



REQUEST FOR PROPOSAL
FOR GROUP OR THEMATIC ART EXHIBITIONS

**SEOPW CRA 2012 ART FAIR
RFP 12-003**

Submissions are due no later than
3:00 P.M. on Friday, August 31, 2012

To

The Office of the City Clerk
City of Miami
3500 Pan American Drive
Miami, Florida 33133

THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO THE SOUTHEAST OVERTOWN/PARK WEST COMMUNITY REDEVELOPMENT AGENCY ("CRA") ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE CRA IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE. LATE OR MISDIRECTED PROPOSALS SHALL NOT BE CONSIDERED.



REQUEST FOR PROPOSALS
FOR GROUP OR THEMATIC ART EXHIBITIONS

SEOPW CRA ART FAIR 2012
RFP 12-003

The Southeast Overtown/Park West Community Redevelopment Agency (“CRA”) is now accepting proposals for group or thematic art exhibitions (“Exhibition”). The Proposer selected for funding will have its proposed art exhibition featured as a destination showcase during the CRA’s annual CRA Holiday Festival scheduled to take place from Friday, December 7 thru Saturday, December 8, 2012 (“Exhibition Period”). The Exhibition must take place on the property owned by the CRA at 919 NW 2nd Avenue (“CRA Venue”).

The CRA will make available Fifty Thousand dollars (\$50,000.00) as a matching fund to underwrite the cost of putting on the Exhibition during the Exhibition Period at the CRA Venue. Proposers shall expect to perform the following:

- Feature a minimum of fifty (50) pieces of artwork in the Exhibition.
- Feature a minimum of eight (8) artists in the Exhibition and provide the CRA with copies of the Proposer’s executed agreements with each artist, indemnifying the Southeast Overtown/Park West Community Redevelopment Agency and the City of Miami of all claims arising from the Exhibition.
- Manage the solicitation and selection of participating artists, and all business transactions related to the artists and their wares.
- Manage the set-up and breakdown of the Exhibition.
- Solicit press coverage.
- Prepare and have printed a minimum of 500 copies of an Exhibition brochure featuring the participating artists.
- Prepare and distribute promotional and marketing materials for the Exhibition. (Marketing materials must be pre-approved by the CRA).
- Procure all equipment and materials needed for the setup and installation of the Exhibition. The following amenities shall be made part of the Exhibition set-up and installation at the CRA Venue:
 - Air conditioned tent with minimum coverage of 5,000 s.f. with sidewall panels and window flaps.
 - Flooring.
 - General Exterior and Interior Lighting.
 - VIP seating accommodations.
 - Air conditioned and lighted portable bathrooms –male, female and handicap accessible.
- Obtain all necessary City of Miami permits required to facilitate the Exhibition at the Venue.
- Assist the CRA in identifying other art exhibitions occurring within a 10 miles radius during the Exhibition Period for purpose of establishing a complimentary trolley route to bring guests to the Exhibition at the CRA Venue.
- Coordinate and host an opening reception on Friday, December 7, 2012.

The CRA will perform the following services:

- Provide complimentary on-site parking accommodations.
- Provide complimentary Trolley Bus service providing guests with free transport to the Exhibition from key locations in the City of Miami. Trolley route and service hours to be determined after selection of the recommended Proposer.

Proceeds from the grant shall be used to cover those CRA approved eligible expenses associated with the Exhibition. Requisition submissions shall be processed on a reimbursement basis to the Grantee or directly to third party vendors upon the Grantee's presentation of invoices and documentation to the satisfaction of the CRA. Grant funds cannot be advanced for any purposes. Cash transactions are prohibited and are ineligible for reimbursement or direct payment under the terms of the grant agreement.

LOGO AND CREDIT ACKNOWLEDGEMENT

Grantee shall be required to include the CRA logo and credit acknowledgement statement in all promotional and marketing materials including on Grantee's website, news and media releases, public service announcements, broadcast media, event programs, and publications.

Credit Acknowledgement Statement

"Grantee" and **"named Exhibition"** is sponsored in part by the Southeast Overtown/Park West Community Redevelopment Agency as a redevelopment activity pursuant to the approved Community Redevelopment Plan.

All marketing and promotional materials must be pre-approved by the CRA.

CONTACT INFORMATION

Inquiries regarding this RFP should be directed to the CRA Program Administrator during normal business hours (M-F 8:00 A.M. through 5:00 P.M.) by telephone to (305) 679-6800 or by email to cra@miamigov.com .



RFP 12-003 2012 Art Fair Exhibition Proposal
 Evaluation Committee Score Card
 September 2012

(DRAFT FOR INFORMATIONAL PURPOSES ONLY)

	Applicant	Originality of Exhibition Proposal	Qualifications of the Management Team	Confirmed Funding Commitments and Overall Project Budget	The Quality of the Marketing Implementation Plan	Applicant Proposer located within the SEOPW Redevelopment Area Boundaries	TOTAL	RANK
	<i>POTENTIAL POINTS</i>	<i>25</i>	<i>25</i>	<i>20</i>	<i>25</i>	<i>5</i>	<i>100</i>	
1.								
2.								
3.								
4.								
5.								
6.								
7.								

**SEOPW CRA ART FAIR 2012
RFP 12-003 REGISTRATION FORM**

Applicant (Entity or Individual Name) <small>The Applicant will become the executor of any grant agreements</small>	Fictitious Name (if applicable)
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Authorized Contact Person	Title
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Work Telephone	Alternate Telephone	Email Address

Corporate Physical Address (P.O. Boxes not acceptable)	Mailing Address
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City, State ZIP Code	City, State ZIP Code
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Description of Applicant:			
<input type="checkbox"/> Individual	<input type="checkbox"/> For-Profit Corporation	<input type="checkbox"/> Non-Profit Corporation	<input type="checkbox"/> Other _____

Supplemental Information:

Yes	No	Questions:
		1. Is the Applicant or any of its subsidiaries currently in litigation with the CRA, City of Miami, Miami-Dade County, the State of Florida, or with any other entity or persons? If yes, provide complete details on a separate page.
		2. Is the Applicant, or any of its subsidiaries, or related persons, in default of any agreement with the CRA, the City of Miami, or Miami-Dade County?
		3. Does the Applicant, or any of its subsidiaries or related persons have any outstanding ad valorem taxes or government liens on any properties located within the City of Miami?
		4. Has the Applicant, or any of its subsidiaries or related persons ever been disbarred from doing business with the City of Miami, Miami-Dade County, or the State of Florida?
		5. Are there any actions, suits, or proceedings pending, or threatened against or affecting the Applicant or any of its subsidiaries or related persons, or the project for which CRA Grant funds are sought, at law or in equity, or before or by any governmental authority?

The CRA reserves the right to request additional information about the Applicant.

Authorized Corporate Representative/Applicant (PRINT NAME)	(Signature)	Date
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Representations of Applicant:

Initial where indicated.

1. ____ I will comply with all federal, state and local rules and regulations with respect to the use of the grant funds.
2. ____ I will cooperate fully with the CRA in implementing the terms and conditions of any subsequent agreement, if awarded.
3. ____ I will provide the CRA with periodic status reports, as may be required from time to time.
4. ____ I will promptly accommodate any CRA request for information with respect to the grant.
5. ____ I have reviewed the conflict of interest laws of the City of Miami (Code of the City of Miami, Chapter 2, Article V) and of Miami-Dade County (Code of Miami-Dade County, Florida, Section 2-11.1) and:
 - a. ____ Agree to fully comply in all respects with the terms of said laws and any future amendments.
 - b. ____ I declare that no person or entity under my employ, presently exercising functions or responsibilities in connection with this grant, including the grant application, has personal financial interests, direct or indirect, with the City of Miami or the CRA.
 - c. ____ I declare that, in the performance of this grant, including this application, no person or entity having such conflicting interest was or will be utilized in respect to this grant. Any conflict of interest(s) on my part, my employees or associated parties with respect to this grant application will be disclosed in writing to the CRA.
6. ____ I understand that the representations herein are a material inducement for the CRA's issuance of a recommendation for funding or a grant award.
7. ____ I am duly authorized to submit this application and any amendments thereto.
8. ____ Under penalties of perjury, I declare that I have read the foregoing application, and its attachments, and that the facts stated in it are true.

By signing, I certify that the information contained herein is true, complete and accurate to the best of my knowledge. Should any of the representations made herein change, I hereby acknowledge my obligation to immediately notify the CRA and update those representations.

Authorized Corporate Representative/Applicant
(Print Name)

(Signature)

Date

Exhibit A

Eligible Expenses: Expenses items contemplated and not listed below must be pre-approved by the CRA.

A. Marketing

For reimbursement, marketing materials and cost estimates must be pre-approved by the CRA. Eligible expenses include:

1. Creation and printing of marketing brochures
2. Event signage for onsite display
3. Event flyers and posters
4. Design fee for artwork for marketing materials
5. Production expenses associated with filming of the event for future marketing of the Community Redevelopment Areas

Expenses that will not be funded include, but are not limited to, the following: Salaries, reprints of artwork for sale, public relations services, website design or maintenance costs, etc.

B. Installation/Set Up

For reimbursement, costs must be associated with the installation of the artwork, be accompanied by detailed documentation and must be pre-approved by the CRA. Eligible expenses include:

1. Equipment and materials purchased to aid with the display of artwork (i.e., lighting, plywood, brackets, wall hooks, wiring, etc)
2. Equipment and furniture rental (i.e., rental of standard seating accommodations, easels for artwork display, projector for visual display of artwork, etc)

Expenses that will not be funded include, but are not limited to, the following: decorations, luxury furniture rentals, etc.

C. Event Operational Costs

For reimbursement, the operational costs must be associated with the Exhibition and the CRA Venue and for services incurred during the Event Period (“December 7-8, 2012”), and must be pre-approved by the CRA. Eligible expenses include:

1. Insurance premium for the event during the Event Period.
2. Generator used during the Event Period.
3. Tent procurement costs
4. Lighting apparatus
5. Portable bathroom rentals.

Expenses that will not be funded include, but are not limited to, the following: telecommunication costs, mileage or gas reimbursements, vehicle rentals, etc.

Exhibit B

INSURANCE REQUIREMENTS-SPECIAL EVENTS INSURANCE

I. Commercial General Liability

A. Limits of Liability

Bodily Injury and Property Damage Liability

Each Occurrence \$1,000,000

General Aggregate Limit \$2,000,000

Personal and Adv. Injury \$1,000,000

Products/Completed Operations \$1,000,000

B. Endorsements Required

City of Miami included as an additional insured

Southeast Overtown/Park West Community Redevelopment Agency listed as
an additional insured

Contingent and Contractual liability

Premises and Operations Liability

II. Business Automobile Liability (IF APPLICABLE)

A. Limits of Liability

Bodily Injury and Property Damage Liability

Combined Single Limit

Any Auto

Including Hired, Borrowed or Non-Owned Autos

Any One Accident \$ 300,000

B. Endorsements Required

City of Miami included as an Additional Insured

Southeast Overtown/Park West Community Redevelopment Agency listed as
an additional insured

III. Worker's Compensation (IF APPLICABLE)

Limits of Liability

Statutory-State of Florida

Employer's Liability

C. Limits of Liability

\$100,000 for bodily injury caused by an accident, each accident

\$100,000 for bodily injury caused by disease, each employee

\$500,000 for bodily injury caused by disease, policy limit

IV. **Host liquor/Liquor Liability (IF APPLICABLE)**

D. Limits of Liability	
Each occurrence	\$1,000,000
Aggregate	\$1,000,000

The above policies shall provide the City of Miami and the Southeast Overtown/Park West Community Redevelopment Agency with written notice of cancellation or material change from the insurer in accordance with policy provisions.

Companies authorized to do business in the State of Florida, with the following qualifications, shall issue all insurance policies required above:

The company must be rated no less than “A-” as to management, and no less than “Class V” as to Financial Strength, by the latest edition of Best’s Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent. All policies and /or certificates of insurance are subject to review and verification by the City of Miami’s Department of Risk Management prior to insurance approval.

Request for Taxpayer Identification Number and Certification

Please print or type

Name (List legal name, if joint names, list first & circle the name of the person whose TIN you enter in Part I-See Specific Instruction on page 2)		
Business name , if different from above. (See Specific Instruction on page 2)		
Check the appropriate box: <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Rent Recipient		
<input type="checkbox"/> Government Agency <input type="checkbox"/> Other ▶		
Legal Address: number, street, and apt. or suite no.	Remittance Address: if different from legal address number, street, and apt. or suite no.	
City, State and ZIP code	City, state and ZIP code	
Phone # ()	Fax # ()	Email address:
Website:		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instruction on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

□ □ □ - □ □ - □ □ □ □

OR

Employer identification number

□ □ - □ □ □ □ □ □

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am an U.S. person (including an U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 2.

Sign Here	Authorized Signature ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify you are not subject to backup withholding

If you are a foreign person, use the appropriate Form W-8. See Pub 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

What is backup withholding? Persons making certain payments to you must withhold a designated percentage, currently 28% and pay to the IRS of such payments under certain

conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions on page 2.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

