

ALACHUA COUNTY
BOARD OF COUNTY COMMISSIONERS

PUBLIC ART CALL TO ARTISTS

for the

CTA 25-xx Alachua County Poet Laureate



Submittal Deadline:

Wednesday, xxx, 2025

**Any response received after the above submittal deadline
will not be considered.**

Purpose

The Alachua County Arts Council (“the Committee”) invites Alachua County poets to respond to this Call to Artists to serve as the Alachua County Poet Laureate from Oct. 1, 2025 – Sept. 30, 2026 with the option to renew for two (2) additional one (1) year terms.

Background

The mission of the County public arts program is to “enhance the quality of the visual environment in Alachua County, thereby adding to the quality of life and the level of citizen awareness of the importance of aesthetic experience in their everyday lives.”

The Alachua County Board of County Commissioners identified the need for a Poet Laureate in 2019. E. Stanley Richardson was selected as Alachua County’s first Poet Laureate and has written original poetry to commemorate a number of County sponsored programs and events (click: <https://alachuacounty.us/arts-council/pages/poet-laureate.aspx> for more information).

The selected Poet Laureate will

- Approve and authorize the County to use original poems created for Alachua County as Poet Laureate on electronic and printed mediums.
- If Artificial Intelligence is utilized by the Poet Laureate in the creation of their work, it must align with the County’s values of transparency, accountability, and respect for individual privacy and rights.
 - All AI technologies must comply with applicable federal, state, and local laws, as well as any relevant regulations and standards.
 - When AI technologies are used, the Poet Laureate will disclose the use of these technologies in advance of the reading of the poem.
- Participate in events by writing and reading poetry, as the County’s Poet Laureate.
- Submit web and social media to promote and highlight poetry online and via social media in an appropriate way.
- Mentor youth interested in poetry.
- Approve and authorize Alachua County to review original poems in advance of public readings. The Poet Laureate agrees to maintain the highest standards of fairness, decency and personal integrity including with adherence to all applicable laws and community values.

Eligibility

This call is an open call to all Alachua County poets.

Submittals must be uploaded to OpenGov by **Wednesday, xxx, 2025**. Upload all required documentation with the following naming convention: Last Name, First Name, Document Description (i.e. Peebles, Gina Resume; Peebles, Gina Letters of Recommendation; Peebles, Gina Statement of Interest; Peebles, Gina Audio Poetry Sample)

- Resume
 - Including number of years as Alachua County resident
 - Experience with Literary Activities
- Two (2) current Letters of Recommendation addressed to the Arts Council
- Statement of Interest (250 words maximum)
- Original Audio or Video Poetry Sample (not to exceed two minutes in length)

Failure to comply with the required documentation will deem a poet non-responsive.

Honorarium

A \$3,000 annual honorarium will be provided to the selected Poet Laureate.

Project Details

The Evaluation Team will consist of a group of interested stakeholders and the Alachua County Arts Council. The Alachua County Poet Laureate will write original poetry to be read at County sponsored programs and events.

Proposal Requirements

Please review the score sheet prior to completing the proposal and note that some of the requirements must be met at a minimum level or the proposal will not be considered.

1. A resume that includes your:

- Name, address, contact information, credentials, experience, awards, number of years as Alachua County resident and experience with Literary Activities
- Two (2) Letters of Recommendation
- Statement of Interest (250 words maximum)
- Original Audio or Video Poetry Sample (not to exceed two minutes in length)

Inquiries

All questions and inquiries must be sent via email to Leira Cruz Cáliz, Procurement Agent at lcruzcaliz@alachuacounty.us. Responses to questions and inquiries will be advertised via addenda.

Independent Artist

In the performance of this Agreement, the Artist is acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer, or associate of the County. The Artist is solely responsible for the means, method, technique, sequence, and procedure utilized by the Artist in the full performance of this Agreement.

Alachua County Minimum Wage

The Work performed through this Agreement is considered covered services under Chapter 22, Article III, of the Alachua County Code of Ordinances ("Wage Ordinance"), which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government. "Covered Employees," as defined in Sec. 22.45 of the Wage Ordinance, are those employees directly involved in providing covered services pursuant to this Contract. The County may amend the applicable Minimum Wage on or before October 1st of each year.

- 1.1. Current required Alachua County Government Minimum Wage is \$14.00 per hour when health benefits are provided at the equivalent value of \$2.17 per hour and \$16.17 when health benefits are not provided (collectively, the "Minimum Wage").
- 1.2. The County may amend the applicable Minimum Wage on or before October 1st of each year.
- 1.3. The Artist must provide certification, **Exhibit B**, to the County that it pays each of its employees the Alachua County Government Minimum Wage, as well as ensuring that it will require the same of its subcontractors throughout the duration of the Agreement.
- 1.4. The Artist shall prominently display a copy of the Wage Ordinance where it is easily seen by covered employees and supply to covered employees upon request. Additionally, the Artist is responsible to make any person submitting a bid for a subcontract for covered services aware of the requirements.
- 1.5. Failure to comply with the provisions of the Wage Ordinance will be deemed a breach of contract and

authorize the County to withhold payment of funds in accordance with Chapter 218, Florida Statutes.

The Artist will include the necessary provisions in subcontracts to ensure compliance. However, the County shall not be deemed a necessary, or indispensable, party in any litigation between the Artist and subcontractor

Selection Process

The Evaluation Team will review the submittals and refer the top 2-3 poets to the Board of County Commissioners (“the Commission”) for final selection of the Alachua County Poet Laureate. The Commission may also choose to reject all submissions and re-advertise the Call to Artists.

Evaluation Factors and Points (100 pts Total)

Number	Criteria	Possible score	Actual score	Comment
1	Resume includes: <ul style="list-style-type: none">• Name, address, contact information• Credentials• Experience• Awards• Number of years as Alachua County resident• Experience with Literary Activities	20		
2	Two (2) Letters of Recommendation	20		
3	Statement of Interest (250 words maximum)	20		
4	Original Audio or Video Poetry Sample (not to exceed two minutes in length)	40		

EXHIBIT A

TYPE "A" INSURANCE REQUIREMENTS

"ARTISAN CONTRACTORS / SERVICE CONTACTS"

The Contractor shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the contractor/vendor, his agents, representatives, employees or subcontractors.

COMMERCIAL GENERAL LIABILITY

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

AUTOMOBILE LIABILITY

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY

Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.

Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

BUILDER'S RISK / INSTALLATION FLOATERS (when applicable)

When this contract or agreement includes the construction of and/or the addition to a permanent structure or building; including the installation of machinery and/or equipment, the following insurance coverage must be afforded:

Coverage Form: Completed Value, All Risk in an amount equal to 100% of the value upon completion or value of equipment to be installed.

When applicable: Waiver of Occupancy Clause or Cessation of Insurance clause. Flood Insurance as available under the

National Flood Insurance Program.

EMPLOYEE FIDELITY COVERAGE (only applicable to vendors whose employees handle funds)

Employee Dishonesty coverage must be afforded for not less than \$500,000 Blanket all employees ISO Form

OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

I Commercial General Liability and Automobile Liability Coverages

a. The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor/Vendor; to include Products and/or Completed Operations of the Contractor/Vendor; Automobiles owned, leased, hired or borrowed by the Contractor.

b. The Contractor's insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Contractor/Vendor's insurance and shall be non-contributory.

II All Coverages

The Contractor/Vendor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

SUBCONTRACTORS

The Contractor/Vendor shall be responsible for all subcontractors working on their behalf as a condition of this agreement. All subcontractors of the Contractor/Vendor shall be subject to the same coverage requirements stated herein.

CERTIFICATE HOLDER: Alachua County Board of County Commissioners
MAIL, EMAIL or FAX CERTIFICATES

The Certificate of Insurance must contain the following:

Department Contact: Gina Peebles

Department: County Manager's Office

Dept. Contact Phone: 352-538-8265

Dept. Contact Email: gpeebles@alachuacounty.us

CTA 21-977 Outdoor Artwork for West Lawn of the County Administration Building

EXHIBIT B

Certification of Meeting Alachua County Wage Ordinance

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Agreement are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance (“Wage Ordinance”).

Corporate Name:
Address
City/State/Zip
Phone Number
Point of Contact _____

Project Description:

CONTRACTOR

ATTEST (By Corporate Officer)

By _____
Print: _____
Title: _____
Date: _____

By _____
Print: _____
Title: _____

INCORPORATED OR ARE OTHERWISE NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBANCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS. IF A NATURAL PERSON, THEN YOUR SIGNATURE SHOULD BE NOTARIZED. SAMPLE FORMATS FOR NOTARY ARE AVAILABLE ON THE INTRANET UNDER THE PURCHASING/PROCUREMENT SECTION