

## **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, February 1<sup>st</sup>, 2023. The institution(s) selected will receive an annual contract. The contract will begin on April 1, 2023 and expire on March 31, 2024. The selected institution(s) will work closely with the Finance Department.

### 2. **PROPOSAL DUE DATE**

Proposals must be delivered in a sealed envelope to:

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 February 1<sup>st</sup>, 2023 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. 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:

Daniel DeGier, Deputy Director of Finance  
[degierd@cityoflacrosse.org](mailto:degierd@cityoflacrosse.org)  
(608)789-8682

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, 2023 and expiring March 31, 2024.
- \* All bidders must have an office/branch located within the limits of La Crosse County.
- \* 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.
- \* 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 each month (i.e. our rate on investment will be 1/2 % higher than the State Investment Pool rate each month.

- \* 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).
- \* 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 annualized interest rates paid by the State of Wisconsin Local Government Investment Pool for the periods of January 2022-December 2022:

December 2022	4.05%
November 2022	3.72%
October 2022	2.91%
September 2022	2.42%
August 2022	2.15%
July 2022	1.55%
June 2022	0.98%
May 2022	0.62%
April 2022	0.30%
March 2022	0.16%
February 2022	0.09%
January 2022	0.07%

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

**BID % (where 1% = .01) IN EXCESS OF MONTHLY RATE PAID BY THE STATE OF  
WISCONSIN LOCAL GOVERNMENT**

**INVESTMENT INCREMENT AMOUNT**

**INVESTMENT POOL**

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Name of Financial Institution: \_\_\_\_\_

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

Signature of person responsible for bid: \_\_\_\_\_

Date: \_\_\_\_\_