



REQUEST FOR QUOTE

Photography – Faro, Yukon

The Town of Faro is looking to hire a proponent to develop a comprehensive series of seasonal photographs of the Faro area and all it has to offer. The key deliverable of the project is 200 high-resolution JPEG photographs, ~50 from each season, which will be selected by the Town from a larger set of photos (~400). Photos will become the sole property of the Town of Faro and will be used in promotional materials (both digital and print media). Work must be completed for each season by a pre-determined deadline which will be negotiated with the successful proponent. Subcontractor work will not be permitted.

Submissions must include the following:

1. Letter of Interest identifying:
 - Proposed subject matter identified by season (i.e. a general description of work).
 - Sample work (a link to a website or social media page will suffice).
 - A description of the finishing/photo editing services that will be provided.
 - Total Cost for completion of work; GST must be clearly identified.
 - Timeline for the completion of work for each season.
 - A statement indicating that the project will be completed in accordance with the Scope of Work, and the Workers' Safety and Compensation Act.
2. Certificate of Insurance (if available)
3. Proof of WSCB Coverage (if available) or a statement indicating whether or not the proponent is willing to acquire coverage.

Submissions clearly marked "Photography – Faro, Yukon" will be received by email to cao-faro@faroyukon.ca until:

11:00 a.m. local time on Monday January 19, 2026

For further information please contact Chief Administrative Officer, Kimberly Ballance at 867.994.2728 x 4 or by email at cao-faro@faroyukon.ca.

The lowest or any quote not necessarily accepted. The Town of Faro reserves the right to reject any or all quotes, to waive, irregularities and informalities therein, and to award any contract in the best interests of the municipality in its sole unfettered discretion.

The Town of Faro

Kimberly Ballance Chief Administrative Officer
200 Campbell Street, Box 580,
Faro, Yukon, Y0B 1K0, Canada
Tel 867.994.2728 www.faro.ca

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Scope of Work:

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Detailed Scope of Work:

The following must be considered in all proposal submissions:

- 100 images will be taken for each season – winter, spring, summer, and fall
 - An aerial-view, summer-time photo is desirable
- Once a season is completed, the 100 images will be provided to the Town of Faro for review.
- Of these 100 images, 50 will be chosen by the Town for digital finishing/photo editing (improvement of colour, contrast, etc.) by the photographer as requested and these images will be resubmitted to the Town once complete.
- All seasons must include images only of the Faro area. This may include images of the natural environment, wildlife, people/activities (e.g., cross-country skiing, fishing, swimming, hunting) and local events.
- The photographer is responsible for securing all release forms for images which include people. All completed consent forms must be returned to the Town of Faro with a copy of the related image attached.
- All final images will be provided to the Town of Faro in high resolution JPEG format.
- All images will remain the sole property of the Town of Faro and cannot be sold or distributed by the photographer to any other entity or individual.