



City and County of San Francisco

Sourcing Event ID 0000007216 | Dept Contract ID: 1000025886

Formal Request for Proposals for:

Fine Art Services Providers who will care for and maintain the City's Art Collection under the jurisdiction of the San Francisco Arts Commission (Arts Commission). The Arts Commission is looking for qualified art technicians, providers of fine arts services, conservators, and fine art installers (both licensed and unlicensed contractors) with experience and expertise in the installation, moving and restoration of monuments and artworks, with the intent of identifying firms able to perform a variety of services necessary for the care and maintenance of the City's art collection.

This Solicitation can be viewed and downloaded on the Arts Commission's website at:

<https://www.sfartscommission.org/content/call-needed-fine-art-services-providers>

Firms interested in responding to this RFP must submit the following information to jennifer.crane@sfgov.org by August 5, 2022 at 5:00 pm (PST)

SUBMITTAL CHECKLIST

☐ **PROPOSER QUESTIONNAIRE AND REFERENCES FORM:** Attachment 2, Pages 86-90 of PDF

- You may answer **NO** to questions #2 (registered bidder/supplier), #3 (electronic payment enrollment), and #4 (registered with SF Tax Collector) with the understanding that registration is a requirement if a contract is awarded.

☐ **PRICING NARRATIVE:** Section VIII. Price Proposal, Described Page 15

- Narrative should include the hourly rate for principals and any staff or employees most likely to work on Arts Commission projects, including and if applicable, the prevailing wage rate for on-site work. Also include firm overhead rate or mark-up rate (if applicable) and equipment rental.

☐ **WRITTEN PROPOSAL:** Section IX. Written Proposal, Described Page 17

☐ **MINIMUM QUALIFICATIONS 1-4 (MQ1, MQ2, MQ3, MQ4):** Section VII. Minimum Qualifications Documentation, Described Page 14.

- **MQ1** – All Applicants
- **MQ2** – Only Applicants for Category #1 (Art Services Contractors to install and de-install large-scale works of public art); Category #2 (Fine Art and Cultural Artifact and Properties Conservation); and Category #5 (Sign Makers).
- **MQ3** – Only Applicants for Category #2 (Fine Art and Cultural Artifact and Properties Conservation)
- **MQ4** – Only Applicants for Category #7 (Fine Art Appraisers)

☐ **CMD FORM 3:** Attachment 3, Page 92 of PDF

☐ **LBE Participation:** (If Applicable and Applying for Bid Discount as a Registered LBE) Attachment 4, Pages 95-100 of PDF