

REQUEST FOR PROPOSAL

Original Date Issued: Monday, June 24, 2019

Closing Date: Wednesday, July 31, 2019

Presentation by Finalist: August/September 2019

Decision Date: November 2019

Subject: **Request for Proposal No. ICMAHO/General Service Contractor/2020**

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents for audio visual services for the ICMA Annual 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 the ICMA Conference Planner at ifullerbey@icma.org with a copy to workwithus@icma.org. All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at workwithus@icma.org with a copy to Indira Fuller-Bey at ifullerbey@icma.org. **Questions are due by July 8, 2019.**

All communications must include the solicitation title, **ICMAHO/General Service Contractor/2020**, 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,

Indira Fuller-Bey,
Conference Planner

PURPOSE

We are currently seeking proposals for a general service contractor to handle show decoration and design, exhibitor services, drayage and other convention services. Responses should address, but not be limited to, the information included in this RFP and attached information.

ABOUT ICMA

ICMA advances professional local government worldwide. Our mission is to create excellence in local governance by developing and fostering professional management to build sustainable communities that improve people's lives worldwide. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to more than 10,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of [services to its members](#) and the local government community. The organization is an internationally recognized [publisher](#) of information resources ranging from textbooks and survey data to topical newsletters and [e-publications](#). ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both [in the U.S.](#) and [internationally](#), which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA's programs and services, please go to www.icma.org. ICMA's Dun and Bradstreet number is 072631831.

About the ICMA Annual Conference

The ICMA Annual Conference is the largest gathering of local government professionals in the world. The Annual Conference consist of 4 official conference days, 3 days of exhibits, 2 days of pre-conference workshops, and a number of networking opportunities.

2018 Total Attendance: 4542
2018 10x10s Sold: 149 (Booth sizes range from 10x10 – 20x40)
2018 Exhibiting Companies: 225

About the ICMA Regional Conferences

The ICMA Regional Conference is a 3-day conference designed to equip local government professionals, with new ideas, tools, and connections. ICMA Regional Conferences bring together local government experts who engage attendees on various topics.

2019 Total Attendance: 656 (Total for 5 Regional Conferences = 50 -200 ppl/region)
2019 Tables: 5-15 (depending on the region)
2019 Exhibiting Companies: 5-15 (depending on the region)

Listed below are upcoming ICMA Annual Conference and Regional Conferences dates and locations.

Future ICMA Annual Conferences

2019 ICMA Annual Conference

Music City Center

Nashville, TN

October 20-23, 2019

2020 ICMA Annual Conference

Toronto Convention Center

Toronto, Canada

September 27-30 ,2020 (Currently – looking to move the dates as current dates fall over Yom Kippur)

2021 ICMA Annual Conference

Oregon Convention Center

Portland, OR

October 2-6, 2021

2022 ICMA Annual Conference

Greater Columbus Convention Center

Columbus, OH

September 17-20, 2022

Future ICMA Regional Conferences

2020 ICMA Southeast Regional Conference

Durham Convention Center

Durham, NC

March 4-6, 2020

2020 ICMA West Coast Regional Conference

Hilton Vancouver Washington
Vancouver, WA
March 17-20, 2020

2020 ICMA Mountain Plains Regional Conference
The Westin Irving Convention Center
Irving, TX
March 24-27, 2020

2020 ICMA Northeast Regional Conference
The Royal Sonesta Boston
Boston, MA
March 31- April 3, 2020

2020 ICMA Mountain West Regional Conference
The Ritz Carlton St. Louis
St. Louis, MO

SCOPE OF WORK

Information from our 2020 ICMA Regional Conferences are enclosed for your reference. These items include:

- Schedule of Events (all activities – do not post schedule)

Floorplan

All utilities and columns should be clearly marked. A scale bar and directional arrows/symbols should be included in each floorplan indicating North, South, East and West. All floorplans submitted must be fire-marshall pre-approved. Contractor required to distribute plans to all necessary parties. Multiple revisions of the floorplan will take place throughout the year. Please provide a cost for this service. ICMA currently partners with MapYourShow.

Floor Marking

General Service Contractor will be responsible for marking the floor and taping the front edges of all booth spaces. Please provide a cost for this service.

Exhibit Booths

All booths will be set in accordance with the final floor plan. Booth background drapes will be 8' high and side dividers will be 3' high. All fabrics are to be factory flame-retardant and supported by steel framework. Please provide a cost for this service.

Entrance Units

ICMA will require multiple entrance units to include logo, graphics, and welcome/salutation signage. Please provide a cost for this service and equipment.

Carpet

ICMA will require wall-to-wall aisle carpet throughout the exhibit hall. Please provide a cost for this service. Price should include installation, daily maintenance and removal. Depending on location of event, ICMA may also require carpet in Registration Area, etc. Please provide a cost for this service. Price should include installation, daily maintenance and removal. All carpet must be new each year.

Aisle Signs

The number of aisle signs needed is TBD. Please provide a cost for standard aisle signs and custom aisle signs.

Perimeter and Masking Drape

Masking of perimeter and unsightly areas as required. Provide costs for 3', 8', 12', and 16' high drape in fabric and vinyl.

Registration

General Service Contractor to assist in the design of a functional registration area. Registration area decorations to include back wall design, back drape, counters, draped worktables, chairs, wastebaskets, carpet and masking drape. Please provide a cost for this equipment and labor.

ICMA Lounges/Offices

ICMA requires a large number of meeting rooms in the convention center for use by ICMA staff and volunteers. Depending on location of event, some offices/lounges must be built of MIS. Built offices include registration office and storage, sponsor meeting rooms on show floor, ICMA Engagement Lounge, Attendee Lounges, and Sponsor Lounges.

Signs

ICMA uses a variety of signage to identify program sessions and general directional signage. Please provide the cost of 22" x 28" signs, 1 meter directional panels, and banners of different sizes/colors.

Describe the process of reviewing and approving signs in advance of the event.

Sponsorships

ICMA plans to offer an extensive sponsorship program and many opportunities have signage and other requirements from the General Service Contractor that include signage and props.

Evening Social Events (ICMA Annual Conference)

During the conference, ICMA holds networking events ranging from 800 to 2,000 attendees. The event requires signage and other props provided by the General Service Contractor.

General Sessions

ICMA general sessions and special events require staging. Please provide the cost of stage skirting, stage carpet, stage drape (vinyl and velour) and colors available. General Service Contractor to construct green rooms for speakers.

Show Management Freight

ICMA will ship a large number of cartons from ICMA headquarters in Washington, DC to the contractor's warehouse. Outside shipments such as registration bags, volunteer apparel, etc. will be sent to the warehouse. The contractor will be responsible for pick-up, shipment, and delivery of cartons to multiple locations within convention center and local hotels. Return shipment to Washington, DC. Because of the size and scope of freight, ICMA requires one main contact person (besides account executive) to manage show management freight. Please name that person, their office location, and their experience. Provide a cost for these services.

Exhibitor Services

Please provide your company's philosophy regarding customer service.

Service Center

The General Service Contractor will provide an attractive service center adjacent to the exhibit floor. The service center should be staffed with competent, experienced personnel before,

during, and after the event. The General Service Contractor is to provide counters for facility services. Please provide the cost for these services and equipment.

General Service Contractor will also provide an area for Lead Retrieval.

Please provide a sample service kit including guaranteed prices for 2020, 2021, and 2022 at the Annual Conferences.

Union Labor Requirements

For each city, please list applicable unions and briefly describe their jurisdictions. Provide any information necessary to describe the labor situation in each city. Include hourly rates and if quoted rates are firm or approximate. Include dates when union contracts expire.

Material Handling

General Service Contractor is responsible for exhibit drayage and freight handling requirements. This includes receiving and storing shipments, delivering exhibit materials and placing them in the exhibitor's booths, providing empty stickers, removing empty crates and cartons from the booths and placing them in protected storage areas and returning empty crates and cartons to the booths at the close of the show.

Warehouse Shipments

- Unload delivery vehicles and provide up to 30 days storage of exhibit materials prior to event opening
- Deliver exhibit materials from warehouse to booth
- Provide empty sticker labels
- Removal and safe storage of crates and cartons
- Loading of exhibit materials onto outbound carriers

Show Site Shipments

- Unload delivery of vehicles at facility dock
- Delivery of exhibit material from dock to booth
- Provide empty sticker labels
- Removal and safe storage of crates and cartons
- Loading of exhibit materials onto outbound carriers

General Service Contractor to provide a vehicle check-in point at which drivers of vehicles must present bills of lading or delivery of receipts which indicate number of units, item description and weight of shipment being delivered.

Exhibitor Service Kit

General Service Contractor to provide services as ordered by exhibitors. The contractor will be responsible for the preparation of the web-based exhibitor service kit. Please provide a cost for this service, as well as your company’s capabilities for online exhibitor ordering.

Exposition Payment Schedule

Please describe your policies and procedures.

Utilities

Please provide a description of the utilities available and who the providers are.

Cleaning

Please indicate who will be providing cleaning services at the facility and the scope of services. Include cost for this service.

Equipment and Services

General Service Contractor is to list exhibitor services under their direct contract.

General Service Contractor is to list exhibitor services that are provided by an outside contractor.

ICMA Regional Conferences

There is a networking hall at the ICMA Regional Conferences, where companies can exhibit in a 8’x8’ space in a ballroom. A lighted table, bar stools, pipe and drape and ID sign are included. Lounges are also available to sponsors that include sofas, coffee and end tables and carpet. Signage and other props are required for this event. Please provide pricing for these items.

Miscellaneous

ICMA holds other meetings throughout the year that may require signage to be provided by the General Service Contractor.

SUBMISSION REQUIREMENTS:

| | |
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| Section 1. Company profile: | Please limit to no more than two pages. CV’s or résumés will not count toward the page limit. <ol style="list-style-type: none">1. Provide a description of your business2. Provide the year established in the current business for the services requested in this request for proposal. |
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| | <ol style="list-style-type: none"> 3. Please provide a copy of your annual report and include information on company size, number of employees and annual revenue. 4. 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. 5. List the company's scope of services |
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| <p>Section 2: References:</p> | <p>A description of the types and sizes of client organizations served, as well as a sample client list indicating the type of services rendered Respondents should provide references as follows:</p> <ol style="list-style-type: none"> 1. At least three (3) examples of relevant work; 2. At least two (2) organizations to which you recently submitted unawarded bids; 3. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process |
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| <p>Section 3: Approach</p> | <ol style="list-style-type: none"> 1. Do you have strong presence in any of the future cities? <ol style="list-style-type: none"> a. If yes, which cities? 2. Will you require the use of a sub-contractor? <ol style="list-style-type: none"> a. If yes, name company for each city. 3. How many shows have you serviced at the 3 locations listed below in the past 5 years? <ol style="list-style-type: none"> a. Metro Toronto Convention Centre? b. Oregon Convention Center? c. Greater Columbus Convention Center? 4. Do you currently serve as the preferred or approved General Contractor for any of the above properties? If yes, Which cities? 5. How do you assist clients with staying within budget? 6. What other types of services/products do you provide that may be of interest to ICMA? <p>Planning the Event:</p> <ol style="list-style-type: none"> 7. Can the company can meet the event's specific staffing requirements with its own staff? <ol style="list-style-type: none"> a. If no, supplemental staff is supplied by: |
|---------------------------------------|--|

8. Description of inventory and indicator of equipment and inventory generally outsourced
9. Website capabilities, including online exhibitor orders.
10. Describe your company's design, special decorating and signage services. Please provide sample conceptual renderings of what your company will provide for the overall design of the show.
11. The company can meet the event's specific staffing requirements with its own staff:
 - a. If no, supplemental staff is supplied by:
12. How would the company and its staff participate in planning meetings?
13. Who would accompany the event organizer on site visits? Provide names and titles.
14. What is the charge, if any, for staff to accompany the event organizer on site visits?
15. How many months in advance of an event does the company customarily participate in site visits?
16. Who would be responsible for travel costs to a location for planning purposes more than 12 months prior to the event?
17. Describe charges, if any, for transportation of equipment from source to meeting site.
18. Applicable taxes?
19. Please describe special considerations (i.e., discounts, complimentary concessions) you are willing to provide to ICMA based on the volume of business that ICMA and its ancillary partners will require at annual conference
20. Please list any specialty items, etc., and the potential cost savings to ICMA.
21. Will your company be prepared to service exhibitor needs?
22. Do you provide an exhibitor rebate that can be applied to final invoice? If so, how much?
23. Various ancillary groups (separate from ICMA) are permitted to hold meetings and social functions during our annual conference. Are you prepared to provide service to these groups and provide separate billing?

24. Would ICMA receive any discounts/rebates if these other groups utilize your services?

Costs & Services:

25. Explain the company’s method for discounting equipment and/or labor

26. Exhibitor Pricing – Please provide an estimate of charges to exhibitors for services in Toronto, Portland, and Columbus.

27. Explain extra costs you foresee as part of this event:

28. Describe other services the company provides, addressing the method of billing for these services:

29. Describe the company’s payment policy, including any deposits required and how any discrepancies are handled:

Labor:

30. Describe the source of labor for each facility housing the Annual Conference

- a. Toronto – Metro Toronto Convention Centre
- b. Portland – Oregon Convention Center
- c. Columbus – Greater Columbus Convention Center

Current Labor rates for the following:

Project Manager, Technical Staff, Etc., (all that apply)

| | | Project Manager <i>Hourly Rates</i> | Title <i>Hourly Rates</i> | Title <i>Hourly Rates</i> |
|---------------|----|--|------------------------------|------------------------------|
| Straight Time | a. | | | |
| | b. | | | |
| | c. | | | |
| Overtime | a. | | | |
| | b. | | | |
| | c. | | | |
| Double Time | a. | | | |
| | b. | | | |
| | c. | | | |
| Minimum Call | a. | | | |
| | b. | | | |

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|--------------|----|--|--|--|
| | c. | | | |
| | | | | |
| Penalty Time | a. | | | |
| | b. | | | |
| | c. | | | |

31. Describe the type of work (jurisdiction) to be performed by each union (if applicable).

32. Based on ICMA's meeting program, please outline the number of supervisory personnel that you will schedule for each of our facilities. Also, delineate each supervisor's responsibilities and note where supervisors would be employees of your company or local contracts?

**Please propose how expenses for personnel are assigned
(Indicate "Company" or "Association")**

| | <u>Travel/</u> | <u>Housing</u> | <u>Meals/Expenses</u> |
|-------------------|----------------|----------------|-----------------------|
| Account Executive | _____ | | _____ |
| Project Manager | _____ | | _____ |
| Supervisor | _____ | | _____ |
| Technical Staff | _____ | | _____ |

Insurance Coverage:

33. Indicate the types and levels of insurance the company carries:

Errors & Omissions Insurance:

Workers Compensation Insurance:

Commercial Liability Insurance:

Commercial Automobile Liability Insurance:

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| | <p>Other:</p> <hr/> <p>Additional Services and Products:</p> <p>34. Share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</p> |
| <p>Section 4. Pricing</p> | <p>Please provide a price list for all services described above and for those services described above and for those services that you believe may be of value to the success of our exposition. Where volume assumptions are used, please provide the details and any related incremental pricing information. In addition, please provide details, where necessary, of all products and services that are included in a given charge. Do not include overhead factors or multipliers. ICMA will reimburse for necessary and applicable expenses. Please be advised that ICMA is cost-conscious about procuring outside services. Please define the period for which pricing is valid.</p> |

CONTRACT TERM AND DELIVERY DATES

The contract will be in effect commencing November 1, 2019 through October 31, 2022. ICMA reserves the right to postpone this decision if deemed necessary. 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 (5%)
 - b. section 2 (5%)
 - c. section 3 (45%)
 - d. section 4 (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.

CONTRACTOR ACCOUNT REPRESENTATION

The general service contractor should appoint an account executive that will handle all ICMA events. The account representative is expected to participate in planning meetings in ICMA’s offices, multiple site inspections including a vendor meeting for the ICMA Annual Conference in November/December (2019, 2020, and 2021) and attend the ICMA Annual Conference each year to serve as lead contact for ICMA. Please name the account executive and their experience/qualifications. In your proposal, please indicate the number of staff assigned to ICMA and estimated onsite staffing requirements for each area designated in the proposal.

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 30 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 with a copy to ifullerbey@icma.org. Place “**ICMAHO/General Service Contractor/2020**” in the subject line. **No phone calls please.**

Applications received after the closing date stated on the top of page 1 will be rejected. Top finalists will be invited to attend the 2019 ICMA Annual Conference in Nashville, TN, October 20-23, 2019. A site/planning visit for the 2020 ICMA Annual Conference will be held December 5-6 in Toronto.

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. ICMA takes no responsibility for effective delivery of the electronic document. The vendor offer will be rejected, if the vendor modifies or alters the electronic solicitation documents.

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 month 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 Respondent 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 SBD'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 (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.