



**CITY OF FARMINGTON  
REQUEST FOR PROPOSAL  
Parks and Recreation Apparel  
FARMINGTON Parks and Recreation/Farmington Community Civic Center**

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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 Apparel - Farmington Parks and Recreation. The deadline for proposals is 4:00 p.m., January 11, 2019. 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Proposals may be withdrawn or modified in writing prior to the proposal submission deadline.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 bidders are invited to bid for Farmington Parks and Recreation 2019 apparel. Please see the enclosed/attached spreadsheet for specific items. Bidders may bid on all items or on any individual items. The City reserves the right to award purchases on individual items to different bidders. A proposal may be accepted as a whole or for individual items only. All prices shall include the items, shipping costs and screening/artwork setup costs



**CITY OF FARMINGTON**  
 110 W Columbia St.  
 Farmington, MO 63640

**TO BE COMPLETED BY CITY OF FARMINGTON  
 DEPARTMENT REQUESTING NEW VENDOR**

Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**VENDOR AUTHORIZATION/CHANGE FORM**

Use this form for City of Farmington vendors that do not qualify as single payment vendors. A vendor signed W-9, vendor name, tax ID, type of business, type of purchase/payment, PO address and requestor information are required for all new vendor set-ups.

NEW     CHANGE – VENDOR # \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**Vendor Information**

Vendor Name \_\_\_\_\_

Name used by IRS (if different from above) \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_  TIN/EIN     ITIN     SSN     No SSN/TIN

Date Business/Organization Started \_\_\_\_\_

Type of Business     Corporation     Partnership     Limited Liability Company     Government Entity  
 Non-Profit/501c     Individual/Sole Proprietor

Project Information \_\_\_\_\_

Type of Purchase     Inventoried Goods     Office Supplies     Utilities     Small Tools/Equipment  
 Services     Professional     Other \_\_\_\_\_

**Master Information**

**Remittance Information**

Name \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Reference \_\_\_\_\_  
 Web-Site \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Cell Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 E-Mail \_\_\_\_\_

Name \_\_\_\_\_  
 Address 1 \_\_\_\_\_  
 Address 2 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_

**For City of Farmington Finance Department Use Only**

Vendor Information Confirmed By _____	Date _____
New Vendor Acknowledged By _____	Date _____
Vendor Set-Up Completed By _____	Date _____