



**CITY OF MARTINSVILLE, VIRGINIA  
REQUEST FOR PROPOSALS  
HOLIDAY TREE ORNAMENT FOR VIRGINIA GOVERNOR'S MANSION  
AUGUST 18, 2016**

The City of Martinsville will be participating again this year with the Virginia Municipal League to provide a locally-handcrafted holiday ornament for the Christmas tree at the Governor's Executive Mansion. Guidelines provided by the Virginia Municipal League are:

- The theme is totally up to the locality; however, it is suggested the ornament include some unique feature that is specific to the City of Martinsville – could be an historic home or building, a noted person, natural feature, animal or plant from the region, etc.
- Handmade ornaments are preferred.
- Suggested materials for usage include clay, glass, shells, fabric, wood, found objects, and objects from nature.
- Preferred size of the ornament is no larger than 6 inches in any dimension. Be mindful of the ornament weight, realizing it can't be too heavy to hang on the tree.
- The finished ornament should have on the back or bottom, the name of the locality and artist.
- The artist/artisan should reside in this community. A children's themed tree may be featured in the future so the request this year is for ornaments created by adults (college-aged and above). This RFP is open to all artists over the age of 18.
- Ornament must be completed and submitted to VML by November 1.

Other criteria:

- Artist/Artisans desiring to participate should submit a drawing or sketch of their proposal to the **City Manager's office by 4:00 p.m. on Thursday, September 15, 2016**. A selection committee will review proposals and one submittal selected for this project. The artist/artisan selected for the project will be notified by Monday, September 19, 2016. Cost should be limited to \$40 or less.
- The ornament must be completed by October 24, 2016. The ornament will not be returned.

A selection committee will review all applications. The committee will use the following criteria in the selection process:

- Submittal of all required application materials as outlined in the RFP.
- Attention to context: architectural, historical, geographical and cultural.

- Originality: creativity and uniqueness of proposed artwork concept for this project.
- Quality and craftsmanship of product.

Award:

- City reserves the right to reject any or all Proposals, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional proposals and to reject the proposal of any bidder if owner believes that it would not be in the best interest of the project to make an award to that bidder, whether because the proposal is not responsive or the bidder is unqualified or fails to meet any other pertinent standard or criteria established by owner. Owner also reserves the right to waive all informalities not involving price, time or changes in the work and to negotiate contract terms with the successful bidder.
- In evaluating proposals, owner will consider whether or not the proposals comply with the prescribed requirements, as may be requested prior to the Notice of Award.

Questions may be directed to the Office of the City Manager, telephone 276-403-5185.