



ART SERVICES – REQUEST FOR BIDS

Deadline: July 10, 2009

Fort Worth Public Art invites qualified art service providers to submit a letter of interest and proof of qualifications to provide support services to the City of Fort Worth's Public Art Collection. Fort Worth Public Art is a City of Fort Worth program administered by the Arts Council of Fort Worth & Tarrant County. Interested applicants will demonstrate interest, knowledge, range, capability, and skills to assist the program in caring for a growing collection of artworks and architectural enhancements in the collection.

Applicants will be evaluated in order to create a pre-qualified list of service providers from which annual or individual service agreements will be issued as- needed to fulfill services for current and future projects. Successful applicants will be chosen based upon, but not limited to:

- Qualifications and Work Experience
- Ability to provide various services
- Reputation
- Fee Proposal
- Ability to meet the requirements of a professional services agreement

Selected vendors will enter into a written agreement with the City of Fort Worth. The terms of the Agreement will be for a period of (3) three years, commencing on or about August 1, 2009 and may be terminated by the City at any time without penalty or cause. At the sole discretion of the City, a renewal option of (3) three one (1) year extensions after the initial term will be considered.

SCOPE OF SERVICES

FWPA commissions artwork on behalf of the city and maintains the collection that includes artworks in various mediums including: 2-D artworks, sculpture, painted and tile murals, mosaics, mixed media installations and architectural enhancements. Artworks are sited on and in City of Fort Worth properties in all districts. Applicants are not expected to exhibit expertise in all areas.

The Request for Qualifications is open to professional fine art service providers who are qualified in one or more of the following categories but is not limited to:

- Installation of artworks including large-scale sculpture and 2D artworks
- General cleaning of outdoor sculptures and murals
- Transportation and shipping
- Crating and packing
- Archival Framing

Art Service Providers must be able to provide all necessary materials and equipment to complete scope of work detailed in service agreements.

SUBMISSION REQUIREMENTS

All submissions must provide all requested information. Application packages marked “**Art Services – Fort Worth Public Art**” will be accepted until July 10, 2009 @ 5 p.m. Submissions must consist of the following items in the proper form and by the deadline in order to be considered.

- 1) Letter of Interest
- 2) Resume - Demonstration of Qualifications and Experience
- 3) Firm Information. Please provide information detailing staff number and level of experience. Describe any litigation that has occurred in the previous five years.
- 4) Cost Estimate. Please include schedule detailing costs for specific services, standard hourly rates, and administrative time and any and all fees applicable.
- 5) Proof of Insurance

By signing its proposal, art service provider acknowledges that it has read and understands the insurance requirements for the proposal. Art service provider also understands that the evidence of required insurance must be submitted within fifteen (15) days following the signing of a professional services agreement. The insurance requirements are attached as Attachment “A.”

Written questions regarding the project contained in this RFQ or the submittal requirements may be directed to Jennifer Conn via e-mail at jconn@fwpublicart.org or fax at 817.298.3063. Clarifications, additional information, corrections or changes to the RFQ will be made in a timely manner.

Proposals are due at the following address no later than 5 PM. on Friday, July 10, 2009. Proposals received after this deadline will not be considered. The City of Fort Worth and Fort Worth Public Art is not responsible for non-receipt of proposals sent by mail or courier.

Please deliver five (5) copies of your proposal to:

Jennifer Conn
Fort Worth Public Art Collection Manager
Arts Council of Fort Worth & Tarrant County
1300 Gendy Street
Fort Worth, Texas 76107