



OKIB Administration

12420 Westside Road • Vernon, BC, • V1H 2A4
Telephone: 250-542-4328 • Fax: 250-542-4990

Solicitation #: 2022-0712
Title: Community Artists

Publish Date: July 22, 2022
Closing Date: July 29, 2022

REQUEST FOR PROPOSAL

OKIB requests proposals for **Community Artists**.

Emailed Proposal Submission Forms clearly marked "**RFP #2022 – 0712 Community Artists**" will be received until **4:00 pm, B.C. time, July 29th, 2022** via email (see below):

OKIB reserves the right to accept or reject all Proposals, and to waive irregularities and informalities at its discretion. OKIB reserves the right to accept a Proposal other than the lowest Proposal without stating reasons.

By submitting a Proposal, the Bidder waives any right to contest, in any proceedings or action, the right of OKIB to accept or reject any Proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, OKIB may consider any other factor besides price and capability to perform the Work in its sole and unfettered discretion. The selection of the successful contractor shall be based on OKIB's appreciation of the firm's experience, knowledge, resources, and ability to provide OKIB with an effective and efficient service.

Further information:

Any communication regarding the proposal prior to the closing time must be made in writing and sent via email, prior to 4:00 p.m. on July 28, 2022, to the attention of:

Kevin Smeltzer – School Liaison Coordinator

Email: school@okanagan.org



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RFP GENERAL TERMS

1. INTRODUCTION OF INVITATION

Okanagan Indian Band (the "OKIB") invites contractors to provide a Proposal on the form attached as Schedule B (the "Proposal") for the supply services described in Schedule A (the "Scope of Services"). The description of the Scope of Services sets out the minimum requirements of OKIB. A person that submits a Proposal (the "Contractor") should prepare a Proposal that meets the minimum requirements, and may choose, in addition, to also include services or terms that exceed the minimum requirements.

2. SERVICES TERM

The Contractor will provide the Services for the period commencing on August 2, 2022 and terminating on August 19, 2022 (the "Initial Term").

This Agreement will not automatically renew. OKIB may at any time prior to 30 days before the end of the Term, by written notice to the Contractor, extend the Term (the "Renewal Term"). If OKIB elects to extend the Term, the provisions of this Agreement will remain in force, including the fees payable under the Proposal, except where amended in writing by the parties.

3. PROPOSAL SUBMISSION

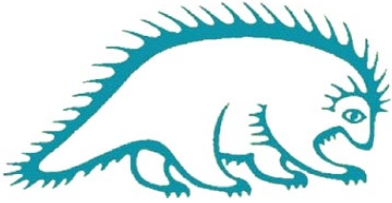
Contractors are to email their Proposal Submission forms to Kevin Smeltzer at the email above.

4. CLOSING DATE

OKIB will receive emailed Proposals on or before 4:00 pm on Friday, July 29, 2022. OKIB's normal office hours are 8:30 a.m. to 12:00 p.m., and 1:00 p.m. to 4:30 p.m. Monday to Friday, except statutory holidays.

5. PROPOSAL ENQUIRIES

All enquiries related to this Request for Proposal ("RFP") should be directed in email to the contact person named in the cover page of this RFP.



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6. ADDENDA

If OKIB determines that an amendment is required to this RFP, OKIB will post a written addendum on the OKIB website at www.okib.ca (the "OKIB Website") and upon posting will be deemed to form part of this RFP. Upon submitting a Proposal, Contractors will be deemed to have received notice of all addenda that are posted on the OKIB Website.

7. RFP IS NOT A CONTRACT

This RFP is simply an invitation for Proposals (including prices and terms) for the convenience of all parties. It is not a tender and no obligations of any kind will arise from this RFP or the submission of Proposals. OKIB may negotiate changes to any terms of a Proposal, including terms in Schedules A and B and including prices, and may negotiate with one or more Contractors, or may at any time invite or permit the submission of Proposals (including prices and terms) from other parties who have not submitted Proposals.

8. ACCEPTANCE OF PROPOSAL

A Proposal will be an offer to OKIB which, subject to Section 7, OKIB may accept at any time by drafting an Agreement and delivering it to the Contractor. Delivery of the signed Proposal by OKIB may be by email.

9. CONTRACTOR'S EXPENSES

Contractors are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations, or discussions with OKIB or its representatives and consultants, relating to or arising from the RFP. OKIB will not be liable to any Contractor for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, incurred by the Contractor in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

10. CONTRACTOR'S QUALIFICATIONS

By submitting a Proposal, a Contractor represents that it has the expertise, qualifications, resources, and relevant experience to supply the Contracting Services.



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11. CONFLICT OF INTEREST

A Contractor must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with OKIB, its elected or appointed officials or employees. OKIB may rely on such disclosure, failure of the Contractor to properly disclose may result in termination of any awarded contract.

12. SOLICITATION OF COUNCIL MEMBERS AND OKIB STAFF

Contractors and their agents will not contact any member of OKIB Chief and Council, or OKIB staff with respect to this RFP, other than the contact person named on the cover sheet, at any time prior to the award of a contract or the cancellation of this RFP.

13. CONFIDENTIALITY OF PROPOSALS

All Proposals become the property of OKIB and will not be returned to the Contractor. All Proposals will be held in confidence by OKIB unless otherwise required by law. Contractors should be aware OKIB is a "public body" defined by and subject to the Personal Information Protection and Electronic Documents Act (PIPEDA), Privacy Act (Canada), and Access to Information Act (Canada).

14. LEGAL NAME

The legal name of the person or firm submitting the Proposal should be inserted in the Proposal. The Proposal should be signed by a person authorized to sign on behalf of the Contractor and include the following:

15. QUANTITIES IN RFP

Any quantities for unit prices listed in the Schedules are estimates for the purpose of comparing Proposals only. OKIB does not expressly nor by implication agree that the actual amounts of work will correspond even approximately to this estimate but reserves the right to increase or decrease the amounts of any class or portion of the work, or to omit portions of the work that may be deemed necessary, or expedient by OKIB. The Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, except as provided for herein, because of any difference between the amounts of actual work done and material actually furnished, and the quantities stated. Payment will be made only for the actual measured quantities of work performed.



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16. REQUIREMENTS FOR PROPOSAL

For consideration to this RFP, the following requirements must be met:

- 1) Submission of completed in full Proposal Submission Form;
- 2) WCB # and Verification letter, if Contractor has, to be in place prior to being awarded contract. Contractor may be covered under OKIB WCB, if they do not have WCB coverage.
- 3) Third Party Liability Insurance, naming OKIB as a named insurer may be required prior to being awarded contract.



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SCHEDULE A: SCOPE OF SERVICES: COMMUNITY ARTISTS

1. SCOPE OF SERVICES

The contractor will provide artist services including but not limited to:

1. Create artwork on G1S plywood (3 - 4x8 Sheets) provided to be featured in the bus shelters that the sácmipnúnm i? Í tmx^wúla?x^w - I'm learning on the land group are building and going up in the community. We are looking for artwork that represents the 4 Food Chiefs, a connection to the sylix history or inspiration for our students to take with them each day before they get on the bus.
2. Provide references to previous artwork completed
3. A very generous honorarium will be provided to the artist upon completion
4. Artwork must have a protective clear coat on it to protect it from the weather elements.

2. RESPONSIBILITIES OF OKIB

Contract administration shall be done by OKIB Education Department



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SCHEDULE B: RECRUITING SERVICES PROPOSAL SUBMISSION FORM

RFP Title: OKIB Community Artists

RFP#: 2022-0712

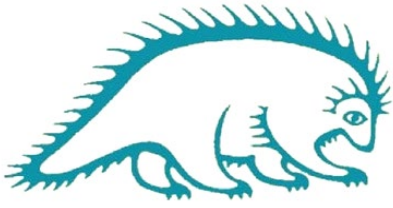
CONTRACTOR

Legal Name: _____

Address: _____

Phone #: _____

Email: _____



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Note: All quantities are approximate. OKIB reserves the right to increase or decrease the amounts of any class or portion of the work, or to omit portions of the work that may be deemed necessary, or expedient by OKIB. Payment will be made only for the actual quantities of work performed.

1. If this Proposal is accepted by OKIB, a contract will be created as described in:
 - 1.1. the RFP; and
 - 1.2. Other terms, if any, that are agreed to by the parties in writing.

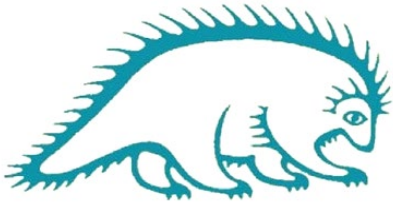
2. Capitalized terms used and not defined in this Proposal will have the meanings given to them in the Contract and RFP. Except as specifically modified by this Proposal, all terms, conditions, representations, warranties and covenants as set out in the Agreement and RFP will remain in full force and effect.

3. OKIB requires that the successful Contractor have the following in place before providing the Goods and Services:
 - 3.1. Workers' Compensation Board coverage in good standing
Workers' Compensation Registration Number _____;
 - 3.2. Insurance coverage naming OKIB as additional insured.
 - 3.3. If the Contractor is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, and Incorporation Number _____.

4. As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

Section	Departure / Alternative
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5. Contractor's **relevant experience and qualifications** in delivering Goods and Services similar to those required by the RFP (use the spaces provided and/or attach additional pages, if necessary):
-
-
-
-



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6. Contractor's references (name and telephone number) (use the spaces provided and/or attach additional pages, if necessary). OKIB's preference is to have a minimum of three references:



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7. I/We the undersigned duly authorized representatives of the Contractor, having received and carefully reviewed the RFP and the Agreement, submit this Proposal in response to the RFP.

This Proposal is executed by the Contractor this _____ day of _____, 20__.

CONTRACTOR

I/We have the authority to bind the Contractor.

(Legal Name of Contractor)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)