs or similar programming (250 words or less)
3. Describe your proposed programming for the target population, seniors 62 years and older or any other target population that you intend to serve through this program. (150 words or less)
4. Describe your marketing plan to maintain current membership and recruit new members. (250 words or less)
5. Provide program goal, objectives and outcomes for the first-year programming and the following two years of agreement. List the activities and timeline for implementation. (provide list or table)
6. Describe the ways in which your program/approach is unique to other programs and the benefits to Oceanside Seniors. (150 words or less)
7. If awarded the contract, how do you plan to sustain this program in future years? (150 words or less)
8. If a collaborative project, list partners and briefly describe their roles, including the role the City may have. Attach any Memorandum of Agreement (MOA) for any partner and if there is any financial support from your partners. (provide list or table)

III. Instructions for Respondents

All proposals shall be in **Arial 12-point font size**, with one-inch margins, single -sided. Contents of the responsive proposal shall include the following:

- Application
- Budget/Budget Narrative
- Completed Vendor Packet
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Completed proposals should be emailed to: myanez@oceansideca.org by **3:00 pm on Friday, April 24, 2026**. Date and time stamp will be verified via email submission. No proposals will be accepted after this time.

Required Agreements & Documentation

Proposals should include all of the following:

- Completion of Club 55 Application. Please be sure to address all areas listed in the application
- Budget template and narrative
- Vendor Application

All vendors with the City of Oceanside must complete the Vendor Application Packet, with the exception of providing required Insurance documents listed below and on page two of the vendor packet. Please include the completed and signed Vendor Application Packet at the end of your proposal.

Upon award, the selected vendor shall provide insurance documents and maintain in full force, the insurance requirements and limits specified below:

- a) Comprehensive General Liability Insurance OR Commercial General Liability Insurance with a \$2,000,000 combined single limit for each occurrence and \$4,000,000 General Aggregate
- b) Additional Insured Endorsement naming the City of Oceanside as an additional insured on the General Liability policy (CG 20 10 or equivalent) for ongoing operations.
- c) Additional Insured Endorsement naming the City of Oceanside as an additional insurance on the General Liability policy (CG 20 37 or equivalent) for completed operations (if applicable)
- d) Primary and Non-Contributory endorsement for the General Liability policy
- e) Waiver of Subrogation for the General Liability policy

- f) Comprehensive Auto Liability (including owned, non-owned and hired automobile hazards) with a \$1,000,000 combined single limit for each occurrence
- g) Workers' Compensation and Employer's Liability complying with any statutory requirements, or proof of exemption of such coverage
- h) Waiver of Subrogation for the Workers' Compensation policy
- i) Errors & Omissions with a \$2,000,000 minimum coverage for each occurrence (if applicable)
- j) Cyber Liability Policy with a \$2,000,000 combined single limit for each occurrence (if applicable)
- k) Pollution Liability Policy with a \$2,000,000 limit for each occurrence (if applicable)

All certificates of insurance will need to have the "CERTIFICATE HOLDER" box to read as follows when submitted with an approved PSA:

City of Oceanside
300 N Coast Hwy
Oceanside, CA 92054

IV. **Review of Proposals**

Upon receipt of proposals, City staff shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the Proposer possesses the professional qualifications and experience necessary for the satisfactory performance of the services.

In reviewing the proposals, the CITY will consider the following:

The experience and past performance of the Proposer and its agents, employees and subconsultants (if applicable) in implementing project of a similar nature. The CITY shall consider Proposer's timely and accurate completion of similar projects within budget and other relevant information contained within the Proposal Narrative.

RFP Timeline:

Open Application Submission:	April 1 – April 24, 2026
Review of Proposals:	April 27 - April 30, 2026
Contractor selection will be made by:	May 1, 2026
Selected contractor will be notified:	May 4, 2026
City Council approval of PSA & PUA:	June 17, 2026
Contract start date:	July 1, 2026

V. Conditions

The City reserves the right to cancel or reissue the RFP or extend the timeline at any time. The City reserves the right to reject any and all proposals. The City may accept any proposal if such action is determined to be in the best interest of the City in the sole and exclusive discretion of the City Council. The City is not liable for any costs incurred by the proposer prior to the issuance of a written notice to proceed to the successful consultant. The project team is subject to the approval of the City of Oceanside. The City will have the right to review and approve any changes in the project team. All sub-contractors who will assist the vendor in the performance of this work should be disclosed in the proposal.

VI. ATTACHMENTS

- A) Budget Template
- B) Sample PSA
- C) SAMPLE Facility Use Agreement