CALLOUT FOR ARTISTS

Artist in Residence/public art work

Expressions of interest due 28 August 2015

The City of Bunbury is looking for proposals from practising artists to be considered for a studio residency in the suburb of Withers. We are looking for artists who can engage community members in innovative, meaningful and exciting ways. The proposed project must demonstrate community participation and creative artistic skill. Outcomes are flexible, but must include the painting of a permanent outdoor Ping Pong table. The project must be completed by 30 April 2016.

Project Brief

The City of Bunbury is looking for an artist to work with a team of community members to produce a public art work and paint a permanent outdoor Ping Pong table. The artwork and Ping Pong table design are to be created through a program of workshops, while the artist completes a studio residency at the premises of Hudson Road Family Centre in Withers, and is to be completed by 30 April 2016.

The workshops are aimed at residents of Withers and surrounding areas to foster connectedness between residents and for them to take ownership and pride of their neighbourhood. Additional outcomes of the residency include skills transfers from the artist to community members and informal mentoring of young people involved in the project.

The project has secured funding of $10,000 with an additional $7,000 unconfirmed grant money through CAN WA. These amounts are exclusive of GST. This amount must cover artist fees, workshops (Ping Pong table supplied by City of Bunbury), materials, installation (excl Ping Pong table), and any security or safety costs associated with the artwork.

The City of Bunbury does not normally procure services with an element of the project having unconfirmed funding ($7,000), however the preferred artist will be included in the grant submission so that funding can be secured. Without this, grant funding cannot be secured. Approval of the grant money is at the sole discretion of CAN WA.

Engagement of the artist and establishment of a contract to proceed with the project will be confirmed subject to securing the grant funding being secured from CAN WA.
Scope of Work

- **Theme**: Project must engage with a theme relevant to the Withers area.
- **Community engagement**: The project must be inclusive and engage a diversity of community member in the planning, creating and installation of the artwork. A secure studio space will be made available to the artist for the duration of the project and the artist may choose to run workshops from those premises or at the chosen site of the artwork(s).
- **Budget**: All proposed costs must be included in the budget. This may include artist fees, materials, accommodation, transport etc.
- **Documentation**: The successful applicant will co-operate with City of Bunbury staff to ensure the project is documented.
- **Site security**: The Artist(s) is/are responsible for the security and safety of their work and these costs must be included in the project budget.
- **Police check**: The successful applicant must have, or obtain, an in-date WA working with children check.

Specific Requirements of the Contract

Technical information
- The materials used for the painting of the Ping Pong artworks are to be durable and suitable for the painting of an outdoor steel made Ping Pong table and approved by the Arts and Cultural Development Officer or a duly authorised City officer.

Delivery/Supply methods
- The Artist is to supply all related materials for the painting of the Ping Pong table, workshops and other project outcomes.

Occupational Health and Safety
- The Artist is to ensure strict compliance with the state Occupational Health and Safety Legislation and relevant standards and laws associated with carrying out the work.

Selection Criteria

A Contract will be awarded to a sole Respondent who best demonstrates the ability to provide quality products/services which will be taken into account together with value for money. The submission will be assessed with the following criteria to determine the most advantageous outcome for the City.

**Concept Outline (200 words)**
Describe your project concept, including how you will engage with the themes of the local area of Withers, and how you will make use of the space. Please list materials and any special requirements for your project.

**Community engagement (250 words)**
How will your project engage a team of community members over the course of your residency? Describe the collaborative elements of your project and how you will structure this engagement.

**Experience (200 words)**
Describe your prior experience relevant to this project. You may list specific examples of public art and collaborative community engagement projects that you have led, coordinated or been involved with, including your role in these projects.
**Time line (150 words)**
Provide a timeline of the project, detailing the community workshops to paint the Ping Pong table and any other activities. Include all proposed contact hours with the community participants.

**Price Schedule / Budget** (you may use this template or attach your own)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>No. of Hours</th>
<th>Amount (ex GST)</th>
<th>GST Component</th>
<th>Total (inc GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Artist Fees (incl. facilitation of workshops with the community and installation of paintwork and other art work).</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>Material costs for the painting of the Ping Pong table.</td>
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<td></td>
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<tr>
<td>3</td>
<td>Material costs for additional art project.</td>
<td></td>
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<tr>
<td>4</td>
<td>Other.</td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**IMPORTANT –**
Please read and complete attached FORM B – Request for Written Quote
Dear Artist,

An invitation is extended to you to submit a written quotation for a program of community workshops with the outcome of the design, creation and installation of public art works in the suburb of Withers. We are looking for artists who can engage Withers community members in innovative, meaningful and exciting ways. The proposed project must demonstrate community participation and creative artistic skill. Outcomes are flexible, but must include the painting of a permanent outdoor Ping Pong table. The project must be completed by 30 April 2016.

Thank you in anticipation of your written Quotation. You will be advised if you have been selected as the successful respondent in due course.

In the meantime, please direct any general and specification enquiries to Anna Edmundson on 9792 7035, or aedmundson@bunbury.wa.gov.au.

Yours sincerely

Anna Edmundson
ARTS AND CULTURAL DEVELOPMENT OFFICER
The Criteria listed below must be addressed and detailed information provided as part of your written quotation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Criteria Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of the attached Form of Quotation and Price Schedule (refer to Section 1)</td>
</tr>
<tr>
<td>2</td>
<td>Compliance with Specification (refer to Section 4)</td>
</tr>
<tr>
<td>3</td>
<td>Attendance on site to confirm the location and Scope of Works by contacting Anna Edmundson, Arts &amp; Cultural Development Officer to arrange a time.</td>
</tr>
<tr>
<td>4</td>
<td>Timeframe for Completion of Project or Delivery Date (Refer to Section 3.6)</td>
</tr>
<tr>
<td>5</td>
<td>Demonstrated experience in project management and completing similar projects. Please address the selection criteria.</td>
</tr>
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</table>
| 6 | Insurance  
   The successful respondent and any subcontractor(s) will be required to effect and maintain insurance policies in the following sums:  
   (a) Public liability insurance in the sum of at least $10,000,000 in respect of any one occurrence and for an unlimited number of claims.  
   (b) Workers Compensation and/or Personal Accident Insurance cover as required by law (whichever may apply). |

The following Local Government documents will apply to the successful respondent and may be viewed on request:

- City of Bunbury Public Art Strategy 2013-15
- Policy DCS-9 Purchasing – Local Price Referencing Policy
- General Conditions of Contract for the supply of Goods and Provision of General Services
FORM OF QUOTATION

To: The Chief Executive Officer
Via email to tenders@bunbury.wa.gov.au

Attention: Anna Edmundson, Arts and Cultural Development Officer
Withers Artist in Residence project

I/We the undersigned hereby provide a quotation for the services requested. This response is as provided in the Price Schedule and submitted with this Quotation and I/we agree to undertake this work for the lump sum of: $.......................

.................................................................................................................................
Amount in words

DATED this __________ day of ____________________ 2015

Name of Respondent:___________________________________________________________

Full Name of Company:_______________________________________________________

Address of Company:__________________________________________________________

ABN: ______________

Phone Number ______________________________________________________________

Facsimile Number: _____________________________________________________________

Mobile Phone Number: ________________________________________________________

E-mail: _________________________________________________________________

Signature:______________________________________________________________
2. SPECIAL CONDITIONS

2.1 Quoted prices

Prices quoted are to be on a lump sum basis.

All prices for goods and services offered are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices quoted must include delivery, unloading, taxes and charges. Any charge not stated in the Quotation as being additional will not be allowed as a charge for any transaction under any resultant Contract.

2.2 Lodgment of Quotations

The Respondent shall submit:

- The original of the Form of Quotation
- Written statements or other information (as required)
- Completed schedule

The Respondents offer shall be submitted duly signed, and emailed to tenders@bunbury.wa.gov.au. No other form of quote submission will be accepted. Please mark your submission to Attention: Anna Edmundson - Arts & Cultural Development Officer.

2.3 Submission Closing Time

- Submissions close at 28 August 2015.
- At the time of closing only those Quotations received on time will be considered.
- Only quotations submitted to tenders@bunbury.wa.gov.au will be considered.
- The Local Government will accept no responsibility in the event that the Quotation is not received at the time the Quotation closes.

2.4 Informal Submission

Any Quotation may be rejected which does not comply with the requirements of the Specification or of these Special Conditions or which contains any provisions not required by the Quotation documents.
2.5 Acceptance of Quotations

- The Local Government shall not be bound to accept the lowest or any Quotation.
- The Local Government may accept a part of a Quotation.
- The Quotation documents together with the acceptance of the Quotation shall constitute the Contract between the City of Bunbury and the successful Respondent.
- The Respondent agrees that the Quotation will remain open for acceptance for a minimum period of 30 days after the closing date for Quotations, notwithstanding that there may have been negotiations in respect of any Quotation in the meantime.
- A Respondent may withdraw the Quotation at any time after the expiration of 30 days from the date of closing Quotations, but shall not withdraw their Quotation prior to the expiration of such period.

2.6 Contract Duration

The Contract will be in force for the period of a maximum of five (5) months, negotiated and agreed with by the Local Government, with the anticipated project completion to be end of April. In the event of the successful Quotation failing in any manner to carry out the Contract to the City of Bunbury’s satisfaction, the City may forthwith terminate the Contract by written notice to the successful Respondent.

2.7 Canvassing of Elected Members and Council Officers

Canvassing of Elected Members or Council Officers will automatically lead to disqualification.

2.8 Indemnity

The successful Respondent shall indemnify and keep indemnified the City of Bunbury against:

- any liability under the *Workers’ Compensation and Rehabilitation Act 1981*, and its subsequent amendments;
- any other law in force or which during the term of this Contract may come into force, under which any person is entitled to claim or sue for compensation or recover any damages from the City of Bunbury.
Check list:

I have attached:

- CV (no longer than 2 pages)
- Up to 10 images of previous artwork
- Completed project budget
- Completed Form of Quotation
- Information addressing selection criteria

Please return your completed application to:

Email to tenders@bunbury.wa.gov.au or
Send/deliver to
City of Bunbury
4 Stephen Street
Bunbury WA 6230

Attention: Anna Edmundson, Withers Artist in Residence project

END OF DOCUMENT