

**Request for Proposal  
19-1713-RFP**

**SUBJECT:  
Indigenous Artwork Commission Project 2019**



DATE OF ISSUE:	June 25, 2019
TO RESPOND BY:	October 31, 2019 @ 1500 Hours (3:00 PM Pacific Time)
RESPOND TO:	Sandra Shelke Purchasing Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9
SIGNATURE AT ISSUE:	

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## REQUEST FOR PROPOSAL

19-1713-RFP

### INDIGENOUS ARTWORK COMMISSION PROJECT 2019

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#### 1. INFORMATION AND INSTRUCTIONS

##### 1.1. PURPOSE

The University of Northern British Columbia, hereinafter referred to as the “University” is in the process of commissioning an Indigenous, BC-Based Artists for a permanent public art installation for the University campus, as per Attachment A.

This Request for Proposal states the instructions for submitting Proposals, and the procedure and criteria by which Artist/Artist-led Team(s) will be selected.

##### 1.2. DEFINITIONS

Hereinafter, each company receiving this Request for Proposal is referred to as a “Artist/Artist-led Team”, and an Artist/Artist-led Team’s Proposal in response to the Request for Proposal is referred to as a “Proposal”.

##### 1.3. ISSUING OFFICE

University of Northern British Columbia  
Purchasing Department  
3333 University Way  
Prince George, BC V2N 4Z9

Attention: Sandra Shelke  
Phone: 250-960-6174  
Email: [sandra.shelke@unbc.ca](mailto:sandra.shelke@unbc.ca)

##### 1.4. KEY DATES

Listed below are the important events and the target dates and times by which the events are expected to be completed:

1.4.1.	Issue of Request for Proposal		June 25, 2019
1.4.2.	Respondent’s Inquiries	5:00 p.m. PDT	September 11, 2019
1.4.3.	University’s Answers	5:00 p.m. PDT	September 25, 2019
1.4.4.	Due Date for Submission of Proposals		October 31, 2019

## 1.5. CLOSING DATE AND TIME

Proposals, signed by the Artist/Artist-led Team's authorized representative, must be received by the Issuing Office by online submission, not later than 3:00 PM (1500 Hours) Pacific Time, October 31, 2019.

**The University will not accept submissions of any Proposals after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstances, will this deadline be extended.**

## 1.6. PROPOSAL SUBMISSION

All required and optional documents are outlined in Attachment C – Bonfire Submission Instructions for Suppliers of this Request for Proposal.

The Proposal and supporting documentation can be uploaded at the link provided on Attachment C – Bonfire Submission Instructions for Suppliers of this Request for Proposal.

It is strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. File size limit is 100mb. Multiple files can be uploaded if exceeding this limit. When using Bonfire, each item of Requested Information is instantly sealed and will only be visible by the University after the Closing Time. Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission. Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled. If assistance is required during the upload, contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit the help forum at <https://bonfirehub.zendesk.com/hc> or contact the Purchasing Agent.

**THE SIGNATURE PAGE, SCHEDULE III MUST BE SIGNED AND ALL INFORMATION MUST BE SUBMITTED PRIOR TO THE CLOSING DATE AND TIME.**

Artist/Artist-led Teams may not make modifications to their Proposals after the closing date and time except as may be allowed by the University.

The University accepts no responsibility for non-receipt and delays in receipt caused by reception problems, equipment failure, or any other similar cause. Verbal, telephonic, and or amendments received after the Closing Time will not be considered and will not form any part of the Proposal submitted.

The University will not return the Artist/Artist-led Team's Proposal and/or any supporting documents to the Artist/Artist-led Team. The copyrights to the Artist/Artist-led Team's Proposals will remain with the Artist/Artist-led Team and shall be protected by s. 8.0

Confidentiality of this document and cannot be used by the University unless an agreement between the Artist/Artist-led Team and the University is executed with respect to copyright ownership.

#### 1.7. PROPOSAL COSTS

The Artist/Artist-led Team has the sole responsibility for any costs associated with preparing and submitting its Proposal in response to the Request for Proposal. In no event will the University be responsible for the costs of preparation or submission of any Proposal.

#### 1.8. INQUIRIES AND CHANGES

Any inquires must be submitted through Bonfire, at the link provided in Attachment C – Bonfire Submission Instructions for Suppliers, in the Messages - Opportunity Q&A and must be submitted before the end of September 11, 2019.

Answers from the University of Northern British Columbia will be issued in written form and signed by the Purchasing Agent. Any Addenda shall be considered as part of the Proposal Documents. All Addendums will be posted on the Bonfire under Public Files.

It is the responsibility of each Artist/Artist-led Team to inquire about and clarify any requirements of this Request for Proposal which are not understood.

The University shall not be responsible for, and the Artist/Artist-led Team shall not rely upon, any instructions or information given to any Artist/Artist-led Team other than in writing in accordance with the requirements of the Request for Proposal.

The Request for Proposal is **not** to be discussed with any other University employee except at the direction of the Purchasing Agent. Failure to do so could result in the rejection of your bid.

Artist/Artist-led Teams must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

If an Artist/Artist-led Team discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in this Request for Proposal, it must notify the University immediately in writing.

The University may, at any time, make and stipulate changes to this Request for Proposal.

The University may provide additional information, clarification or modification by written addenda. All addenda shall be incorporated into and become part of the Request for Proposal. The University shall not be bound by oral or other informal explanations or clarifications not contained in written addenda.

## 1.9. SELECTION PROCESS

The University reserves the right, at its sole discretion, to negotiate with any Artist/Artist-led Team as it sees fit, or with another Artist/Artist-led Team or Artist/Artist-led Teams concurrently. In no event will the University be required to offer any modified terms to any other Artist/Artist-led Team. The University shall incur no liability to any other Artist/Artist-led Team as a result of such negotiations or modifications.

## 1.10. BASIS OF SELECTION

The University will not be limited as to its criteria for evaluation of Proposals. The University may take into account whatever criteria and considerations it wishes to. These may include:

- 1.10.1. Any features or advantages which are unique to the Artist/Artist-led Team's Proposal, which the University has not listed in Attachment A.
- 1.10.2. The Artist/Artist-led Team's relevant experience, qualifications and success in providing the equipment as described in Attachment A.
- 1.10.3. The Artist/Artist-led Team's price.

## 1.11. CONTRACT PROVISIONS BY REFERENCE

The University's acceptance of the Artist/Artist-led Team's Proposal by issuance of a purchase order which shall create a contract between the University and such Artist/Artist-led Team containing all specifications, terms and conditions in the Proposal except as amended in the purchase order.

## 2.0 COSTS

All prices must be quoted in Canadian dollars, duty exempt and goods & services tax (G.S.T.) and B.C. provincial sales tax (P.S.T.) excluded.

The Artist/Artist-led Team shall clearly indicate any known possibility for unanticipated charges to the University, other than the Artist/Artist-led Team's charges specified in its Proposal, as well as make any suggestions for cost savings in any area.

## 3.0 DELIVERY DATES

The Artist/Artist-led Team is to provide an estimated delivery date.

All shipments must be clearly marked with the University of Northern British Columbia's purchase order number on the outside of any packaging and be accompanied by a packing slip.

## 4.0 PAYMENT

The University will make the following payments:

- 4.1 25% of the awarded contract upon receipt of a signed contract.
- 4.2 25% of awarded contract amount upon 50% completion of the commissioned artwork;
- 4.3 50% within 30 days of receipt of the commissioned artwork.

## **5.0 GOVERNING LAW**

Any purchase order resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of British Columbia, except the International Sale of Goods.

## **6.0 CANCELLATION**

The University reserves the right to cancel this Request for Proposal at any time.

## **7.0 ELECTRICAL APPROVAL**

All electrical components used at the University must display C.S.A. (Canadian Standards Association) approval or Technical Safety BC approved certification:

<https://www.technicalsaftybc.ca/sites/default/files/alerts/B-E3%20071019%203.pdf>

## **8.0 CONFIDENTIALITY**

The Artist/Artist-led Team acknowledges that the University is a public body subject to British Columbia's Freedom of Information and Protection of Privacy Act (the Act). The Artist/Artist-led Team shall review the Act and determine the portions of records which are exempted from disclosure under the Act. The Artist/Artist-led Team shall clearly mark "Confidential" all information regarding the items and conditions, financial and/or technical aspects of the Artist/Artist-led Team's Proposal, which in the Artist/Artist-led Team's opinion are of a proprietary or confidential nature at the relevant item or page.

If the University receives a request for information under the Act which includes information provided by the Artist/Artist-led Team, the University will give the Artist/Artist-led Team notice of such request and the Artist/Artist-led Team will respond to such notice within 20 days or less. If the Artist/Artist-led Team does not respond to the notice from the University, the University will proceed to process the request for information. the University shall use all reasonable efforts to hold all information marked "Confidential" by the Artist/Artist-led Team in strict confidence but shall not be liable for any inadvertent disclosure.

If the University's response to a request under the Act is appealed to the Office of the Information and Privacy Commissioner, the Artist/Artist-led Team shall have the burden of proof that the business information cannot be released to the applicant as per section 57 (3) of the Act. The Artist/Artist-led Team shall be responsible for all costs related to maintaining the confidentiality of its records.

If the University declares and marks certain information about the University to be received by the Artist/Artist-led Team as "Confidential", the Artist/Artist-led Team must not disclose

such “Confidential” information to any third parties unless authorized to do so in writing by the University.

The Artist/Artist-led Team and the University agree that the reciprocal obligations of confidentiality will survive the termination of any contract that might arise between the parties.

## **ATTACHMENT A SPECIFICATIONS**

### **REQUEST FOR PROPOSAL 19-1713-RFP INDIGENOUS ARTWORK COMMISSION PROJECT 2019**

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Introduction: The University is seeking Indigenous, BC-based Artists to submit proposals for permanent public art installation for the University campus. The successful commission will become part of the University Artwork Collection and will complement the teaching and academic research needs of the University community and the research needs of the public in general. An Adjudication Committee formulated in consultation with the University Art Acquisition Subcommittee (SAAS) and reviewed in accordance with the University's Artwork Acquisition criteria will review submissions. The Adjudication Committee will consider the University's ability to exhibit such an artwork and maintain it for longevity.

#### Guidelines:

In its effort to build reconciliation and in the spirit of cross-cultural relationship-building the University is seeking submissions from Indigenous, BC-based Artists for proposals to produce a public art installation for the University.

Artist(s) submission information must address how the artwork proposed will address the subject of reconciliation and cross-cultural relationship building.

Artists are encouraged to consider how their artwork may be co-facilitated in a University environment with an Indigenous Elder or Leader.

Submissions will be reviewed from individual artists, or by an artist-led team.

A total of \$20,000.00 CDN is available to the artist or artist-led team to cover the cost of all expenditures for the creation of this public art installation inclusive of artist(s) fee(s), studio fees, research time, materials, fabrication costs, etc. The artist or artist-led team is responsible for their associated costs (i.e. their travel, mileage, accommodation and per diem) should the artist or artist-led team be required to participate in the installation of the artwork at the University.

Shipping costs and associated insurance costs will be the responsibility of the University. The applicant must provide an estimate of potential shipping costs in their budget submission.

The artwork can be freestanding or wall mounted indoors or out; and depending on the media, may need to be able to withstand frequent touch and be able to be securely fastened down.

The University will assist the artist(s) with the installation of the artwork once it is on campus.

The final decision for the location of the artwork on campus is the responsibility of the University.



**ATTACHMENT B  
REQUIRED DOCUMENTATION**

**REQUEST FOR PROPOSAL  
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INDIGENOUS ARTWORK COMMISSION PROJECT 2019**

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**REQUIRED ATTACHMENTS:**

Packages that do not include the attached information described below may be deemed incomplete and disqualified.

Please upload the following files to this electronic application form:

A current Resume or Curriculum vitae. If this application is a team or group based application, include resumes for each artist and include a short statement about the team.

Conceptual Outline of the Proposed Artwork. This outline should describe how the proposed artwork would address the subject of reconciliation and cross-cultural relationship building. Applicants are encouraged to consider how the artwork may be co-facilitated in a University environment with an Indigenous Elder or Leader. (250 to 400 words maximum)

Digital Scans of the Proposed Artwork being proposed in this application. Please provide good quality sketches and/or photographs in Jpeg format. File should be labelled with the artist's name and title of the work as follows: first name, last name, title, image number (assuming more than one image is sent) For example: Jane Smith\_Where Two Rivers Meet\_001.jpg; If applicable to the artwork project being proposed, include digital scans of past works or draft sketches of past works.

Budget Information: A total of \$20,000.00 CDN is available to the artist or artist-led team to cover the cost of expenditures related to the creation of the artwork. Applicants should consider all expenditures in preparing their submission: art materials required; fabrication costs; framing costs (if applicable); studio space costs, artist fees.

In the Budget information, applicants should list potential costs to install the artwork(s). While costs for installation of the artwork on campus will be the responsibility of the University, a description of proposed installation requirements (i.e. security hooks, wall-mounting system, or floor-mounting system) will assist in determining potential costs and installation requirements. If applicable, include a visual to show proposed installation method.

As noted, the artist or artist-led team will be responsible for their associated travel costs (i.e. their travel, mileage, accommodation and per diem) should the artist or artist-led team be required to participate in the installation of the artwork at the University.

**ATTACHMENT C  
BONFIRE SUBMISSION INSTRUCTIONS FOR SUPPLIERS**

**REQUEST FOR PROPOSAL  
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## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

#### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### 2. Upload your submission at:

<https://unbc.bonfirehub.ca/opportunities/24736>

The Q&A period for this opportunity starts Jun 25, 2019 3:00 PM PDT. The Q&A period for this opportunity ends Sep 11, 2019 5:00 PM PDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Oct 31, 2019 3:00 PM PDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

#### Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your

Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

### **Need Help?**

University of Northern British Columbia uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

**SCHEDULE I  
APPLICANT INFORMATION**

**REQUEST FOR PROPOSAL  
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INDIGENOUS ARTWORK COMMISSION PROJECT 2019**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone (note preferred)

(home): \_\_\_\_\_

(cell): \_\_\_\_\_

(work): \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

**SCHEDULE II  
ARTWORK PROPOSAL INFORMATION**

**REQUEST FOR PROPOSAL  
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Title of Submission:

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Medium:

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Dimensions (specify in cm) (L x W x H):

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Weight (specify in kilos):

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Construction Details: (types of materials; schedule and location of construction, if applicable)

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Installation Requirements: (Provide details on installation method (i.e. security hooks, wall-mounting system, or floor-mounting system). While on-site installation costs are not part of the applicant's responsibility, please include information that will assist in determining future expenditures for its installation).

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Spatial Requirements:

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Lighting Requirements:

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Security/Safety Considerations:

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Transportation Details: (Describe requirements for transport of the artwork to the University campus. Applicant should provide information that may impact shipping costs: i.e. km distance to THE UNIVERSITY; weight of shipment; number of boxes/crates; fragile items notes; and estimate of fair market value, if known)

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Installation location: Do you have a suggestion for the locale: interior space, exterior landscape

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Draft Artistic Statement: (Attach up to two pages in a Word or PDF document, if more space is necessary)

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**SCHEDULE III  
PROPOSAL SIGNATURE(S)**

**REQUEST FOR PROPOSAL  
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The undersigned agrees not to withdraw or modify this Proposal for a period of sixty (60) days from submission deadline. **THIS PAGE MUST BE RETURNED WITH YOUR BID, FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

Date: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province or State: \_\_\_\_\_ Postal or Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_

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Authorized Signatory: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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Receipt of the following addendum is/are acknowledged:

Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____