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 Manager, 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 2:00 p.m., December 9, 2026. 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Proposals may be withdrawn or modified in writing prior to the proposal submission deadline.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, 2027 to December 31, 2027.

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 seven separate sports leagues throughout the calendar year.

League	# of Players	# of Teams
Futsal	400 – 500	45 – 55
Competitive Volleyball	200 – 300	25 – 35
Recreational Volleyball	200 – 300	25 – 30
Flag Football	300 – 400	25 - 35
Baseball/Softball	400 – 500	35 – 45
Soccer	450 – 550	40 – 50
Basketball	400 – 500	45 – 55

October 29, 2026

Dustin Unger, MPA, CPRP
Athletic Program Coordinator