



**CITY OF FARMINGTON  
REQUEST FOR PROPOSAL  
Youth Sports Photography  
FARMINGTON Parks and Recreation**

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The following terms and conditions, unless otherwise modified by the City of Farmington within this document, shall govern the submission of proposals and subsequent contracts. The City of Farmington reserves the right to reject any proposal that takes exception to these conditions. The City also reserves the right to reject any and/or all proposals and to select from any or all remaining proposals, the proposal it believes to be the best for the City.

**1.00 SUBMISSION OF PROPOSAL**

Proposals along with vendor proposal form can be submitted to the Parks and Recreation Director, Farmington Civic Center – 2 Black Knight Drive, Farmington, Missouri, 63640. Each proposal must be clearly marked as a proposal for Youth Sports Photography - Farmington Parks and Recreation.

The deadline for proposals is 4:00 p.m., December 2, 2016. No proposal will be accepted after the deadline for submission of proposals, regardless of the reason for such lateness, and will be returned to sender unopened.

**2.00 QUESTIONS AND INTERPRETATIONS**

All questions relating to interpretations of statements contained in this RFP not otherwise clarified by an addendum are to be addressed to Chris Conway, Parks and Recreation Director at The Farmington Civic Center, (573) 756-0900 extension 1216. For clarity and purposes of ensuring a fair and open selection process, all submitted questions and responses will be forwarded to all proposers.

**3.00 MODIFICATIONS TO PROPOSALS**

Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. All changes and/or additions to this request for proposals will be made in the form of a written addendum.

**4.00 COMPLIANCE WITH ALL GOVERNMENT LAWS**

All contractual agreements shall be subject to, governed by, and construed according to the laws, ordinances, rules, regulations, and orders of the City, County, State, Federal, or any other public bodies, which apply to work performed under this agreement.

The City of Farmington is an Equal Opportunity Employer. Every contract undertaken or entered into by the City of Farmington, Missouri, shall comply with the Equal Employment Opportunity regulations.

**5.00 REQUESTED SERVICES**

Qualified photographers are invited to submit a proposal for team and individual pictures for Farmington Parks and Recreation youth sport leagues for leagues between January 1, 2017 to December 31, 2017.

Each proposal shall be submitted with the Vendor Proposal Form. Vendors will supply all equipment, materials, props and labor.

**6:00 Scope of Work**

The Farmington Parks and Recreation Department offers five separate sports leagues throughout the calendar year.

<b>League</b>	<b># of Players</b>	<b># of Teams</b>
Futsal	500 – 600	45 – 50
Volleyball	275 – 300	30 – 34
Baseball/Softball	300 – 400	25 – 30
Soccer	300 – 350	30 – 35
Basketball	300 – 350	35 – 45

October 17, 2016

Chris Conway, CPRP  
Parks and Recreation Director