



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION  
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## REQUEST FOR PROPOSAL

**Date Issued:** May 18, 2026

**Questions Due:** May 29, 2026

**Closing Date:** June 8, 2026

**Decision Date:** June 30, 2026

**Subject:** Request for Proposal No. ICMA/2027 National Brownfields Training Conference Audio-Visual Management, Equipment, and Production Services Provider

The International City/County Management Association (ICMA) is seeking proposals from eligible Respondents to serve as the Audio-Visual Management, Equipment, and Production Services Provider for the 2027 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 and contractual questions concerning this solicitation should be directed to Travis Childrey at [tchildrey@icma.org](mailto:tchildrey@icma.org) with copies to [workwithus@icma.org](mailto:workwithus@icma.org).

All communications must include the solicitation title **ICMAHO/2027 National Brownfields Training Conference Audio-Visual Management, Equipment, and Production Services Provider** 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  
ICMA



**PURPOSE**

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

**ABOUT ICMA**

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 13,000 ICMA members, 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](http://www.icma.org).

**ABOUT THE NATIONAL BROWNFIELDS TRAINING CONFERENCE**

ICMA and the U.S. Environmental Protection Agency (EPA) have been working together to present 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.

**Date/Location:**

2027	May 25-28	Salt Palace Convention Center 90 South West Temple Salt Lake City, UT 84101
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**Past Dates/Locations:**

2025	August 5-8	McCormick Place Chicago
2023	August 7-11	Huntington Place Detroit
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



**REQUIREMENTS**

**Background:**

Approximately 2,500-3,000 attendees, exhibitors, and guests in attendance. Stakeholders attend for both professional development and networking.

**General Schedule:**

Date	Activity
Monday, May 24, 2027	Setup Show Management & Affiliate Events
Tuesday, May 25, 2027	Pre-Conference Workshops Show Management & Affiliate Events Regional Open Houses Opening Plenary Opening of the Exhibit Hall
Wednesday, May 26, 2027	Educational Programming Show Management & Affiliate Events Plenary Session Exhibit Hall
Thursday, May 27, 2027	Educational Programming Show Management & Affiliate Events Plenary Session Exhibit Hall (strike at 2:00pm)
Friday, May 28, 2027	Educational Programming (Strike at 12:00pm) Show Management & Affiliate Events (Strike at 12:00pm)

**The general structure of events where Audio-Visual Management, Equipment, and Production Services are needed is shown below:**

**Pre-Conference and Educational Programming**

The (13) simultaneous sessions consist tentatively of the following:

- (4) Panel Discussions
- (1) Economic Redevelopment Forum
- (1) Town Hall
- (2) Roundtable Discussions
- (3) Lightning Talks
- (1) Film Series
- (1) ICMA Workshop

Each programming format will be pre-set for the duration of the conference.

AV Contractor is to provide:

<b>(4) Panel Discussions (Ballroom C, Ballroom D, Ballroom E, and Ballroom F)</b>	
QTY	ITEM
4	3000 Lumen Projectors
4	Screens of Appropriate Size
4	Slide Advancers
4	Wired Microphones at Standing Lectern



8	Wired Microphones at Head Table
4	Wired Microphone on Stand in the Audience
4	Laptop Computers, cord/cables and speakers to sound <i>Please note specs of proposed laptop.</i>
<b>(1) Economic Redevelopment Forum (Ballroom A)</b>	
QTY	ITEM
1	3000 Lumen Projector
1	Screens of Appropriate Size
1	Slide Advancers
1	Wired Microphones at Standing Lectern
2	Wired Microphones at Head Table
1	Wired Microphone on Stand in the Audience
1	Laptop Computer, cord/cables and speakers to sound <i>Please note specs of proposed laptop.</i>
<b>(1) Town Hall (Ballroom B)</b>	
QTY	ITEM
1	3000 Lumen Projector
1	Screens of Appropriate Size
1	Slide Advancers
1	Wired Microphones at Standing Lectern
2	Wired Microphones at Head Table
1	Wired Microphone on Stand in the Audience
1	Laptop Computer, cord/cables and speakers to sound <i>Please note specs of proposed laptop.</i>
<b>(2) Roundtable Discussions (Ballroom H/J and Ballroom I)</b>	
<b>PLEASE NOTE:</b> We are requesting equipment for (3) rooms instead of (2) rooms due to the Regional Open Houses taking place Tuesday afternoon (see next section "Show Management & Affiliate Events"). Upon completion of the Regional Open Houses, Ballrooms H and J will be combined into one room for the remainder of the week, and the extra equipment can be stored.	
QTY	ITEM
3	3000 Lumen Projector
3	Screens of Appropriate Size
3	Slide Advancers
3	Wireless Microphone at Standing Lectern
3	Wireless Microphone on Stand in the Audience
4	Flipcharts with Adhesive Paper and Multi-Colored Markers
<b>(3) Lightning Talks (Room 150A/B/C, Room 150G, and Room 150D/E/F)</b>	
QTY	ITEM
3	3000 Lumen Projectors
3	Screens of Appropriate Size
3	Slide Advancers
3	Wireless Microphones at Standing Lectern
3	Laptop Computers, presentation mouse, cord/cables and speakers to sound <i>Please note specs of proposed laptop.</i>
<b>(1) Film Series (Lower Concourse)</b>	
QTY	ITEM
1	3000 Lumen Projector
1	Screen of Appropriate Size



1	Laptop Computers, presentation mouse, cord/cables and speakers to sound Please note specs of proposed laptop.
<b>(1) ICMA Workshop (Ballroom G)</b>	
QTY	ITEM
1	3000 Lumen Projectors
1	Screens of Appropriate Size
1	Slide Advancers
1	Wireless Microphones at Standing Lectern
1	Laptop Computers, presentation mouse, cord/cables and speakers to sound Please note specs of proposed laptop.

**Show Management & Affiliate Events**

Show Management Events & Affiliate Meetings are scheduled from Tuesday, May 25, 2027, through Friday, May 28, 2027, in the Salt Palace Convention Center.

**Billing:**

- Any Audio-Visual Management, Equipment, and Production Services requests and costs from Show Management will be placed on the AV Master Account.
- Any Audio-Visual Management, Equipment, and Production Services requests and costs for Affiliate Meetings will be coordinated between the meeting host and the AV Contractor and billed directly to the meeting host, including labor.

We are expecting approximately (40) Affiliate Meetings & Show Management Events during this timeframe.

On Tuesday, May 25, 2027, Show Management will be hosting (10) Regional Open Houses from 2:30-4:00pm.

- The Regional Open Houses will tentatively take place in the Grand Ballrooms, separated out into all (10) sections – Ballroom A, B, C, D, E, F, G, H, I, and J.
  - **Please Note:** Upon completion of the Regional Open Houses, Ballrooms H and J will be combined into one room for the remainder of the week.
- Any additional equipment requested other than what is noted below will be at the expense of each Region.

<b>(10) Regional Open Houses (Ballrooms A – J, Divided)</b>	
<b>PLEASE NOTE:</b> The equipment listed below for the Regional Open Houses is <b>informational purposes only</b> . The equipment for these rooms is already requested in the “Pre-Conference & Educational Programming” section above.	
QTY	ITEM
10	3000 Lumen Projector
10	Screen of Appropriate Size
10	Wired Microphone at Standing Lectern
10	Wired Microphone on Stand in the Audience
10	Laptop Computers, cord/cables and speakers to sound Please note specs of proposed laptop.
<b>ACRES Training (Room 151D/E)</b>	
QTY	ITEM
1	3000 Lumen Projector
1	Screen of Appropriate Size
1	Slide Advancers



1	Laptop Computer, cord/cables <i>Please note specs of proposed laptop.</i>
<b>Tribal Room (Room 151A/B)</b>	
QTY	ITEM
Informational purposes only; no AV needs at this time.	
<b>Meet the TABs (Room 151G)</b>	
QTY	ITEM
Informational purposes only; no AV needs at this time.	

### Plenary Sessions & Green Room

The Opening Plenary, Mayors Roundtable, and Keynote Presentation will be held in Hall E on the lower level of the Salt Palace Convention Center. The audience will be set for approximately 2,800 attendees in rounds or mixed seating (rounds + theater). Salt Palace will provide the stage, and all pipe & drape will be provided by the decorator, Shepard Expositions.

The biodegradable stage set, including lectern, will be provided by the AV Services Provider. Please find examples of past stage sets enclosed.

A Green Room will also be provided by Shepard behind the stage.

AV Contractor to provide the following or equivalent:

<b>Plenary Sessions (Hall E)</b>	
<b>Staging</b>	
QTY	ITEM
Diagram of Plenary Session seating, stage, and Green Room	
Biodegradable stage set, including lectern	
1	D'San "Perfect Cue" Dual Wireless Speaker Cue System
1	D'San Speaker Timer (With Podium Stoplight)
1	D'San Digital Speaker Timer (With Single 4" LED Display)
2	Scaffold Towers
<b>Folson Graphics Switching System</b>	
QTY	ITEM
1	Screen Pro Plus (1604) Multi-Screen Switcher
1	Screen Pro Plus Multi Screen Controller
2	20" LCD Flat Screen Displays
4	Exgron 1x6 RGBHV Distribution Controller
<b>Power Point Graphics System</b>	
QTY	ITEM
1	Pentium IV Desktop
2	20" LCD Flat Screen Displays
2	HP Deskjet Ink Jet Printers
2	A/B Switch – 5 Port Hub
1	Playback Pro/Mac Laptop
<b>Camera Package</b>	
QTY	ITEM
2	Sony D-50 Video Cameras



2	Sony TX7 Camera Control Unit
<b>Video Projection Equipment</b>	
QTY	ITEM
4	18k Lumen Projectors
4	Panasonic ER-D76Le1 1.5-2.0:1 Zoom Lens (D7700)
1	JRW DownStage Plasma Monitor Stand
2	Altinex RGBS Hum Suppressor
2	Sharp 39" LCD Monitors
2	9x16 Fast Fold Screens
3	11x29 Truss Frame Screen
<b>Misc. Video Equipment</b>	
QTY	ITEM
1	Leitch Still Store Main Frame/Control Panel
1	Folsom Image Pro Scan Converter w/SDI
<b>Audio Equipment</b>	
QTY	ITEM
Live Voice of Announcer	
3	Shure Mc-412 Cardioid Podium Microphones
12	Wireless lavalier microphones
3	Wireless handheld microphones with on-off switches
2	Audio Processing Systems to include: power conditioner, Whirlwind Audio DA, Sabine Audio Equalizer/MC, Shure Wireless Mic UHF
1	SB250 Crest Subwoofer Amp Rack with /X-over
1	JBL 4887 Vertec Line Array Amp Rack with 2-QSC 6.0 Amplifier and 1-QSC 9.0 Amplifier
1	Lot of Cable/Rigging
1	Marantz CDR-420 Portable Burner
1	Clearcom 2 Channel Intercom Base Station
12	Beyer DT-108 Single Muff Headsets
12	Clearcom Single Channel Beltpacks
1	Telex VRT700 Single Ch Wireless Interco
<b>Lighting Equipment</b>	
QTY	ITEM
6x MAC 2000 Performance	
10	26 Degree Leko
20	36 Degree Leko
10	Wide Body Leko
10	Mac 2K Profile II
2	MAK 2K Performance
1	48 Channel Dimmer
1	Grande MA Ultra Lite Controller with UPS
<b>Power and Rigging Equipment</b>	
QTY	ITEM
1	100 Amp 3/0 Audio PD with Feeder & Tails



1	100 Amp 3/0 Video PD with Feeder & Tails
1	200 Amp 3/0 Lighting PD with Feeder & Tails
2	Distro Rack with Feeder & Tails
4	Genie ST25 Supertower Lift
1	Scissor Lift 28' (3 days)
16	Tomcat 12"x12"x10' Upstate Truss

**Exhibit Hall**

The Exhibit Hall will be in Halls B & C on the lower level of Salt Palace. The hall will be set with approximately (125) 10'w x 10'd booths, a 40-board poster session, an area for food and beverage purchases, and round tables for seating.

The AV contractor is to provide:

<b>Official AV Services Provider to Exhibit Hall</b>
Will supply AV product and service to exhibitors
Will provide necessary electronic order forms for the Service Kit at no charge

**Exhibitor & Affiliate Post-Show Reporting:**

The AV Contractor agrees to provide ICMA with 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)

**Offices**

One of the Show Management Offices, located on the second level of the Salt Palace Convention Center, requires additional equipment.

The AV Contractor is to provide:

<b>ICMA Show Office and Storage (Room 253A/B)</b>	
QTY	ITEM
20	Radios with earpieces and appropriate number of chargers
1	Color Copier with ability to staple, print wirelessly or via USB import, and filled with 8 1/2" x 11" white paper
1	Box of 8 1/2" x 11" white paper
<b>U.S. EPA OBLR Office (Room 252A/B)</b>	
Informational purposes only; no AV needs at this time.	
<b>U.S. EPA OLEM Office (Room 251D)</b>	
Informational purposes only; no AV needs at this time.	
<b>U.S. EPA Regional Administrators / VIP Room (Room 251E)</b>	
Informational purposes only; no AV needs at this time.	
<b>Media Room (Room 251F)</b>	
Informational purposes only; no AV needs at this time	



### Onsite Staff Support

A minimum of (6) staff persons to be on-site for all setup, meeting days and dismantle, Monday, May 24, 2027 through Friday, May 28, 2027.

### GREENING INITIATIVES

A priority of the National Brownfields Training Conference is engaging in waste reducing and recycling efforts to reduce the large volumes of waste materials generated during move-in, meetings, and move out. Please describe any strategies to support those efforts.

### STATEMENT OF WORK

The contractor shall perform the following Audio-Visual Management, Equipment and Production Services for the 2027 National Brownfields Training Conference at the Salt Palace Convention Center and Hyatt Regency Salt Lake City, May 24-28, 2027.

Task	Description
1	Work with ICMA on identifying standard meeting room sets
2	Work with ICMA on the Plenary Session Stage Design
3	Present ideas to ICMA on biodegradable/recyclable materials to be used
4	Provide Exhibit Management Provider an electronic version of AV order form for exhibitors
5	Present General Session diagrams to Salt Palace for approval
6	Coordinate with Affiliate Meeting Requestees regarding additional AV needs
7	Provide ICMA with needs for AV Office/Storeroom, i.e. tables, chairs, set
8	Participate in conference call for streamlining Audio-Visual equipment, services and personnel between the exhibit hall and educational programming and show management events. Determine meeting clusters
9	Prepare to accept Function Book from ICMA
10	Participate in onsite pre-con meeting with ICMA
11	Assist Meeting Planner with development of Production Schedule
12	Provide names of AV onsite team to Meeting Planner
13	Work with ICMA on development of a Plenary Session Rehearsal Schedule
14	Receive scripts from ICMA and any special needs of speakers
15	Coordinate with McCormick Place on dock assignments and restrictions for load-in
16	Prepare to receive onsite Production Schedule
<b>Sunday May 23 – Monday, May 24, 2027</b>	
17	Deliver all conference Audio-Visual and office equipment as noted on the Function Sheets, diagrams and freight grids.
18	Begin setup of equipment in Offices as per Registration Function Sheets and diagrams
19	Begin setup of plenary session, educational meeting rooms, affiliate meeting rooms and Show Management events as per Function Sheets and diagrams
20	Participate in Pre-Conference Meeting with ICMA and other vendors
21	All Pre-Conference Training Rooms, Plenary Session stage and Affiliate Meeting Rooms with Tuesday, May 25, 2027 functions to be set by 4:00pm
22	Participate in daily key team meeting with ICMA Team; ICMA Team and contractor identified VOG review pronunciation of speaker names and scripts.
23	Participate in On-Site Staff meeting regarding Audio-Visual equipment in the various meeting room types and use of radio communication
<b>Tuesday, May 25, 2027</b>	
24	Participate in daily key team meeting with ICMA Team



Task	Description
25	Conduct rehearsal and produce Opening Plenary Session. Save audio and visual of the session
26	Coordinate with Salt Palace on dock assignments and restrictions for load-out on August 8, 2025
27	Plenary Session set and ready for Wednesday, May 26, 2027, 9:00am start of Plenary (Mayor's Roundtable)
Wednesday, May 26, 2027	
28	Conduct rehearsal and produce Mayor's Roundtable Plenary Session. Save audio and visual of the session.
29	Participate in daily key team meeting with ICMA Team
30	Plenary Session set and ready for Thursday, May 27, 2027 9:00am start of Keynote Session.
Thursday, May 27, 2027	
31	Conduct rehearsal and produce Keynote Session. Save audio and visual of the session.
32	Participate in daily key team meeting with ICMA Team
33	After 2:00pm and before 11:59pm begin move-out of all AV equipment in exhibit hall. All tape removed and space left clean and clear.
34	After 3:30pm and before 11:59pm begin move-out of all equipment in Plenary Session. All tape removed and space left clean and clear.
Friday, May 28, 2027	
35	Present ICMA with electronic copy of all Plenary Session audio and visual tapings
36	Prepare and review final invoice with ICMA Team
37	After 11:30am and before 11:59pm begin move-out of all equipment and electronic signboards in offices, registration, affiliate meeting space and meeting space at the McCormick Place. All tape removed and space left clean and clear.
38	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.

**SUBMISSION REQUIREMENTS**

Section 1:	
Company Profile	<ol style="list-style-type: none"> <li>1. Provide a description of your business to include, but not limited to, information on the established year, company size, number of employees, and annual revenue.</li> <li>2. CVs or résumés of key personnel – In a leading paragraph, please indicate how much time each person(s) will devote to this contract and what other projects this person(s) will undertake at the same time.</li> <li>3. Do you have offices in Colorado, Montana, North Dakota, South Dakota, Utah, or Wyoming?</li> <li>4. Will you require the use of a subcontractor?             <ol style="list-style-type: none"> <li>a. If yes, name company.</li> </ol> </li> <li>5. How many shows have you served in Colorado, Montana, North Dakota, South Dakota, Utah, or Wyoming in the past (5) years?</li> <li>6. Do you currently serve as the office Audio Visual Services Provider for any convention centers in the states noted above?</li> </ol> <p><b>Note:</b>            Please limit to no more than two pages.            CVs or résumés will not count toward the page limit.</p>



Section 2:	
References	1. Describe the organizations or events you have provided services for which are comparable to ICMA and/or our events. Respondents should provide at least (3) references and examples of relevant work.
Section 3:	
Approach	<p><b>Planning the Event</b></p> <ol style="list-style-type: none"><li>1. Please describe how your company will be ready to start with essential key tasks, including:<ol 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></ol></li><li>2. How would your company and its staff participate in planning meetings?</li><li>3. What is the charge, if any, for staff to accompany the event organizer on site visits?</li><li>4. How do you assist clients with staying in budget?</li><li>5. Please specify any specialty items, discount opportunities, etc., and the potential cost savings to ICMA.</li><li>6. Various affiliate 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?</li><li>7. Would ICMA receive any discounts/rebates if these other groups utilize your services?</li><li>8. What size AV Office/Storeroom would you require onsite?</li></ol> <p><b>Costs &amp; Services</b></p> <ol style="list-style-type: none"><li>1. Describe your company's payment policy, including any deposits required and how any discrepancies are handled</li></ol> <p><b>Labor:</b></p> <ol style="list-style-type: none"><li>1. Indicate the types and levels of insurance your company carries:<ol style="list-style-type: none"><li>a. Errors &amp; Omissions Insurance:</li><li>b. Workers Compensation Insurance:</li><li>c. Commercial Liability Insurance:</li><li>d. Commercial Automobile Liability Insurance:</li><li>e. Other:</li></ol></li></ol> <p><b>Additional Services and Products:</b></p> <ol style="list-style-type: none"><li>1. Please share any additional services or products not officially requested in this proposal that could be of use or interest to ICMA.</li></ol>
Section 4:	
Pricing	<p>On the attached worksheet, please provide an itemized listing of your proposed pricing. State where there may be extra fees for either customizations or extra services.</p> <p><b>Please note:</b> For accurate comparison, it is imperative to submit pricing within the worksheet provided. If ICMA cannot equally and fairly compare your proposal with others due to pricing being submitted in a format other than what has been requested, this could eliminate you from consideration.</p>



### **CONTRACT TERM AND DELIVERY DATES**

ICMA expects to award a contract that will run through the end of the 2027 conference. 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. Company Profile (5%)
  - b. References (5%)
  - c. Approach (40%)
  - d. Pricing (50%)

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 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](mailto:workwithus@icma.org) with copies to [tchildrey@icma.org](mailto:tchildrey@icma.org) with "**ICMAHO/2027 National Brownfields Training Conference Registration & Housing Services Provider**" 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)**

[ICMA Vendor/Supplier Form](#)

[ICMA Vendor Application](#)

Brownfields 2027 AV Services Provider Pricing Worksheet

### **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's 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.



# EXAMPLE TERMS & CONDITIONS

## PURCHASE ORDER TERMS

### Purchase Order Number

The Purchase Order Number on page one must appear on all packages, delivery documents, invoices and correspondence.

### Payment Terms

Payment shall be linked to the timely delivery and approval of the described services or supplies. In case the services or supplies are not delivered on the Deliver By Date, ICMA is under no obligation to accept the services or supplies.

Vendor will provide payment information including bank account and wire instructions as requested by ICMA.

Invoice shall be paid by ICMA within thirty (30) days of invoice submission subject to acceptance of services or supplies.

Electronic submission (email) of invoices shall be sent to \_\_\_\_ at \_\_\_\_\_ with a copy to \_\_\_\_ at \_\_\_\_\_.

### Acceptance of Terms

Acceptance of this Order by Vendor may be made by signing the acknowledgment copy hereof or by partial performance hereunder, and any such acceptance shall constitute an unqualified agreement to all terms and conditions set forth herein unless otherwise modified in writing by the parties. Any additions, deletions or differences in the terms proposed by Vendor are objected to and hereby rejected, unless Buyer agrees otherwise in writing. No additional or different terms and conditions proposed by the Vendor in accepting this Order shall be binding upon Buyer unless accepted in writing by Buyer and no other addition, alteration or modification to, and no waiver of any of the provisions herein contained shall be valid unless made in writing and executed by Buyer and Vendor. Vendor shall perform in accordance with the Description/Quantity schedule set forth in this Order and all attachments thereto.

### General Relationship

Nothing contained in this contract shall be construed to (a) create the relationship of principal and agent, employer and employee, joint venture, or partnership between ICMA and the Vendor; and Vendor agrees that in all matters relating to this Order it shall be acting as an independent contractor and shall assume and pay all liabilities and perform all obligations imposed with respect of the performance of this Order. Vendor shall have no right, power or authority to create any obligation, expressed or implied, on behalf of Buyer and/or Buyer's customers and shall have no authority to represent Buyer as an agent.

### Subcontracts and Assignments

Vendor agrees to obtain Buyer's approval before subcontracting this Order or any substantial portion thereof; provided, however, that this limitation shall not apply to the purchase of standard commercial supplies or raw materials. Further, this Order shall not be assigned or delegated by Vendor without the prior written consent of Buyer.



### **Termination for Convenience**

Either party may terminate this Order, in whole or in part, at any time for any reason whatsoever upon 10 days' written notice to the other party. Upon termination, the Buyer shall pay the Vendor only for work performed and documented expenses incurred by the Vendor prior to the date of termination. Under no circumstance shall Buyer be liable for any other damages whatsoever, including loss of anticipated profit on account of such termination. Notwithstanding any partial termination of services, Vendor shall continue to perform and complete any remaining services required.

### **Termination for Default**

Buyer may, by written notice of default to Vendor, terminate the whole or any part of this Order in any one of the following circumstances:

Vendor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

Vendor fails to perform any of the other provisions of this Order or so fails to make progress as to endanger performance of the Order in accordance with its terms, and in either of the circumstances specified in this subpart (a)(i) does not cure such failure within a period of 10 days (or such longer period as Buyer may authorize in writing) after receipt of notice from the Buyer specifying such failure;

Vendor becomes insolvent or the subject of proceedings under any law relating to bankruptcy or the relief of debtors or admits in writing its inability to pay its debts as they become due; or

Vendor fails to provide Buyer, in writing, within a reasonable time after demand by Buyer, adequate assurances of performance by Vendor.

### **Changes and Modifications**

The Buyer may at any time, by written order, make changes within the general scope of this order in any one or more of the following: (a) description of services to be performed; (b) period of performance; and (c) place of performance. If any such change causes an increase or decrease in the cost of, or the time required for performance of any part of the work under this contract, the ICMA Contracting Officer shall make an equitable adjustment in the order price, the delivery schedule, or both, and shall modify the order. The Vendor must assert its right to an adjustment under this clause within 30 days from the date of receipt of the written order.

### **Confidentiality**

The Vendor shall maintain the confidentiality of any information regarding applicants, project participants, and persons responding to any questionnaire or survey, and member of their families that may be obtained through questionnaires, application forms, interviews, tests, reports from public agencies, or other sources. Such information shall be divulged only as authorized in writing by the technical monitor identified in this Order or an Officer of ICMA.

### **Inspection**

All goods supplied and services performed shall be subject to inspection and test by Buyer, its agents and its customers at all reasonable times and places, whether during or after manufacture as to goods, or performance as to services, and notwithstanding the terms of delivery or payment or, as to goods, that title has not yet passed to Buyer or its customers. In the event goods or services are not in accordance with the specifications and instructions of Buyer, Buyer may require prompt correction, repair replacement or re-performance thereof at Buyer's option and Vendor's sole expense. If Vendor is unable to accomplish the foregoing, then Buyer may procure such goods or services from another source and charge to Vendor's account all costs, expenses and damages associated therewith.



### **Data Rights**

The Vendor shall furnish to ICMA copies of all written products (papers, manuscripts, and notes), data, or any other information or materials (e.g., photographs, graphic presentations, manuals or log, work or processing instructions) compiled, produced, or resulting directly from performance of the work. The Vendor hereby transfers all rights, title and interest worldwide to any such written product, data, or any other information or materials to ICMA.

A manuscript prepared under this Agreement shall be a work made for hire within the meaning of the Copyright Act of 1976. ICMA shall hold all rights to the manuscript without limitation and may register the copyright in its name. Upon request, ICMA may decide to transfer publication rights to the Vendor, but such transfer must be authorized in writing and signed by a center director or officer of ICMA. The Vendor shall credit ICMA as instructed if such publishing is authorized.

In the event that any work under this Agreement is pursuant to a contract or grant from a government agency or other sponsor to ICMA, any relevant provisions from the contract or grant shall be deemed to be incorporated in this Agreement: (a) in such manner as to make the Vendor subject to the obligations imposed by such provisions; and (b) to the extent necessary to enable ICMA to perform its obligations under the grant/contract and to enable the contracting/granting agency to enforce its rights there under.

### **Indemnification**

Each party shall be acting as independent contractors in the performance of this work, and shall be responsible for the payment of claims for loss, personal injury, death, property damage or otherwise arising out of any act or omission of their respective employees or agents in connection with the performance of this work for which they may be held liable under applicable law. Each party shall maintain at its sole expense adequate insurance or self-insurance coverage to satisfy its obligations under this contract. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of the Buyer or the Vendor.

### **Governing Laws**

This Order shall be governed by and construed in accordance with the laws of the District of Columbia, U.S.A., without regard to its conflict or choice of law provisions.

### **Dispute Resolution**

In case of a dispute regarding the interpretation of any part of this Order, the parties shall use their best efforts to arrive at a mutually acceptable resolution.

The Vendor shall proceed diligently with its performance of the work under this Order pending the final resolution of any dispute arising or relating to this Order. The Buyer shall continue to pay the Vendor for its performance under the Order except for those items related to the dispute.

### **Order of Precedence**

In the event of an inconsistency or conflict between provisions of this Order, the inconsistency or conflict shall be resolved by giving precedence in the following order:

1. Purchase Order and any purchase descriptions contained therein.
2. Purchase Order Standard Terms and Conditions and Exhibits thereto.
3. Specifications and/or drawings.
4. Other provisions when attached



**Compliance with Policies**

Vendor has access to, read and agrees to abide by ICMA's Code of Conduct. Vendor agrees that any and all violations of this provision shall constitute a material breach of this Agreement.

**Compliance with US Executive Orders**

U.S. law prohibits transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. By signing this purchase order, you agree that you are in compliance with the US Executive Order prohibiting terrorism financing.

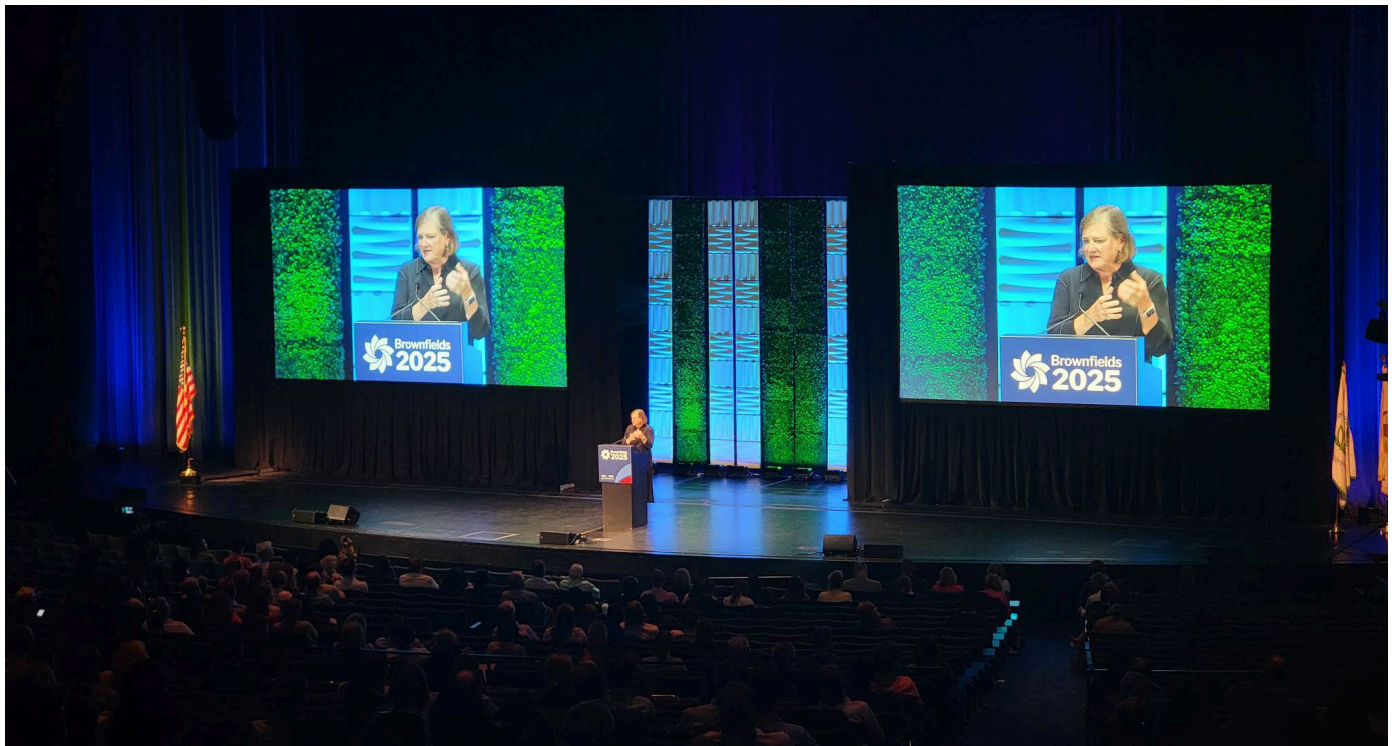
**Force Majeure (Impossibility)**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, pandemic/epidemic illness or outbreak or curtailment of transportation facilities which prevents of at least 25% of the attendees from arriving for the first scheduled day of the event – to the extent that such circumstance makes it illegal or impossible for Salt Palace to provide, or for groups in general to use, the Salt Palace facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis

**Entire Agreement**

This Order, including all documents incorporated herein by reference, shall constitute the entire agreement and understanding between the parties hereto and shall supersede and replace any and all prior or contemporaneous representations, agreements or understandings of any kind, whether written or oral, relating to the subject matter hereof.

**PAST BROWNFIELDS CONFERENCE STAGE SETS**





INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION

660 North Capitol Street, NW, Suite 700

Washington, DC 20001-7416 | 202.962.3680 | icma.org







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## 2027 NATIONAL BROWNFIELDS TRAINING CONFERENCE STYLE GUIDE

Vertical logo



Compact logo



Mountain motif only



Primary colors

Primary colors			Secondary colors		
ICMA Blue RGB: 0-47-108 HEX: #002f6c Pantone: 294 C	Dark Teal RGB: 53-157-155 HEX: #359d9b Pantone: 6137 C	Turquoise RGB: 0-191-178 HEX: #00bfb2 Pantone: 3262 C	Pink RGB: 234-160-156 HEX: #eaa09c Pantone: 4066 C	Brick RGB: 189-71-42 HEX: #bd472a Pantone: 7598 C	Aqua Blue RGB: 113-219-212 HEX: #71dbd4 Pantone: 3242 C

	Light Gray RGB: 153-153-153 HEX: #999999 Pantone: Cool Gray C
	Gray RGB: 89-89-89 HEX: #595959
	Dark Gray RGB: 60-60-60 HEX: #3c3c3c

