

## REQUEST FOR PROPOSAL

### **Physical Address:**

Trenton Convention and Visitors Bureau  
Attn: Cindy Simpson  
1100 Main St  
Trenton, MO 64683

**Email:** [csimpson@trentonmo.com](mailto:csimpson@trentonmo.com)

**REQUEST FOR PROPOSAL:** Trenton Convention and Visitors Bureau Photography

**PROPOSALS MUST BE RECEIVED BY:** 1 p.m. on July 8, 2025

Please email proposal to [csimpson@trentonmo.com](mailto:csimpson@trentonmo.com).

Questions regarding this RFP should be sent by email to [csimpson@trentonmo.com](mailto:csimpson@trentonmo.com).

All communication during the RFP process (until award is final) must be directed to Trenton CVB at [csimpson@trentonmo.com](mailto:csimpson@trentonmo.com).

## **Scope of Work:**

The board of the Convention and Visitors Bureau (CVB) for the City of Trenton, MO, seeks proposals from qualified photographers to capture images for website use throughout the year. The Convention and Visitors Bureau is seeking a qualified photographer who can:

- Take high quality photographs of shops, restaurants, events, parks and recreation, landscape, and other photographs requested by the Trenton CVB throughout the year.
- Upload the photos to a shared drive.
- Release all image rights to the Trenton CVB.

## **Background:**

The Trenton CVB has already collected an array of photographs from various sources within the community, as well as a professional photographer from Kansas City. We are in need of some new, fresh photographs, as some of the photographs are outdated. Additionally, there are new businesses, activities, events, and locations that we don't have photography for at all. At this point in time, we can't say exactly how many photographs will be needed, but work shouldn't exceed more than two hours a month. The CVB anticipates the work will be ongoing throughout the year as activities and events happen (i.e. Missouri Day Festival, Downtown events, etc), and as new restaurants and businesses

open. The term of any contract resulting from this RFP (“Term”) will be for a period of one (1) year. The Trenton CVB reserves the option to renew the contract on a yearly basis. The Trenton CVB may terminate the Agreement without cause, at any time during the Term (including any renewal periods); by giving the other party sixty (60) days advance written notice of termination. Additionally, in the event of non-appropriation of funds necessary to fulfill the terms and conditions of the Agreement during any biennium period of the Term (including any renewal periods), the parties agree that the Agreement shall automatically terminate without notice.

The Trenton CVB seeks to enter into a contract with a photographer to provide the services described with an anticipated beginning date of July 10, 2025.

The Trenton CVB reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary. Awards will be made to the proposer whose proposal conforms to the RFP and, in the sole judgement of the Trenton CVB, will be the most advantageous to the Trenton CVB.

Submissions should also include the following information about the photographer:

- Name, address, email, phone, website (if applicable)
- Number of years as a photographer
- 2-3 client references
- 2-3 examples of similar work
- Description of project management approach
- Preferred pricing structure and pay rate requested (hourly, per photograph, annual rate, etc)

## **Due Date:**

1 p.m. on July 8, 2025

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