

EXEMPLAR
SINGLE PAYMENT DEMAND SCOPE OF WORK AND AWARD
Holding the Moment: A Public Art Initiative Responding to COVID-19

I. General Description of Project:

The City of San José’s Office will cause an installation of approximately 90 artworks, new or previously created, to create six one-month installations reflecting, commenting, and interpreting the aftermath of COVID-19. The installations will be located in the Norman Y. Mineta Airport Terminal B, in large Showcases centrally located between Baggage Claim and Ticketing. The artworks will also be posted on social media for further exposure.

In response to City’s Call for Submittals, dated July 15, 2020 (“Call”), Artist responded with an application. Based on review and recommendation by a professional jury, and approval by the San José Public Art Committee, the following artwork(s) were selected for display:

1. [Title]
2. [Title]

The City will be responsible for printing artwork, installation of work on-site at the San José Airport, and disseminating via its social media channels.

II. Artist Deliverables:

Artist deliverable under this single payment demand are as follows:

1. Artist will provide camera-ready artwork (as defined in the Call for Submission) to the specifications required by City in order to produce work for final display. Specific file format and specifications to be determined. Artist understands that City will be responsible for printing final Artwork from digital files. Final dimensions may vary from Artists’ original.
2. Artist, in collaboration with City staff, and others as required, will work to finalize text narrative providing context for the artwork. Text may be included on-site at the airport or as part of social media postings.
3. Once display period is completed, Artist will pick up final artwork print from San Jose Airport Administrative Offices, at a mutually agreed to time.

III Schedule

Transmittal of camera-ready art: Within 7 days of notification of artwork selection, Artist will email Public Art Project Manager camera ready art in agreed to digital file format.

Finalization of Narrative Statement: Recognizing that time is of an essence, Artist will work responsively with Public Art Project Manager to expedited approval of text edits as mutually agreed to by Artist and City.

IV Payment

Payment: Upon confirmation of camera-ready art and approval of final narrative Artist will submit an invoice in the amount of:

Amount: [based on number of qualifying entries]

Invoice shall also include Artist name, address, phone, email and either Tax ID or Social Security Number.

Payment will be made by check within 30 calendar days upon receipt of invoice.

V. Copyrights

Artist is the sole and absolute owner of the Artwork and the Artwork Design, and the copyrights pertaining to the Artwork, and all the rights associated or relating to it. Artist authorizes City to make, and to authorize the making of, photographs and other two-dimensional reproductions of the Artwork for educational, public relations, arts promotional and other noncommercial purposes.

VI. Acknowledgement

Artist is required to respond to this award notification as an acknowledgment of receipt of scope of work and understanding terms required for payment. This acknowledgement shall be in writing; email to mary.rubin@sanjoseca.gov is acceptable form of acknowledgment.