



2014/2015 Pre-qualified Pool of Fine Art Services Providers

Request for Qualifications

The San Francisco Arts Commission is looking for qualified art technicians, providers of fine arts services, conservators and general contractors with experience and expertise in the installation, moving and restoration of monuments and artworks, with the intent of establishing a pre-qualified pool of firms able to perform a variety of services necessary for the care and maintenance of the City's art collection.

The Arts Commission will identify a number of firms with one or more art service categories, each of which require different qualifications and experience. The art service categories are as follows:

- A. Art Care Technicians
- B. Fine Art Transportation and Storage
- C. Art Services Contractors
- D. Fine Art and Cultural Artifact and Properties Conservators
- E. Photography, Digital Imaging, Printmaking and Sign makers
- F. Fine Art Framing Services

Firms may apply for qualification in one or more categories.

The Arts Commission will review applications and establish a list of qualified firms for the purpose of awarding contracts as needed. Work will occur throughout the City and County of San Francisco, and at San Francisco International Airport.

Pre-qualified firms will remain on the list for two years. Being approved for the pre-qualified pool does not guarantee that a firm will be awarded a contract.

Date Issued: July 11, 2014

Deadline for Submissions: August 22, 2014, 11:59 p.m. PST

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I. Introduction

The City and County of San Francisco has a collection of over 4,000 artworks under its jurisdiction. Represented in the collection are both historical and contemporary artworks in nearly every media, including but not limited to historical monuments, sculptures, paintings, murals, photography, works on paper and electronic media. Works in the collection range from the small and portable artworks hung in City offices to monumental sculptures and civic monuments.

By City Charter, the Arts Commission is charged with the duty to maintain these works. To better fulfill this charge we are seeking art care technicians, art handlers, contractors, conservators, printers and framers who can provide a wide variety of services.

By issuing a Request for Qualifications for individuals and firms that are qualified within any one or all of the art service categories described below, the Arts Commission will be able to establish a pre-qualified pool of firms with whom the Arts Commission may contract for services without having further general bidding requirements. Contracts will range in length from one to three years and the City shall have the option to extend the term of a contract for a period of one (1) year, which the City may exercise in its sole, absolute discretion.

II. Scope of Work and Qualifications

The Scope of Work and Qualifications is to be used as a general guide for each of the art service categories, and is not intended to be a complete list of all work that may be performed in any category, or to be complete or specific to any particular project.

A. Art Care Technicians

Sample Services: surface cleaning, waxing and applying anti-graffiti coatings on sculptures and monuments, graffiti removal and minor repairs of contemporary artworks in a variety of media. Work may include installing and de-installing paintings and small to medium size sculptures. Must be able to provide lifts, scaffolding, equipment and other subcontractors as necessary.

The Arts Commission is also looking for technicians to maintain specialty media like neon, digital, and electronic media.

Qualifications:

1. Five (5) years of experience in the field. Past experience and qualifications may include course work in subjects related to care and conservation of artwork at a recognized college or university; work in a foundry or working as an assistant to a conservator or museum preparator or other related experience.
2. Demonstrated background in working with media technician claims expertise.
3. Adherence to the American Institute of Conservators (AIC) Code of Ethics.

4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

B. Fine Art Transportation and Storage

Sample Services: Installing, de-installing and moving paintings and sculpture; packing, transporting, shipping and storage of artwork.

Qualifications:

1. Five (5) years of experience providing the services listed above. Past experience and qualifications may include course work in subjects related to care and conservation of artwork at a recognized college or university; work in a foundry or working as an assistant to a conservator or museum preparator or other related experience
2. Ability to provide secure storage site with climate control if required.
3. Ability to provide experienced and qualified personnel.
4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

C. Art Services Contractors

Sample Services: Installing, de-installing, transporting, and storing large to monumental size works of art, historic monuments and artifacts, and artwork integrated into architecture. Work may include subcontracting with other firms to provide entire scope of services needed for a particular project. Sample subcontracts might include conservators, structural engineers, electrical work, welders, rigging, and other trades. Provide lifts, scaffolding, and other equipment as necessary.

Qualifications:

1. California General Contractor's License and five (5) years' experience performing the work described above.
2. Ability to provide qualified personnel with substantial experienced in installing and moving large scale works of art.
3. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
4. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendices B & C.)

D. Fine Art and Cultural Artifact and Properties Conservators

Sample Services: Ability to provide full conservation and restoration services in the media of the Conservator's specialization. Typical needs include providing a wide variety of services for the care and maintenance of the City's art collection, cultural artifacts

and properties under the Arts Commission's jurisdiction. Typical projects include providing specialized consulting, performing scientific investigations on the condition of artworks in the collection and providing the City with reports and recommendations; preparing conservation/restoration work project specifications; on-site cleaning, graffiti removal, conservation and restoration of the City's monuments and sculptures in various media, cleaning and conservation of paintings, murals; conservation of photographs, prints, and other works on paper. Repair and /or replacement of missing or damaged portions of sculptures and monuments.

Qualifications:

1. Conservator must hold a degree from a recognized Conservation Program identified by the American Institute for Conservation and Cultural Properties (AIC) and must adhere to the AIC Code of Ethics and Guidelines of Practice.
2. Ability to provide full conservation and restoration services in the media of the Conservator's specialization.
3. Conservator must have a minimum of five (5) years professional conservation experience specializing in objects conservation with direct experience with the media of the sculpture to be restored.
4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendices B & C.)

E. Photographer, Digital Imaging, Printmaking and Sign makers

Sample Services: Photography, design, color correction, typography and fine art reproductions in multiple formats. Photography services may include photographing and providing images in multiple formats, including the ability to provide color corrections. Sign makers scope of work may incorporate digital images and may include digital file production, typography and design services as well as the fabrication and installation of integral hardware, pedestals, and plaques in different materials and media. All will provide their own equipment, transportation, and may be asked to scout locations and conditions of artworks sited indoors and outdoors, previous to commencing work.

Qualifications:

1. Five (5) years of experience providing the services listed above.
2. Ability to provide experienced and qualified personnel.
3. Demonstrated sensitivity to the artistic integrity and cultural impact of historic artworks.
4. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

E. Fine Art Framing Services

Sample Services: Full range of professional framing services and archival materials with the capacity for managing high volume projects including the delivery, packing and storing of artworks.

Qualifications:

1. Five (5) years of experience providing the services listed above.
2. Ability to provide experienced and qualified personnel.
3. Demonstrated sensitivity to the artistic integrity and cultural impact of historic artworks.
4. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

III. Submission Requirements

A. Time and Place for Submission of Proposals

Qualifications must be **emailed by 11:59 p.m., August 22, 2014** and/or may be delivered in person and left with or **mailed to the following address by 5:00 p.m., August 22, 2014**. Please note, if submissions are mailed, the Arts Commission bears no responsibility to review submissions received after August 22, 2014 regardless of postmark date:

Email submissions to jennifer.crane@sfgov.org with the **subject line "Fine Art Services"** in **.pdf format 10 mb** or less.

OR mail to:

Fine Art Services

Attn: Jenn Doyle Crane
San Francisco Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94102

B. Format and Content of Submittals

Firms interested in responding to this Request for Qualifications (RFQ) must submit the following information:

1. Introduction and Executive Summary (up to 2 pages)

Submit a letter of introduction and executive summary of your experience and qualifications. The letter must be signed by a person authorized by your firm to obligate your firm to enter into contractual obligations. Submission of the letter will constitute a representation by your firm that your firm is willing and able to enter into an agreement with the San Francisco Arts Commission.

2. Completed Application Form (Appendix A)

3. Firm and Staff Qualifications Provide information on your firm's background and qualifications that addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. Qualifications of firm principal and staff
- c. A description of projects your firm has completed that require the same experience and expertise described under the qualifications listed for each of the Art Service categories, including client, reference and telephone numbers. Descriptions should be limited to ½ page for each project.

4. References (up to 1 page) Provide references, including the name, address and telephone number of three or more recent clients (preferably other public agencies).

5. Fee Structure Provide the following:

- a. Hourly rate for principals and any staff or employees most likely to work on Arts Commission projects.
- b. Firm overhead rate or mark-up rate, if applicable.

The Arts Commission intends to award contracts to the firms that it considers will provide the best overall program services. The Arts Commission reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Fee proposals for specific projects will be solicited on a case-by-case basis.

IV. Evaluation and Selection Criteria

A. Evaluation and Selection Criteria

Firms will be evaluated by Arts Commission staff. Firms will be rated in each of the Art Service categories they submit under as either being: 1) Highly Qualified, 2) Qualified or 3) Not Qualified. A firm must receive the ranking of Qualified in at least one of the Art Service categories for which they wish to be considered to be included in the pre-qualified list. The City intends to evaluate qualifications in accordance with the scoresheet criteria listed below.

Evaluation and Scoring for 2014 Fine Art Service

Providers RFQ Applicant: _____

Art Service Category: _____

Evaluator: _____

Evaluation Categories	Evaluation Criteria	Points Possible	Points Awarded
I. Professional Qualifications	a) Minimum (5) years of experience in the field	10 pts.	
	b) Demonstrated sensitivity to the artistic integrity and cultural impact of historic artworks.	10 pts.	
	c) Meets required qualifications as described in RFQ for specific art service category for which they are applying.	20 pts.	
II. Demonstrated Experience	a) Demonstrated recent experience of individual or team working with media they claim expertise. b) Quality of recently completed projects, including evidence of care to maintain the integrity of the artwork, adherence to the AIC Code of Ethics (where applicable) and adherence to schedules, deadlines and budgets. c) Evidence of experience as an Art Service Provider and relative scale and complexity of projects completed.	20 pts. 20 pts. 10 pts.	
III. Reasonable Fee Structure	a) Proposed fees are set within industry standard.	10 pts.	

Total

B. Contract Awards

The Arts Commission will select a pre-qualified list of firms within each of the Art Service categories which the Arts Commission staff may consider for “as needed” contracts or for specific projects as the need arises. The inclusion of any firm in the pre-qualified pool shall not imply any obligation on the part of the Arts Commission to enter into an agreement with the firm. In selecting a firm for a contract, the Arts Commission staff may consider any one, or a combination, of the criteria listed below:

1. The firm has the highest ranking of all the firms in its category.
2. The firm is the most qualified within its Art Service category to perform the work on a specific type of project.
3. The firm is available to perform the work in a timely manner.
4. The firm offers the most favorable cost estimate to perform the work.
5. The Arts Commission requests proposals from the pre-qualified firms for a specific project and selects a firm based on its proposal and the selection criteria for that project.

C. Inquiries Regarding RFQ

Inquiries regarding the RFQ should be directed to:

Jenn Doyle Crane
Program Associate, Civic Art Collection
San Francisco Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94102
(415) 252-2586
jennifer.crane@sfgov.org

D. Reservations of Rights by the City

The issuance of this RFQ does not constitute an agreement by the Arts Commission that any contract will actually be entered into by the Arts Commission. The Arts Commission expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

E. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

F. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the “LBE Ordinance”) shall apply to this RFP.

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 0% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or

b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. CMD Forms to be Submitted

Finalists selected for the Pre-qualified Pool may need to submit the following:

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call Finbarr Jewell, the Contract Monitoring Division Contract Compliance Officer 415-554-8360.

V. Contract Requirements

A. Standard Contract Provisions

Firms receiving contracts with the City will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgsa.org>.

C. Minimum Compensation Ordinance (MCO)

Contractors entering into an agreement with the City will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see <http://www.sfgsa.org/Modules/ShowDocument.aspx?documentID=8324>

Note for contracts entered into on or after October 14, 2007 and existing contracts amended on or after that date, the rate for for-profit contractors is \$12.66/hour effective January 1, 2014, and the rate for non-profit contractors is \$11.03/hour. Rates may be adjusted each January 1 thereafter; your employer is obligated to keep informed of the then-current requirements.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know

of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

G. Insurance Requirements

1. **Required Coverage.** The following are standard insurance coverages required by the City:
 - a. Workers' Compensation, with Employers' Liability Limits not less than \$1,000,000 each accident. Contractor shall obtain such insurance prior to certification of this Agreement. This requirement is waived to the extent contractor warrants, in writing, that contractor is not an employer and has no employees as defined by the California Labor Code Sections 3351-3351.1.
 - b. Professional Liability Insurance for all design professionals (such as architects, landscape architects or engineers) who provide contractor with signed stamped drawings or calculations. Such insurance shall have limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions, and any deductible may not exceed \$50,000 each claim. Contractor or contractor's subcontractors shall obtain such insurance when contractor subcontracts for any work from such a design professional, and prior to the submittal of construction documents. Any design professional required to obtain professional liability insurance must maintain proof of insurance for the term of this agreement.
 - c. Commercial General Liability Insurance, with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations. Contractor shall obtain such insurance prior to transporting or installing the work at the site.
 - d. Automobile Liability Insurance: If contractor is an individual, Personal Automobile Liability Insurance with limits not less than \$100,000/\$300,000 each occurrence. If contractor is a corporation or other legal entity, Business Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable, unless a lesser amount is approved by City's Risk Manager. Contractor shall obtain such insurance prior to certification of this agreement.
 - e. Fine Arts Insurance or other insurance against loss in an amount to be specified in a subsequent contract modification. Contractor may need to obtain such insurance prior to transporting or storing an artwork.

2. **Required Policy Language.** Policies of insurance for Commercial General Liability, Business or Personal Automobile Liability, Fine Arts Insurance and Professional Liability for Design Professionals must include the following:
 - a. With the exception of Workers' Compensation, Professional Liability and Personal Automobile Liability, endorse the policy to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees. Professional Liability policies shall name the specific project as a covered project.
 - b. State that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limits.
 - c. Provide thirty (30) days' advance written notice to City of cancellation.

II. Protest Procedures

A. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be

transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Jenn Doyle Crane
San Francisco Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94108
jennifer.crane@sfgov.org

**Appendix A
Application Form**

Name of Firm _____

Contact Person _____

Address: _____

Telephone No. _____ FAX number: _____

City Vendor Number _____ Website: _____

e-mail: _____

1. Fine Art Services Areas for which your firm wishes to be pre-qualified (check all that apply):

___ Art Care Technician

___ Fine Art Transportation and Storage

___ Art Services Contractor

___ Fine Arts and Cultural Artifacts and Properties Conservator

___ Photography, Digital Imaging and Print Making and Signmakers

___ Fine Art Framing Services

2. For Art Care Technicians and Conservators: Please check the media for which you are qualified to provide services:

___ Architectural conservation

___ Ceramics

___ Metals, sculpture

___ Lighting, including neon and Electronic Media

___ Painting, murals, fresco

___ Photography, paper, prints, drawings

___ Stone, masonry

___ Other:

Contractors:

California General Contractor's License No.: _____

**Appendix B
Standard Forms**

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor's answers have changed. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://www.sfgsa.org/Modules/ShowDocument.aspx?documentID=10970	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 Email: vendor.file.support@sfgov.org Fax: (415) 554-6261
2.	Business Tax Declaration http://sfgsa.org/Modules/ShowDocument.aspx?documentid=7624	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702

Item	Form name and Internet location	Form	Description	Return the form to; For more info
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/modules/showdocument.aspx?documentid=10257 In Vendor Profile Application	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Website: www.sfgov.org/cmd Email: cmd.equalbenefits@sfgov.org Mail: CMD, 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6033
4.	CMD LBE Certification Application http://sfgsa.org/index.aspx?page=5364		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Division 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6033 (415) 252-2500 LBEcert@sfgov.org

Where the forms are on the Internet

<http://sfgsa.org/index.aspx?page=4762>

Office of Contract Administration www.sfgov.org/oca/

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>

Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>

LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

Supplemental Forms

Depending on the requirements specified in the bid you are responding to, you may be requested to complete one of the below forms. These supplemental forms are bid specific and are required in addition to the mandatory forms above.

Form:	Required If:
Minimum Compensation Ordinance (MCO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 5 employees, including employees of any parent, subsidiaries and subcontractors.
Health Care Accountability Ordinance (HCAO) Declaration (pdf)	You have at least \$25,000 (\$50,000 for non-profit organizations) in cumulative annual business with a City department or departments and have more than 20 employees (more than 50 employees for non-profit organizations) including employees of any parent, subsidiaries and subcontractors.
Local Business Enterprise Program Application (City Administrator's website)	If you desire to participate in the City's Local Business Enterprise Program which helps certain financially disadvantaged businesses increase their ability to compete effectively for City contracts.

8/05/14

Addendum No. 1

**2014/2015 Pre-qualified Pool of Fine Art Services Providers
Request for Qualifications**

1. Page 1: Title Revised
2014/2015 **Pre-qualified Pool** of Fine Art Services Providers
Request for Qualifications
2. Proposal Due Date has been extended to **Friday, August 22, 2014.**
3. References for the Human Rights Commission has been changed:
Contract Monitoring Division
30 Van Ness Ave., Suite 200
San Francisco, CA 94102-6033 (415) 252-2500
4. The Contract Monitoring Officer for this Request For Qualifications
is:
Finbarr Jewell
30 Van Ness Ave., Suite 200
San Francisco, CA 94102-6033
415-554-8360, finbarr.jewell@sfgov.org

Questions: please contact the San Francisco Arts Commission, Jenn Doyle Crane,
Program Associate for the Civic Art Collection and Public Art Program. 415-252-2586,
jennifer.crane@sfgov.org

8/08/14

Addendum No. 2

**2014/2015 Pre-qualified Pool of Fine Art Services Providers
Request for Qualifications**

1. Proposal Due Date has been extended to **Wednesday, August 27, 2014.**
2. Example of scoring criteria revised and now formatted as "Score Sheet" on Page 8.