

INVESTMENT SERVICES SPECIFICATIONS

1. INTRODUCTION

The City of La Crosse, Wisconsin is seeking sealed bid proposals for investing services of certain available funds as more particularly described in section 5. Sealed proposals for investment services will be received by the City Clerk, City of La Crosse, 400 La Crosse Street, La Crosse, WI 54601 until 11:00 a.m. Wednesday, January 31, xxxx. The institution(s) selected will receive an annual contract. The contract will begin on April 1, xxxx and expire on March 31, xxxx. The selected institution(s) will work closely with the Finance Department.

2. PROPOSAL DUE DATE

Proposals must be delivered in a sealed envelope to:

“Proposal for Investment Services”
City Clerk
2nd Floor City Hall
City of La Crosse
400 La Crosse Street
La Crosse, WI 54601

Proposals must be received no later than 11:00 a.m. on January xx, xxxx ~~2018~~ at the office of the City Clerk, 2nd Floor, City Hall.

The proposal shall also be clearly marked "**Investment Services Proposal**" in the lower left-hand corner on the front of the sealed envelope.

All proposals will be opened in the City Clerk’s Office at City Hall. You and/or your representative are cordially invited to attend the opening. Any proposal received after the due date and time will remain unopened.

3. ACCEPTANCE/REJECTION

The City of La Crosse reserves the right to accept any or all proposals in part or in total, as deemed to be in the best interest of the City of La Crosse, and to waive all minor irregularities in the proposal process.

4. **QUESTIONS CONCERNING THIS REQUEST FOR PROPOSAL**

Any questions concerning this RFP or its specifications should be directed to:

Valerie Fenske, Director of Finance & Human Resources
fenskev@cityoflacrosse.org
(608)789-7576

5. **GENERAL CONDITIONS**

The City of La Crosse will invest certain "excess" funds (not to exceed approximately 25% of its total funds available for investment) per the following general conditions:

- * The attached bid form (Appendix I) must be used.
- * Financial institutions intending to conduct investment transactions with the City must be approved by Common Council resolution.
- * The Investment agreement will be for the period of one (1) year beginning April 1, xxxx and expiring March 31, xxxx.
- * All bidders must have an office/branch located within the limits of La Crosse county.city limits.
- * Funds must be invested subject to restrictions as may be imposed by law (Section 66.0603 of the Wisconsin State Statutes).
- * Collateralization of funds in excess of \$650,000 at any one financial institution is required. Funds must be collateralized by U.S. Treasury Obligations and/or Government Agency Securities and held in the name of the City of La Crosse. Proof of such collateralization must be on hand within the current business day.
- * Funds may be invested up to a maximum of \$10,000,000 in no less than \$1,000,000 increments. in five tiers based on the following schedule (depending on availability):

- 1.) —<= \$1,000,000
- 2.) —> \$1,000,000 <= \$2,500,000
- 3.) —> \$2,500,000 <= \$5,000,000
- 4.) —> \$5,000,000 <= \$7,500,000
- 5.) —> \$7,500,000 <= \$10,000,000

- * The interest rate quoted for the one-year contract for the various levels must be tied to the rate for the month quoted and paid by the State of Wisconsin Local Government Investment Pool (LGIP). The quote must state at what percent **above** the State Investment Pool rate will be earned paid on each level of investment each month (i.e. our rate on investment will be 1/2 % higher than the State Investment Pool rate each month ~~for the "less than \$1,000,000" level of investment~~).
- * If minimum or maximum amounts are needed in order to participate, those qualifications must be stated on the bid sheet (Appendix I).
- * Interest is to be credited to the account as of the close of business on the last day of each month. The interest calculation method used will be based on the actual number of days in the year (365/366).
- * ~~The balance of funds in the account must be available for access in a 24 hour turn-around period with 12:00 noon the "cut-off" time each day.~~
- * No bids will be considered offering rates less than, potentially less than, or equal to those paid by the State of Wisconsin Local Government Investment Pool.

6. **RATES OF CURRENT INVESTMENT**

The following is a list of monthly interest rates paid by the State of Wisconsin Local Government Investment Pool for the periods of January xxxx-December xxxx:

December xxxx	x.x%
November xxxx	x.x%
October xxxx	x.x%
September xxxx	x.x%
August xxxx	x.x%
July xxxx	x.x%
June xxxx	x.x%
May xxxx	x.x%
April xxxx	x.x%
March xxxx	x.x%
February xxxx	x.x%
January xxxx	x.x%

**CITY OF LA CROSSE, WISCONSIN
INVESTMENT SERVICES BID SPECIFICATIONS
APPENDIX I**

<u>INVESTMENT INCREMENT AMOUNT</u>	<u>BID % (where 1% = .01) IN EXCESS OF MONTHLY RATE PAID BY THE STATE OF WISCONSIN LOCAL GOVERNMENT INVESTMENT POOL</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Financial Institution: _____

Name of person responsible for bid: _____
(Please Print Name & Title)

Signature of person responsible for bid: _____

Date: _____