



People Helping People Build a Safer World™

Chicago District Office

4051 W Flossmoor Road ■ County Club Hills, IL 60478-5795 U.S.A.
Tel: +1 (708) 799-2300 ■ Fax: +1 (708) 799-4981
Toll Free: +1-888-ICC-SAFE (422-7233)

www.iccsafe.org

April 11, 2006

Brenda Vespested
City of Rapid City
300 6th Street
Rapid City, SD 57701

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Michigan Dept. of Labor & Economic Growth
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LETTER OF AGREEMENT

This letter confirms our presentation of the seminar 2003 IMC Fundamentals on June 16, 2006 for the City of Rapid City. The seminar will be presented to meet the learning needs of those with a basic level of knowledge, skills and experience in understanding and enforcing applicable code provisions.

The cost of the seminar is \$2,400 plus \$28 per person per seminar. With 60 participants the total seminar cost will not exceed \$4080 (\$2,400+\$1,680). This includes the honorarium, travel, lodging and meals for the instructor, all participant materials, certificates, shipping of all materials, processing and maintenance of ICC continuing education recognition and submitting/processing continuing education credentialing/licensing recognition to applicable state agencies and organizations. It is strongly suggested that each participant bring the applicable code book to this seminar. A soft cover of this code can be ordered from ICC.

The City of Rapid City will be responsible for providing a suitable meeting room to include the following:

- Classroom style seating - 2 people per 6 foot table
Projection screen
Digital Projector

Three weeks before the seminar, City of Rapid City will contact Sol Alba with the number of participants expected so that materials can be shipped in a timely manner. Please be advised that the City of Rapid City will be billed for overnight and second day shipments resulting from late book requests. The cost per person will be determined by the total number of participant materials used. A maximum of ten percent of total participant materials shipped can be returned for credit, if they are in good, clean, resalable condition. Unused seminar materials must be returned within 15 days of the last day of seminar to Sol Alba or they will not be accepted. After that time, no returns will be credited, and the City of Rapid City will be charged the per person fee of the cost of the participant materials that were shipped.

One signed copy of this letter must be returned to Sol Alba by April 21, 2006. If not received by this date, the training date and instructor will be released.

We look forward to working with you in providing quality seminars. Please feel free to contact Sol Alba at (708)799-2300 ext 4333 if you have any further questions or require additional information.

Sincerely,

For International Code Council

[Signature of Sol Alba]
Sol Alba

Client Services Specialist

Date 4/11/06

For the City of Rapid City

Mayor

Finance Officer

Date

Headquarters: 5203 Leesburg Pike, Suite 600 ■ Falls Church, VA 22041-3405 U.S.A.

Tel: +1 (703) 931-4533 ■ Fax: +1 (703) 379-1546

Toll Free: +1-888-ICC-SAFE (422-7233)