

Ottawa Valley Creative Arts (formerly known as Ottawa Valley Creative Arts Open Studio)

## **Request for Written, Detailed Bid for Storage Space**

### **Background Information for Bidder**

Ottawa Valley Community Arts (formerly known as Ottawa Valley Community Arts Open Studio) is looking for a secure storage facility. Detailed requirements are listed below. Beginning in September 2020, OVCA will be launching a 36 month pop-up art project, funded through the Ontario Trillium Foundation. Multiple locations throughout Renfrew County will host multi-media art installations over this three year period. Storage space is required for these artworks, as well as artist materials and other equipment required for the successful completion of the project. The art installations will vary by location and will be in one particular location for a set period of time.

The storage space will be used actively to manage all the art installations as well as other project requirements. As this is a publicly funded project, great attention will be taken to finding the most cost-effective storage solution.

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### **Requirements**

- 1) available at a reasonable cost for leasing at a fixed monthly rate without interruption for the period September 2020 through October 2023
- 2) minimum of 220 square feet -not to exceed 275 square feet.
- 3) minimum 8 feet of height: up to ten feet would be more useful
- 4) located within a 15 km radius of Killaloe Ontario
- 5) concrete floor, dry and suitable for pallets
- 6) heated unit with capacity for shelving; with electricity, telephone and wifi access
- 7) easily accessible: i.e., excellent road access , large door
- 8) can be well-secured for the sole use of Ottawa Valley Creative Arts at all times

If you wish to submit a bid, please ensure that your written proposal addresses each specific requirement in a manner that permits comparative evaluation. Also please note that an onsite inspection will be required as part of the evaluation.

Deadline for Submission of Proposals: 4 PM, Friday September 25, 2020.

Proposals can be mailed to the following address:

Ottawa Valley Creative Arts  
Attention Cathy Lyons  
701 Tramore Rd RR 1  
Golden Lake Ontario K0J 1X0  
or via email to [cathylyons696@gmail.com](mailto:cathylyons696@gmail.com)

Please direct any questions to Cathy at 613-757-0166 weekdays 9 AM to Noon or 6 PM to 8 PM.