

ALACHUA COUNTY
BOARD OF COUNTY COMMISSIONERS

PUBLIC ART CALL TO ARTISTS (CTA)

for the

19-228 REBID Call to Artist for County Poet Laureate



Submittal Deadline:

2:00 pm, Wednesday, August 14, 2019

Any response received after the above submittal deadline will not be considered.

Alachua County Procurement Third Floor
County Administration Building
12 SE 1st Street
Gainesville, Florida 32601-6983
Phone: 352.374.5202

Inquiries/Questions: Darryl R. Kight, CPPB

Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville, FL 32601-6983
Email: dkight@alachuacounty.us

Background

Three of the goals of the Alachua County Public Arts Program are:

1. to contribute to the civic pride, tourism, and economic development of our community;
2. to enhance the climate for artistic creativity in our community; and
3. to enhance our community's recognition as a cultural center.

At the Jan. 8, 2019 Board of County Commissioners (Board) meeting, the Commission requested the Arts Council to develop a method for selection of a poet laureate for Alachua County, terms of service for a contract, and suggested compensation. The Council should review other models during their consideration. That review occurred at their February 18 and March 26, 2019 meetings. On the May 28, 2019 Board meeting the Board approved this call to artists for solicitation.

Eligibility

This call is an open call to all artists and student artists.

Qualifications/Selection Criteria

- Alachua County Resident
- Experience with Literary Activities
- Letters of Recommendation – at least two
- Statement of Interest, 250 words maximum
- Poetry Sample, no less than two
- Artists Resume

Honorarium

A \$2,000 annual honorarium will be provided to the selected Poet Laureate.

Requirements

- Approve and authorize the County to use poems created for Alachua County as Poet Laureate on electronic and printed mediums.
- Participate in events by writing and reading poetry, as the County's Poet Laureate.
- Submit web and social media content to highlight poetry.
- Mentor youth interested in poetry.
- Approve and authorize Alachua County to review poetry selections in advance for Poet Laureate programs and events.
- Contract language will include the ownership and rights of publication, royalties, the performance of duties and related issues, will be negotiated and presented to the Board for approval.

Term

The agreement shall be effective for the period beginning on the date of the fully executed contract or issuance of a purchase order. Generally the term will begin on **October 1, 2019** and continue through **September 30, 2020** unless earlier terminated as provided herein. The county has the option of renewing this agreement for **two (2)** additional **one (1)** year-periods and the same terms and conditions outlined here in.

Deadline

Submittals are due **Wednesday, August 14, 2019 at 2:00 p.m.** and should be emailed to Procurement.

Submittal Requirements and Instructions

1. Please consolidate your submission into one (1) file named/labeled with the CTA name and number as below.
2. Please email your submission with the subject line containing **“19-228 REBID Call to Artist for County Poet Laureate.”** This CTA must be received by Alachua County Procurement, via Darryl R Kight at dkight@alachuacounty.us no later than **2:00 P.M. EST, Wednesday, August 14, 2019.**
3. For any questions, contact Darryl R Kight at dkight@alachuacounty.us . All questions must be **received in writing** via email by **August 4, 2019 at midnight, EST.** Oral answers will not be authoritative.

Selection Process

A selection panel comprised of Arts Council members, literary experts and Library representatives will rank the submittals and invite the top five in for a 20 minute interview. The top three will be ranked and sent to the BoCC for final selection.

Insurance Requirements

TYPE “E” INSURANCE REQUIREMENTS “Vendors”

Vendors shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with products and materials supplied to the County.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

II. AUTOMOBILE LIABILITY. (When Vendor Delivers to County Premises)

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 Combined Single Limit each accident.

III. WORKERS COMPENSATION AND EMPLOYER’S LIABILITY. (While Vendor’s Employee(s) are on County Premises)

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

IV. OTHER INSURANCE PROVISIONS.

The policies are to contain, or be endorsed to contain, the following provisions:

- A Commercial General Liability and Automobile Liability Coverages
 - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Vendor; products and completed operations of the Vendor; or automobiles owned, leased, hired or borrowed by the Vendor.
 - 2 The Vendor’s insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of the Vendor’s insurance and shall be non-contributory.
- B Workers’ Compensation and Employers’ Liability Coverages
 - 1 The insurer shall agree to waive all rights of subrogation against the County, its officials, employees and volunteers for losses arising from work performed by the Vendor for the County.
- C All Coverages
 - 1 The Vendor shall provide a Certificate of Insurance to the County with a Thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a “claims made” or “per occurrence” form. If any cover is provided under a claims made from the certificate will show a retroactive date, which should be the same date of the contract or purchase order (original if contact is renewed) or prior.

V. **SUBCONTRACTORS**

Vendors shall include all subcontractors as insured under its policies. All coverages for subcontractors shall be subject to all of the requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners

The Certificate of Insurance must contain the following:

Department: County Managers Office
Department Phone: 352 337-6279
Department Contact: Gina Peebles
Contact Email: gpeebles@alachuacounty.us
Bid: 19-228 REBID Call to Artist for County Poet Laureate