CITY OF TARPON SPRINGS PUBLIC ART COMMITTEE (PAC)
PUBLIC ART PROPOSAL AND SCOPE

Artist Name: ____________________________________________ Phone: ______________________________

Address: ____________________________________________ City: __________________ State: ___ Zip: ________

Email Address: ______________________________________ Website: ______________________________

Please provide a detailed overview of your proposed project and include these components:

- Scope - detailed description of project with basic rendering / sample photo
- Plan - including site preparation, materials, installation process
- Cost - including requested payment timetable
- Scheduling - proposed start date / completion
- Site - proposed installation site (location must be approved by City of Tarpon Springs BOC)
- Resume and five samples of work
- Three professional references with contact information including email and phone; description of project
- Insurance Requirements as follows:
  Artist agrees to procure and maintain in force during the terms of this Agreement, at its own cost, the following minimum coverages:
  A. Workers’ Compensation and Employers’ Liability
     i. State of Florida: Statutory
  B. Commercial General Liability
     i. Bodily Injury & Property Damage General Aggregate Limit $1,000,000
     ii. Personal & Advertising Injury Limit $1,000,000
     iii. Each Occurrence Limit $1,000,000

The policy shall be on an Occurrence Form and include the following coverages: Premises Operations; Personal and Advertising Injury; Medical Payments; Liability assumed under an Insured Contract; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001.

C. Automobile Liability Limits
The Artist agrees to provide evidence that the Artist maintains in their vehicle proof of current liability insurance coverage in compliance with the requirements of the State of Florida. The City of Tarpon Springs shall be named as additional insured. The Artist’s car insurance is the sole coverage for any casualty or liability claims.
Prior to the execution of this Agreement by the City, the Artist shall forward Certificates of Insurance to Purchasing. The insurance required shall be procured and maintained in full force and effect for the duration of the Agreement. Certificate Holder shall be the City of Tarpon Springs at, P.O. Box 5004, Tarpon Springs, FL 34689-5004.

**All insurance policies** (except Workers Compensation) shall include City of Tarpon Springs and its elected officials and employees as additional insureds as their interests may appear. The additional insured endorsement should be at least as broad as ISO form CG2010 for General Liability coverage and similar forms for Commercial Auto Liability.

The City requires that all policies of insurance be written on a primary basis, non-contributory with any other insurance coverages and/or self-insurance carried by the City.

The City of Tarpon Springs reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licensed to do business in Florida and shall have an AM Best rating of not less than A- VI. Artist, or Artist’s insurance broker, shall notify the City of any cancellation or reduction in coverage or limits of any insurance within seven (7) days of receipt of insurer’s notification to that effect. The Artist shall forthwith obtain and submit proof of substitute insurance in the event of expiration or cancellation of coverage.

**Please note, incomplete project submissions will not be considered.**

**Approval Process:**

- Your artwork proposal will be reviewed by the PAC at a scheduled meeting (2nd Tuesday of the month).
- If approved by the PAC, a formal contract would be negotiated between you and the City.
- When the contract is agreed upon, insurance is obtained and contract signed by artist, it will be scheduled for review and approval by the City of Tarpon Springs Board of Commissioners (BOC).
- Upon BOC approval, the art project will commence pursuant to the terms of the contract.
- For payment purposes, a W-9 and Vendor Application form must also be completed.

Please turn in this completed form and project submission materials to Diane Wood, Tarpon Springs Heritage Museum, 100 Beekman Lane, Tarpon Springs, FL 34689  Phone: (727) 942-5605  Email: dwood@ctsfl.us