



**Purchasing Department
City Hall, 73 Harlow Street
Bangor, Maine 04401
Tel. 207-992-4282**

**Request for Proposals
Pickering Square Banner Project
Issue Date: October 31, 2016**

I. Introduction

The City of Bangor is requesting proposals for a banner project, whereby the City will install 10 large double-sided banners, artistic in nature, on the façade of the Pickering Square Parking Garage, designed by a local artist or artists. The City seeks proposals for artwork by local/regional artists that depict a cohesive look and feel but encompass elements of the City's culture, history, and modern feel. These banners will also need to include symbols for parking and public transportation. This project aims to improve both the look and functionality of Pickering Square.

II. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/proposals. By submitting a response to this solicitation, the bidder accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in the City's "General Information for Vendors."

III. Submission

To be considered, return the Proposal Form and any other information the Proposer deems important in an envelope **clearly** marked "**Proposal: Pickering Square Banner Project**" by **2:00 PM, Wednesday, December 7, 2016** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**Proposal: Pickering Square Banner Project**" in the subject line. Proposals will be publicly opened on the date and time stated above.

IV. Questions

All questions must be directed in writing to bids@bangormaine.gov no later than **4:30PM, Tuesday, November 15, 2016**.

The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before **4:30PM, Thursday, November 17, 2016**. The response will be in the form of an addendum, which will be available on the City's website. Proposers are responsible for checking the City's website for issuance of any addenda.

V. Background and Scope of Work

The City of Bangor has an area of 32.9 square miles and a population of approximately 33,000 people. The City consists of an urbanized core made up of residential, commercial and light industrialized areas totaling approximately 16 square miles. The City's Department of Community and Economic Development is overseeing an effort to create a set of banners, artistic in nature, incorporating and emphasizing the City's rich history. Other goals include the promotion of the Downtown and Waterfront, parking, and public transportation. The artistic images that result from this project will enhance the area, bringing in a fresh, vibrant, and fun element to the Downtown Development District.

VI. Proposal Content

Preference will be given to artwork that is innovative and cohesive. The finished medium for the artwork will be outdoor vinyl banner material. Artists are encouraged submit more than one design, as the City's preference is for one artist to design the entire suite of banners (up to ten double-sided banners total). The selection of themes, colors, and forms shall be inclusive of the values, culture, diversity, experiences, interests and/or history of the City of Bangor and its citizens. The City seeks to build on the Downtown Bangor Partnership's successful marketing campaign "Eat Shop Enjoy" as seen: <http://www.downtownbangor.com/eat-shop-enjoy/>

The symbols for "Parking" and "Bus" need to be incorporated into the artwork. These symbols can be as shown on the AIGA website: <http://www.aiga.org/symbol-signs/>

Artwork must be designed according to the provided template, which is particularly important due to the large size of the finished product. The proposal does not need to include the final artwork, it should include concept designs (to scale) as well as design elements and themes. While the original artwork can be created in any medium, the final submission must be in an appropriate digital format such as a photograph or Adobe Creative Suite File (.jpg, .psd, .eps, .ai, .tiff) and the conceptual design file must be at actual banner size (30' x 4'). Artwork should be bold, clear, and visible from a distance.

Additionally, please provide a brief statement of interest, describing your work, and why you think it should be included as part of the Pickering Square Banner Project.

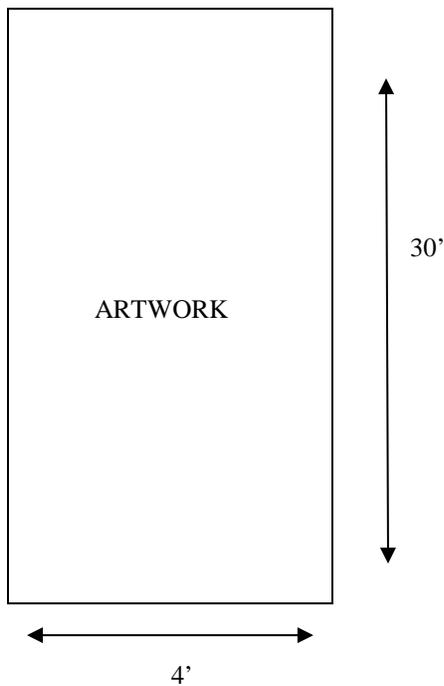
VII. Selection Process

Submissions will be reviewed by a panel comprised of representatives of the City of Bangor, as well as representatives from the community. This panel will review all submissions for content, and that it meets the required criteria. Artists will be notified by

Friday, December 16, 2016 if their artwork has been selected. More than one artist may be selected by the panel. The panel will then work with the artist(s) selected to make any adjustments to the design, particularly as they incorporate the parking and bus symbols. Selected artists will receive an honorarium (total of \$2,500 available) for each banner design that is selected and will have their artwork produced on 30' x 4' banners, suspended from the Pickering Square Parking Garage.

The City of Bangor reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the City may require. Rejection of any proposal shall be construed as meaning simply that the City does not deem the proposal to be acceptable or that another proposal is deemed to be more advantageous to the City for the particular services proposed.

VIII. Banner Template



Example