



**CITY OF FARMINGTON  
REQUEST FOR PROPOSAL  
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 Program Coordinator, Dustin Unger, 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 17, 2018. 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 Dustin Unger, Program Coordinator at The Farmington Civic Center, (573) 756-0900 extension 1212. 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Proposals may be withdrawn or modified in writing prior to the proposal submission deadline.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 and photography companies are invited to submit a proposal for team and individual pictures for Farmington Parks and Recreation youth sport leagues for leagues between January 1, 2019 to December 31, 2019.

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
Competitive Volleyball	275 – 300	30 – 34
Recreational Volleyball	200 – 300	25 - 30
Baseball/Softball	300 – 400	25 – 30
Soccer	300 – 350	30 – 35
Basketball	300 – 350	35 – 45

The successful photographer will provide photography services to capture and release digital candid photography of activity participants for promotional purposes including but not limited to: Parks Facilities, League Play, Special Events, and Races.

The photographer will release the images on a USB Thumbdrive, Compact Disc, or other digital means.

The following is a list of some of the events that the photographer will be required to photograph:

Daddy-Daughter Dance	February 1, 2019
Father-Son Nerf War	January 19, 2019
Family Hayrides	Thursdays in October
Various Youth Sports Leagues	
Fourth Of July Celebration	July 4, 2019
Turkey Trot 5K	November 21, 2019
Winter Wonderland Opening	December 3, 2019

October 28, 2018

Dustin Unger, CYSA  
Athletics Coordinator