



Request for Proposals
RFP No. xxxxxxx - Silver Box Art on Loan 2026 - Call for Art

The City of Sandpoint invites artists to apply for the Silver Box Project, an art on loan program.

The project is open to all artists residing in the United States regardless of race, color, religion, gender, including minors, with parental or guardian written consent required for participants under 18 years of age. Local and Regional artists may be given selection preference. Selection panelists and their immediate family members are not eligible for participation.

Project Scope

Three sculptures will be selected by jury process for an approximately 1 year loan. The art will be mounted on stainless steel bases located in Downtown Sandpoint and promoted through various media. Selected art/artists will receive a \$1000 honorarium for temporary display of their work.

The Art / Selection Criteria

Criteria for art shall include consideration of the following:

- Art must be an original work of art made by the submitting artist. The artist must own the rights to the art and art must be available for the duration of a one-year agreement.
- The art may not contain advertising, religious references, sexual content, or convey political partisanship.
- Art must be durable in outdoor conditions, including snow and ice and surfaces must not be prone to environmental degradation, e.g. unsealed rust.
- The art shall not have kinetic elements or water features.
- Art must be structurally safe for display in public and must not have the potential to cause injury. All components must be securely fastened.
- Art must arrive in the same condition as portrayed in the application photographs. The City reserves the right to refuse art if it does not match the photographs submitted.
- Art minimum size: 24" x 24" x 24", maximum size, 48" x 48" x 48".
- The footprint of the art must be able to be securely bolted onto a 16" x 16" x 1/4" powder coated steel attachment plate. The City will provide a mounting plate template pdf at time of selection. Installation method for art should be welded tabs or a similar easy install method using bolts.
- Art must weigh no more than 300 pounds.



- Artist has accomplished all of the required components outlined within this RFP, which includes and is not limited to meeting development schedule, budget, installation requirements are completed, and delivery date is met as proposed.

Submissions and Scoring (*Scoring point maximum for all criteria is 100*).

Submission Deadline: xxxxxxxxxx, 2026 at 2:00 p.m. PST.

Submissions can be emailed to cityclerk@sandpointidaho.gov OR delivered to City Hall, 1123 Lake Street, Sandpoint, ID 83864.

Submissions that are delivered must include one hard copy and a flash drive.

Submission requirements and scoring, for a maximum number of points of 100, is as follows:

The Artist may submit up to three (3) pieces but must present each piece in a separate application and will be scored individually and not collectively. Each application submission must include and will be scored as follows:

- Cover Letter – Cover Letter shall include contact information, including email address and signed by the Artist. *This section will receive a Pass/Fail score.*
- Resume: Proposal includes an Artist resume. *This section will receive a maximum of 15 points.*
- Provide examples of past work relative to this RFP (social media links are not accepted): Artist to provide examples of past work similar to that as requested within this RFP. *This section will receive a maximum of 30 points.*
- Provide two or three (2-3) clearly identified images or videos of proposed art piece. *This section will receive a maximum of 25 points.*
- Description of Art: Artist must include a description of the submitted art including medium, dimensions, weight, title, date of construction, cleaning and maintenance instructions, stated insurance value, and sale price. *This section will receive a maximum of 30 points.*

Please note that incomplete applications will be considered nonresponsive and disqualified.



City reserves the right to work with Artist with the highest scoring Submission, prior to installation, to request minor modification or changes to the submitted art.

Budget & Payment Schedule

Each selected artist will be provided a \$1000 Honorarium for the provision, installation, and removal of the art. The City will receive a 10% commission if art is sold as a result of project participation.

Payment of the Honorarium shall be made to the Artist within 21 days after execution of the Artist Agreement.

Artist Responsibilities

- Must complete and sign the Artist Agreement with the City of Sandpoint.
- All works must be ready for exhibition/installation within (1) one week from date of signed Artist Agreement. Instructions must be provided for maintenance of the art at that the time of installation.
- Must complete and sign Condition Report(example attached to this RFP) at time of installation.
- Provide any requested information by the City for website, brochure, or other promotional materials.
- Maintain up to date contact information with the City.
- Delivery and installation no later than xxxxxxxx, 2026 and De-installation no sooner than xxxxxxxx, 2027.
- The artist must own the rights to the art - artificial intelligence is not an acceptable method.

City Responsibilities

- Pay \$1000 Honorarium for each art selection for the provision, installation, and removal of the art.
- Provide limited liability insurance for the art piece, if applicable.
- Maintain the art according to the specifications outlined by the artist, as applicable.
- Promote the art and artist including, but not limited to:
 - Inclusion in various media outlets and press releases and community engagement opportunities.
 - Recognition on the City of Sandpoint's online channels.