REQUEST FOR PROPOSALS:
HOLIDAY WINDOW DECORATING
DOWNTOWN WICHITA
WICHITA, KANSAS

Issued: 26 October 2026

You are hereby invited to submit a proposal for the above-mentioned project. The proposal shall be signed and submitted via email, with a subject line clearly marked "'RFP: Holiday Window Decorating – [Artist Name]," and delivered to the Issuing Organization prior to the time noted below.

Issuing Organization: **Downtown Wichita**

Questions regarding the contents of the proposal shall be submitted in writing via email to:

Amara Kniep
Email: amara@downtownwichita.org

Proposals due on or before: November 6, 2026, at 5:00 p.m.

No proposals or modifications will be considered orally nor via text message, postal mail or fax. Only formally written proposals submitted through email before the deadline will be considered.

The proposals will be evaluated and then the winning proposal will be announced on November 13.

Contract awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions. Contractor integrity, compliance with public policy, and record of past performance including financial and technical resources shall be considered.

1. Introduction and Background

Downtown Wichita is seeking proposals from talented, professional window painters and artists to bring festive cheer to our district headquarters for the 2026 holiday season. This seasonal initiative transforms our downtown storefronts into part of a district-wide, walkable holiday display.

The goal of this specific project is to create visually stunning, high-impact winter and holiday-themed window displays across our main office exterior, stretching across the adjacent storefronts of 501, 505, and 507 E. Douglas Ave. These installations will serve as an anchor display for a broader community window-decorating contest, driving public engagement and fostering holiday pride in the urban core.

2. Scope of Work

The selected artist(s) will be completely responsible for the custom design, execution, maintenance, and eventual professional removal of winter/holiday-themed painted displays across approximately 18 large exterior windowpanes. Doors are not included. All windowpanes are approximately 88” tall with varying widths listed below.

<u>501 Windows</u>

- Three (3) windowpanes measuring 34” wide on the south side of the building
- Seven (7) windowpanes measuring 41” wide on the east side of the building

<u>505 Windows</u>

- Four (4) windowpanes with varying widths, from west to east: 52”, 30”, 30”, 49.5”

<u>507 Windows</u>

- Four (4) windowpanes all measuring 38” wide

Creative Theme

- Designs must reflect a cohesive theme. Develop family-friendly, high-impact concepts celebrating a winter and non-denominational holiday theme.
- Designs should be visually dynamic and culturally inclusive, welcoming expressions of winter scenery. Past themes have included holiday bows, round ornaments, and gingerbread houses. Design may be painted in black and white or color in keeping with the artist’s submitted concept.

Surface Preparation

- Clean and prepare all glass surfaces thoroughly to ensure longevity against cold winter elements.

Painting Execution

- Provide all necessary paints, specialized brushes, scrapers, and artistic tools.
- Apply high-quality, weather-resistant, non-permanent medium (e.g., professional-grade acrylics) visible to outdoor pedestrian traffic.
- Paint must be capable of enduring winter weather without fading or running.

Logistics & Workspace

- The artist must bring all required applications and safety tools. Downtown Wichita will provide a designated on-site staging area, along with direct access to water, mop sink, electricity, and restrooms.

Insurance Requirement

- The chosen artist must carry and provide proof of General Liability Insurance before executing any work on the commercial site.

Post-Season Removal

- Completely scrape, wash, and restore all 18 windows to their original clean condition at the conclusion of the event series, leaving no residue or paint flecks on window frames or surrounding sidewalks.

3. Project Timeline

The contract term spans **two (2) months**. The windows must remain fully decorated, clean, and vibrant from Thanksgiving Day (11/26/26) through Martin Luther King Jr. (MLK) Day (1/18/27).

- RFP Distribution: October 26, 2026
- Deadline for Questions: November 5, 2026
- Proposal Submission Deadline: November 6, 2026
- Artist Selection and Notification: November 13, 2026
- Installation and Window Painting: November 16 – November 25, 2026
- Public Unveiling (Ready Date): Thanksgiving Day (November 26, 2026)
- Display Duration (including maintenance as needed): Thanksgiving Day 2026 through MLK Day 2027 (January 18, 2027)
- De-installation and Professional Cleanup: January 19 – January 22, 2027

4. Budget Parameters

The project shall be completed with the budget of $1,000-$2,500. Cost efficiency will factor into the proposal selection process.

- **Pricing Structure**: Proposals must include an all-inclusive cost structure for the entire block of 18 windows through a **fixed-fee itemized budget,** breaking down all costs. Bids must explicitly isolate expenses across the following categories:
    - Creative fees, installation labor, scaling or safety equipment, specialized paint and storefront installation (if applicable) supplies, insurance coverage costs, and final post-holiday removal materials and labor.
- **Payment Schedule**: Payments will be dispersed equally in two installments via a structured schedule: 50% upon final design approval and contract execution, and 50% upon verified clean removal and window inspection.
- **Source of Funds**: Funding is supported by Downtown Wichita organizational allocations and community donations. Bids must present optimal cost-efficiency to maximize these philanthropic and non-profit resources.

5. Proposal Submission Guidelines

To ensure a fair evaluation, all submissions must include the following components structured in sequential order. Interested artists must submit a unified digital proposal package containing:

- **Artist Profile**: A current artistic resume or written summary of relevant public art or commercial window painting experience.
- **Portfolio**: Three to five (3-5) high-quality photographs demonstrating past window installations or related large-scale illustrations.
- **Conceptual Sketch**: At least one sketch, mockup, or digital rendering showing the proposed creative vision for the Downtown Wichita windows.
- **Cost Proposal**: An itemized spreadsheet reflecting all metrics highlighted in Section 4, “Pricing Structure.”
- **Proof of Insurance**: Certificate of Insurance (COI) in keeping with the requirements detailed in Section 7.

- **References**: Contact details for three (3) recent professional, commercial, or public art clients.
- **Submission Details**: Submit one (1) digital PDF copy via email to amara@downtownwichita.org with the subject line 'RFP: Holiday Window Decorating – [Artist Name]'. All materials must be submitted electronically no later than 5:00 PM CST on Friday, November 6, 2026.

6. Evaluation Criteria

Proposals will be objectively reviewed by a selection committee appointed by Downtown Wichita, comprised of project partners and Downtown Wichita representatives. Applications will be scored out of 30 total points based on the following metrics:

- **Artistic Quality & Portfolio** (5 Points): Technical proficiency and proven capability executing large-scale, clean illustrative window graphics.
- **Thematic Alignment** (5 Points): Creativity, warmth, and explicit inclusion of winter holiday/seasonal elements).
- **Cost Efficiency** (10 Points): Clarity, itemization, and overall financial viability of the artist's resource and material breakdown within the budget.
- **References & Reliability** (10 Points): Demonstrated capacity to meet deadlines, safely manage outdoor public spaces, and work within the specific window dimensional parameters. Favorable standing and strong operational feedback from past institutional, corporate, or small-business clients.

7. Insurance and Liability Requirements

To ensure the safety of public infrastructure, members of the public, and private property, the selected artist must, at their own expense, secure and maintain active insurance coverage in full force and effect throughout the project lifecycle. **Proof of insurance must be provided via a Certificate of Insurance (COI) alongside the proposal.**

- **Commercial General Liability**: Minimum of $1,000,000 per occurrence and $2,000,000 in the aggregate. This must cover bodily injury, property damage, and personal injury occurring within the downtown right-of-way.
- **Additional Insured**: The policy must name *Downtown Wichita* and the *City of Wichita* as "Additional Insureds."
- **Property Damage Indemnification:** The artist assumes full financial and physical liability for any structural damage caused to the window glass, window seals, building facade, or brickwork resulting from improper paint application, harsh chemical application, scraping tools, or scaling equipment.
- **Safety Compliance:** The artist must execute the work adhering to standard safety norms, ensuring sidewalks remain walkable, ladders are safely anchored, public rights-of-way are not blocked, and any required signage is posted.

Indemnification: The selected contractor agrees to defend, indemnify, and hold harmless the Issuing Organization and the City of Wichita from any claims, damages, or liabilities arising directly out of the contractor’s operation.