

## REQUEST FOR PROPOSAL

Original Date Issued: January 10, 2022

Closing Date: February 6, 2023 (Original: January 30, 2023)

Subject: **Request for Proposal Brownfields 2023/Decorator Management, Furnishings and Equipment Services**

INTERNATIONAL CITY/COUNTY  
MANAGEMENT ASSOCIATION  
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icma.org

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for Decorator Management, Furnishings and Equipment Services for the 2021 National Brownfields Training Conference. ICMA anticipates awarding one (1) single award a result of this Solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Technical questions concerning this solicitation should be directed to Emily Sparks at [esparks@icma.org](mailto:esparks@icma.org) with copies to [workwithus@icma.org](mailto:workwithus@icma.org). All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org) with a copy to Emily Sparks at [esparks@icma.org](mailto:esparks@icma.org).

All communications must include the solicitation title, Brownfields 2023/ Decorator Management, Furnishings and Equipment Services in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates ICMA to award a contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes.

ICMA appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,

Emily Sparks  
Brownfields Conference Director

**PURPOSE**

ICMA seeks a qualified provider (firm or individual) to provide all Decorator Management, Furnishings and Equipment Services requested within this Request for Proposal if awarded.

**ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE**

International City/County Management Association and the U.S. Environmental Protection Agency have been working together to bring you the National Brownfields Training Conference for the past two decades. Offered every two years, the conference is the largest gathering of stakeholders focused on cleaning up and reusing formerly utilized commercial and industrial properties. It is a premier venue for stakeholders and ICMA members to learn, network and grow.

ICMA is the lead non-federal co-sponsor of the conference tasked with managing the logistics, educational content and marketing of the conference.

ICMA’s Dun and Bradstreet number is 072631831.

**Dates/location:**

August 7-11, 2023 at Huntington Place, One Washington Blvd. Detroit, MI 48556

**Past History:**

2022	August 16-19	Oklahoma City Convention Center
2019	December 11 – 13	Los Angeles Convention Center
2017	December 5 – 7	David L. Lawrence Convention Center
2015	September 2 – 4	Chicago Hilton & Palmer House Hilton
2013	May 15 – 17	Georgia World Congress Center
2011	April 3 – 5	Pennsylvania Convention Center
2009	November 16 – 18	Morial New Orleans Convention Center

**SCOPE OF WORK**

An overview of the National Brownfields Training Conference includes the following:

- Approximately 2,000-2,500 in-person attendees, exhibitors and guests
- Stakeholders attend for professional development and networking
- Monday, August 7: Set-up
- Tuesday, August 8: Pre-conference Workshops, Affiliate Events, Opening Plenary and Opening of Exhibit Hall
- Wednesday, August 9- Thursday, August 10: Full day of educational programming, Exhibit Hall, Affiliate Events, Plenary Session
- Friday, August 11: Half day of educational programming, Affiliate Events

General structure of events where Decorator Management, Furnishings and Equipment Services are needed is shown below:

**Show Management Events & Affiliate Meetings**

Show Management Events & Affiliate Meetings are scheduled from Monday, August 7, 2023 through Friday, August 11, 2023 at Huntington Place. Any Decorator Management, Furnishings and

Equipment Services requests and costs from Show Management will be placed on the Decorator Master Account. The Affiliates will be at their own expense and made directly with the Decorator Management Contractor, including labor. We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe. Contracted Huntington Place meeting space can be seen on the attached Meeting Space Usage.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide the following for Show Management:

<b>TOTAL NEEDS</b>	<b>DESIGN CHARRETTE</b>
4	8'w x 4'h two-sided poster boards with extra push pins
	<b>SPECIAL EVENTS: First Timers, Redevelopment Rodeo, Awards Event</b>
6	Stage Chairs without Casters

### **Plenary Sessions and Green Room**

The Opening Plenary Session, both Keynote Sessions, and the Green Room will be held in the Grand Riverview Ballroom on Level 2, 40,000 sq. ft.

The audience will be set for 2,800 attendees in rows of (6-8) with (5) rounds in the front row for reserved seating. The room will be set with a center aisle and 2 cross aisles. Huntington Place will build a stage utilizing risers. All staging drape will be provided by the Decorator. The biodegradable stage set, including lectern, will be provided by the Audio Visual Management, Equipment and Production Services Provider.

Load-In/Set-Up: Monday, August 7/Tuesday, August 8. Set-By: Tuesday, August 8 at 10 AM. Strike: Friday, August 11 after 9:00 AM.

A Green Room, with direct access to the stage, will be created behind the stage.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>PLENARY SESSIONS (Grand Riverview Ballroom)</b>
7	Stage chairs without casters
7	Small drink end tables - white
1	American Flag in sturdy stand
1	Michigan Flag in sturdy stand
1	Matching sturdy stand for EPA Flag (EPA Flag to be provided by EPA). All flag stands are to match.
	Black velour stage pipe and drape, 40'l x 16"h
3	9'h x 3'w One-sided back lite Plenary Speaker Panels
<b>GREEN ROOM (Behind Stage in Grand Riverview Ballroom)</b>	
4	Upholstered chairs
1	Round cocktail table
2	Floor Lamps with fresh energy efficient bulbs
	Black Pipe and Drape, 40'l x 8'h

## Exhibit Hall

The Exhibit Hall will be held on Level 2 of Huntington Place in Hall D, 99,540 sq. ft.

The hall will be set with (125) 10'w x 10'd booths, a (40) board poster session, an area for food & beverage purchases, round tables for seating, and the Brownfields Block USA Exhibition.

Load-In/Set-Up: Monday, August 7/Tuesday, August 8, 2023. Set-By and Show Ready: Tuesday, August 8 at 3:30 PM. Strike: Thursday, August 10 after 2:00 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>OFFICIAL DECORATOR PROVIDER TO EXHIBIT HALL</b>
	Will supply Decorator furnishings, freight and service to the exhibitors
125-165	Will supply back 8'h x 10'w pipe and drape and side 36'h x 10'l pipe and rail
	Will provide ID sign for each booth
40	8'w x 4' high two-sided poster boards
	Will provide necessary electronic order forms for the Service Kit at no charge
1	Entrance Unit – Exhibit Hall Entrance
2	Plants for Base of Entrance Structure
	Aisle Carpet
	<b>OBLR EXHIBIT HALL (Hall D, Booth # TBD)</b>
	Freight Pick Up Delivery and Return
Complimentary	Upgraded Padding in OBLR Booth
Complimentary	OBLR Booth Set-Up and Tear Down
	<b>BROWNFIELDS BLOCK USA</b>
1	Custom 20'h x 119'l x 50'w, Two-Sided Three-Dimensional Structure with Graphics
12	Uplights
4	Park benches
4	4 - 6'h trees in black pots
2	9'h Street Sign Poles with (4) 24" w Two-Sides Street Signs
1	119'l x 40'w Island
4,800	Sq ft of carpet with padding – partial black like a road, the rest brown
1	Entrance Unit – Brownfields Block USA
	<b>ICMA BOOTH PACKAGE</b>
2	6'l x 30" w tables
2	Stools
1	42" pedestal table
	<b>EPA BOOTH PACKAGE</b>
10	Furniture Package: 6' table, 2 side chairs, carpet, ID sign, back/side drape

## Exhibitor & Affiliate Post Show Reporting

The Decorator Management, Furnishings and Equipment Services Contactor agrees to provide ICMA detailed post show exhibitor and affiliate recaps to include (but not be limited to), the following information at no charge:

- \_ Labor (Total Hours)
- \_ Equipment (Total Volume)
- \_ Specialty Rental Items (Total Volume)
- \_ Exhibitor Freight (Total lbs)
- \_ Show Management Freight (Total lbs)

## Greening Initiatives

A priority has been placed on increasing the environmental performance of the Brownfields Conferences. The continued task for the 2023 Conference involves developing and implanting a waste reducing and recycling strategy for reducing and recovering the large volumes of waste materials generated during move-in, meeting dates and move-out of the Conference.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	All signage will be 100% recyclable
	Greening coordinator to oversee advance and on-site actions. The coordinator will be 1 of the 2 on-site staff

## Offices

Four of the (9) Offices, located at the OKCCC and Omni will be in need of various Decorator Management, Furnishings and Equipment Services. Load-In/Set-Up: Monday, August 7, 2023 at 8:00 AM; Set-By: Monday, August 7, 2023 at 2:30 PM. Strike: by Friday, August 11, 2023 at 11:59 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>ICMA Show Office and Storage (TBD 331A-341)</b>
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
1	Standing one-sided whiteboard with multi colored markers and an eraser

	<b>Office of Brownfields &amp; Land Revitalization/Regional Administrators Office (TBD 331A-341)</b>
1	Locking 2-drawer file cabinet with keys
1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table

	<b>Office of Land &amp; Emergency Management (TBD 331A-341)</b>
1	Locking 2-drawer file cabinet with keys

1	Small refrigerator
3	Upholstered chairs
1	Round cocktail table

	<b>VIP Office (TBD 331A-341)</b>
1	Locking 2-drawer file cabinet with keys
2	Upholstered chairs
1	American flag in sturdy stand
	10' w x 8'h, Black velour drape and pipe
1	Executive desk, minimum of 5'

### On-Site Staff Support

A minimum of (2) staff persons to be on-site for all setup conference days and dismantling, Monday, August 7 through Friday, August 11, 2023.

### Registration

Attendee and exhibitor registration will be located in the Atrium on Level 1 of Huntington Place.

Load-In/Set-Up: Monday, August 7, 2023. Set-By: Monday, August 7, 2023 at 2:30 PM. Strike: Friday, August 11 by 11:59 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide the following as listed below. Registration and printer counters and their graphics, 6' draped and topped tables, Gas lift chairs, and wastepaper baskets will be provided complimentary.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>REGISTRATION (Hall B Foyer)</b>
8	(7) Standard 6' registration counters and (1) ADA 6' registration counter
8	Printer counters
8	Printer counter graphics
8	Kick panel graphics
8	6' draped and topped tables
8	Gas lift chairs with no arms, high backs and with casters
8	Wastepaper baskets
2	36"h x 6' l sections of side-rail
8	Stanchions with ropes
2	Lanyard Racks
1	8 x 4 Poster Board

### Signage

Graphic files will be provided for all signs and banners. Company will be responsible for production of all 100% recyclable signs, for assembly and placement of all signs and banners ordered.

Load-In: Monday, August 7, 2023. Placement by: Monday, August 7, 2023 at 4:00 PM. Strike: Friday, August 11, 2023 by 11:59 PM.

The Decorator Management, Furnishings and Equipment Services Contractor is to provide:

	<b>SIGNS</b>
6	22”w x28”h one-sided with clear pockets
43	22”w x 28”h, single sided
4	1/2M w x 96”h, Single Sided (1/2 Meter)
2	3Mw x 96”h Conf at a Glance Boards, Single Sided
1	4-Sided Fabric Tower
1	Graphic Wall for Plenary Sessions
20	11”w x 14”h Logo Paddles on long sticks (Lollipop Signs)
2	Meter Signs – Single Sided
20	22”w x 22”h Podium Signs
	<b>MOBILE WORKSHOPS</b>
3	5’h x 4’w structure, 2-sided
8	5’h x 4’w signs to go on structure to identify Mobile Workshop Title and Bus # or meet area
	<b>LETTERS</b>
7	5’h x 3’w one-sided, up lite three dimensional cut out letters : B F 2 0 2 3
	<b>EQUIPMENT</b>
30	Easels
4	Chrome Double Sided Holders, 22”w x 28”h
	<b>EXHIBIT HALL SIGNS</b>
1	1/16 <sup>th</sup> scale of BF 2023 floor plan, 3’w x 3’h
8	Aisle signs, 4’w x 8’h, double sided
20	8 1/2” w x 11”h Easel Back Sign
	<b>EXHIBIT HALL BANNERS</b>
	Single Sided, per sq ft
	Double Sided, per sq ft
	<b>EXHIBIT HALL CARPET LOGO</b>
1	9’x9’
	<b>CLINGS</b>
6	Main entrance Doors
2	Registration Columns

### Show Management Freight and Material Handling

Freight will be picked up and returned to the EPA and ICMA Offices in Washington, DC at a discounted rate off the standard shipping rates. Material handling will be provided at a discount rate and the first 10,000 lbs will be handled at no charge.

	Pick up at EPA and ICMA Offices for movement to Detroit, MI Advance Warehouse or Huntington Place
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	Movement from Detroit, MI Advance Warehouse to Huntington Place
	All Material Handling including: at EPA, ICMA, at the Warehouse, on Show Site, including Tote Bag Inserts, Tote Bags and movement of bags to Registration Storage Area
	Movement from Huntington Place to EPA Offices in Washington, DC
	Movement from Huntington Place to ICMA Offices in Washington, DC

### Statement of Work

The contractor shall perform the following Decorator Management, Furnishings and Equipment Services for the 2023 National Brownfields Training Conference at the Huntington Place, One Washington Blvd. Detroit, MI 48556 from August 7-11, 2023.

<b>Task</b>	<b>Description</b>
1	Participate in at least (2) site visits to Detroit, MI
2	Work on logistics of the Brownfields Block USA with ICMA
3	Work with ICMA to develop sketches for: Registration (to include headers, kick panels and hard wall graphics, if necessary, registration area, foyer and public space, offices, Design Charrette, Plenary Session(s), specialty meeting rooms and Exhibit Hall Brownfields USA for decorator creation to scale.
4	Provide ICMA with catalogue for both standard and specialty furniture as noted in the RFP Worksheet. Please note: all upholstered furniture must be free of tears, stains and other unacceptable signs of wear and be free of plastic coverings. Executive Desk must be of executive quality.
5	Receive conference graphics and theme files from ICMA
6	Provide warehouse shipping address, preferred labels, 1 <sup>st</sup> and last dates the warehouse will accept freight, as well as the 1 <sup>st</sup> date show site at Huntington Place will accept freight to ICMA
7	Present General Session carpeting Floorplan and room diagrams to Huntington Place for approval
8	Begin communicating with Affiliate Meeting Requestees regarding additional decorator needs
9	Provide ICMA with needs for Decorator Office: ie: tables, chairs, set
10	Assist ICMA with development of Production Schedule
11	With ICMA participate in conference call for streamlining actions between the exhibit hall and furnishings and services outside the exhibit hall.
12	Coordinate with ICMA regarding ship dates for Show Management Freight, as well as process for tagging Show Management Freight and for identification and communication of advance warehouse freight. Send Project manager email notices for all freight shipments received, identifying shipments by shipper, sender, content, where they are to go and number of boxes.
13	Prepare to accept Function Book from ICMA
14	Prepare to accept signage order
15	Provide names of Decorator on site team to Housing Manager



<b>Task</b>	<b>Description</b>
16	July 2023, participate in on-site turn over meeting with ICMA
17	Coordinate with Huntington Place on dock assignments and restrictions for load-in
18	Prepare to receive ICMA on-site Production Schedule
19	Ensure timely and professional freight pick up at EPA and ICMA for ground to Detroit, MI
20	August 7, 2023, deliver all conference furnishings, equipment, signage and freight as noted on the Function Sheets, diagrams and freight grids.
21	August 7, 2023, begin set up of registration graphics, clings, chairs, etc as per Registration Function Sheets and diagrams.
22	August 7, 2023, by 2:30 PM registration area to be set
23	August 7, 2023, by 2:30 PM set up of pipe & drape, tables, chairs, desks, flags, upholstered chairs, file cabinets, refrigerators, etc as per Office Function Sheets and diagrams. All offices to be set, dusted and event ready by 2:30 PM
24	August 7, 2023 and August 8, 2023 by 10 AM, Pipe and drape set in Plenary Hall along with all furnishings and drape for Green Room
25	August 7, 2023 and August 8, 2023, by 3:30 PM Exhibit hall show ready per Fire Marshall approved diagram including Brownfields Block USA
26	August 7, 2023, coordinate with sign coordinator to inventory all signs and banners. Review projected placement locations and dates for placement. Place all directional signage by 4:30 PM.
27	August 7, 2023, by 4:30 PM, With sign coordinator and pull and place signs for Tuesday August 8 programming
28	August 7, 2023, participate in Pre-Conference Meeting
29	August 7, 2023, move Registration Bags from Freight Dock to Registration Office and Registration back tables
30	August 8, 2023, participate in daily key team meeting with planning team
31	August 8, 2023 by 4:30 PM, with sign coordinator pull and place signs for Wednesday August 9 programming
32	August 8, 2023, coordinate with registration on the moving of registration bags from office to registration area
33	August 9, 2023, by 4:30 PM with sign coordinator pull and place signs for Thursday August 10 programming
34	August 9 2023, Coordinate with Huntington Place on dock assignments and restrictions for load-out
35	August 9, 2023, participate in daily key team meeting with planning team
36	August 10, 2023, by 4:30 PM, with sign coordinator pull and place signs for Friday August 11 programming
37	August 10, 2023, participate in daily key team meeting planning team
38	August 10, 2023, after 2:00 PM and before 11:59 PM begin move-out of exhibit hall. Space left clean and clear.

<b>Task</b>	<b>Description</b>
39	August 11, 2023, after 9 AM and before 11:59 PM begin move-out of all equipment in Plenary Session and Green Room
40	August 11, 2023, prepare and review final invoice with ICMA
41	August 11, 2023, ensure timely and professional freight pick at Huntington Place for ground transportation to EPA and ICMA Washington, DC offices
42	August 11, 2023, after 11:30 AM and before 11:59 PM begin move-out of all equipment, furnishings and signs in offices, registration, affiliate meeting space and meeting space at the Huntington Place. Recycle program materials. All space left clean and clear.
43	Provide ICMA, a post show exhibitor and affiliate recaps to include: Total Labor Hours, Total Volume for Equipment and Total Volume for Specialty Rental Items, Exhibitor Freight and Show Management Freight.

**SUBMISSION REQUIREMENTS:**

<b>Section 1:</b> Company Profile	<p>Please limit to no more than two pages. CV's or résumés will not count toward the page limit.</p> <ol style="list-style-type: none"> <li>1. Provide a description of your business</li> <li>2. CV's or résumés of key personnel-in a leading paragraph, please indicate how much time each person(s) will devote to this project and what other projects this person (s) undertake at the same time.</li> </ol>
<b>Section 2:</b> Approach	<ol style="list-style-type: none"> <li>1. Do you have remote offices in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin? <ol style="list-style-type: none"> <li>a. If yes, which cities?</li> </ol> </li> <li>2. Will you require the use of a sub-contractor(s)? <ol style="list-style-type: none"> <li>a. If yes, name company.</li> </ol> </li> <li>3. How many shows have you serviced in Michigan, Illinois, Indiana, Minnesota, Ohio, or Wisconsin in the past 5 years?</li> <li>4. Do you currently serve as the official Decorator Management, Furnishings and Equipment Services Contractor for any of the Convention Centers in the states noted above?</li> <li>5. How do you assist clients with staying within budget?</li> <li>6. What other types of services/products do you provide that may be of interest to ICMA?</li> </ol> <p><b>Planning the Event:</b></p> <ol style="list-style-type: none"> <li>7. Planning for the National Brownfields Training Conference during the unprecedented Novel Coronavirus offers unique</li> </ol>

	<p>challenges. Please describe how your firm will be ready to start with essential key tasks including:</p> <ul style="list-style-type: none"> <li>a. Finalizing Plenary Session stage and room set</li> <li>b. Working with local Labor</li> <li>c. Other</li> </ul> <p>8. How would the company and its staff participate in planning meetings?</p> <p>9. What is the charge, if any, for staff to accompany the event organizer on site visits?</p> <p>10. Please list any specialty items, etc., and the potential cost savings to ICMA.</p> <p>11. Various ancillary groups (separate from ICMA) are permitted to hold meetings and social functions during this conference. Are you prepared to provide service to these groups and provide separate billing?</p> <p>12. Would ICMA receive any discounts/rebates if these other groups utilize your services?</p> <p>13. What size store room is required onsite?</p> <p><b>Costs &amp; Services:</b></p> <p>14. Describe the company’s payment policy, including any deposits required and how any discrepancies are handled:</p> <p><b>Labor:</b></p> <p>15. Indicate the types and levels of insurance the company carries:</p> <p>16. Errors &amp; Omissions Insurance:</p> <p style="padding-left: 40px;">Workers Compensation Insurance:</p> <p style="padding-left: 40px;">Commercial Liability Insurance:</p> <p style="padding-left: 40px;">Commercial Automobile Liability Insurance:</p> <p style="padding-left: 40px;">Other:</p> <p><b>Additional Services and Products:</b></p> <p>17. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p>
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<b>Section 3.</b> Pricing	1. On the attached worksheet, provide an itemized listing of your proposed pricing. State where there may be extra fees for either customizations or extra services.
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**CONTRACT TERM AND DELIVERY DATES**

ICMA expects to award a one-year term. Final delivery dates will be negotiated upon award.

**EVALUATION AND AWARD PROCESS**

Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
  - a. section 1 (10%)
  - b. section 2 (45%)
  - c. section 3 (45%)

ICMA reserves the right to award under this solicitation without further negotiations. The respondents are encouraged to offer their best terms and prices with the original submission.

**INSTRUCTIONS TO THE RESPONDENTS**

Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP. Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents who do not follow the prescribed format may be deemed non-responsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 15 pages excluding CV's or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:workwithus@icma.org) with copies to [esparks@icma.org](mailto:esparks@icma.org) with “**Brownfields 2023/ Decorator Management, Furnishings and Equipment Services**” in the subject line. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

**APPENDICES (REQUIRED FORMS)**

W-9  
New Vendor Form

**GENERAL CONDITIONS**

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Respondent.

**Proprietary Information** - Careful consideration should be given before confidential information is submitted to ICMA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. Information submitted to ICMA that the Respondent wishes to have treated as proprietary and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. However, ICMA cannot guarantee the confidentiality of any information submitted.

**Contract Award** - ICMA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately one week from the proposal due date whether your proposal has been selected to receive an award.

**Limitation** - This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

**Disclosure Requirement** - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each.

When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation, or terminate the agreement.

**No Gifts** - It is ICMA's Policy that no gifts of any kind and of any value be exchanged between respondents and ICMA personnel. Discovery of the same will be grounds for disqualification of the vendor from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

**Equal Opportunity** - In connection with the procurement of the specified services, the firm warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

Small and Disadvantaged Businesses – ICMA shall use good faith efforts to provide contracting and procurement opportunities for SDB’s. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUB Zones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.

