

Art in Public Places Artist:

The City of Fort Collins Purchasing Division and Art in Public Places program has implemented an on-line artist registration system. This system allows artists to receive electronic notice of Art in Public Places proposal solicitations to Bids through the on-line system.

STEP 1> Registration is accessible through the city's purchasing website at www.fcgov.com/purchasing. On this page, the registration form is located by clicking fcgov.com/eprocurement/ to redirect you to the registration site.

(Also please note the printable instruction pages link.)

STEP 2 > Click on "Register." Enter your social security number as Tax ID, and Company name, or personal name if you are registering as an individual. During registration you will be asked to choose a 'Commodity Code'.

Please select 961 (Miscellaneous Services No. 1) in the **NIGP Class** drop down box.

Then choose #4 for Artists in the **Class Item** drop down box.

Click the **search** button, once the commodity code appears, check the box on the left to select this code. Click on **Save and Continue Registration**.

The APP homepage is located at www.fcgov.com/artspublic.

If you have any difficulty completing the registration process, please call the Purchasing Division at (970) 221-6775 for assistance.