



APPLYING FOR A CITY OF CALGARY PUBLIC ART PROJECT?

THE CITY OF CALGARY SUPPLY MANAGEMENT DEPARTMENT: www.calgary.ca/bids

Supply Management (Supply) is responsible for the management and oversight of procurement across the organization. Their website contains information and guidelines on working with the City: <http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Bid-and-Vendor-Information.aspx>

VENDOR:

The terms *vendor* and *firm* are used throughout formal documents issued by the Supply Management Department. This term supports the fact The City of Calgary is unable to hire private individuals through the RFP process; only sole proprietors or companies may be contracted. Artists should be sure to identify properly on their submissions the legal name of their company.

ARTIST MASTER AGREEMENT:

The Artist Master Agreement is a blanket agreement, renewable for up to five (5) years, and is not contract specific. This document is required to be signed by all firms (artists) hired through the RFP process. Contracts may not be awarded unless a current signed agreement is on file with Supply Management.

To review a copy of the Artist Master Agreement visit:

<http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Supply-Management-Terms-and-Conditions.aspx>

INTERNATIONAL ARTISTS:

The City welcomes submissions from international artists. Artists are encouraged to contact Citizenship and Immigration Canada for information on admission into Canada (even for very short durations) at 1-888-242-2100, or at the following website: <http://www.canada.gc.ca>.

NON RESIDENT WITHHOLDING TAX (Foreign Vendors – including US vendors):

Please note, artists located outside of Canada are considered *foreign vendors*. The rules and regulations surrounding payments to non-resident companies and taxes are handled by the Federal Government not The City of Calgary.

Please note, foreign Artists may be subject to a 15% non-resident withholding tax:

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/bn-ne/ndn/pyrll/nnrs-eng.html>

If you wish to know additional information about withholding tax, tax waivers or other related issues and reporting responsibilities relating to non-residents who provide services in Canada, contact the Canada Revenue Agency at the International Tax Services Office, 1-800-959-5525.