



Madison County Government  
**Administrative Services**

*Linda Ogden • Purchasing Director*  
Madison County Administration Building  
157 N. Main St. Suite # 57 • Edwardsville, IL 62025-1963  
Phone (618) 296-4219 • Fax (618) 692--7476

*Kurt Prenzler, CPA*  
*County Board Chairman*

## NOTICE TO BIDDERS

Notice is hereby given that sealed Request for Proposals will be received by the Madison County Treasurer's Office for **INVESTMENT MANAGEMENT SERVICES.**

Specifications, instruction to bidders, bid form and all data necessary to submit a sealed bid may be obtained from the Administrative Services Department, Madison County Administration Building, 157 N. Main St., Suite 57, Edwardsville, IL.

**SEALED BIDS** will be accepted at the Madison County Administration Building, Administrative Services Department, 157 N. Main St., Suite 57, Edwardsville, IL no later than **2:00 P.M. Tuesday, April 2, 2019.** Sealed bids will then be publicly opened and read aloud at **2:15 P.M.** in the County Board Committee Meeting Room which is located on the first level of the Administration Building in Suite 145.

For questions or additional information please contact Deputy Treasurer Patrick McRae at (618) 296-4673

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

Submittals shall be marked on the envelope: **"INVESTMENT MANGEMENT SERVICES"**

The right is reserved to reject any or all bids.

Sincerely,

A handwritten signature in cursive script that reads "Linda Ogden".

Linda Ogden  
Purchasing Director

Attachments

**Madison County**  
Request for Proposal for Investment Management Services

A. Firm Information

1. Name of Firm.
2. Address.
3. Name, telephone number, email address and title of individual with authority to commit firm.

B. Description of Organization

1. Year the firm was founded.
2. List current county treasurer assets under management.
3. Portfolio Managers, Relationship Managers and Administrators who would have primary responsibility for the management of this account. Please provide Biographies and experience of PM managing this account.
4. Describe any special expertise your firm has in providing investment advisory services to Illinois county treasurers.

C. Business Arrangements

1. List brokers executing more than 10% of your volume over the last 12 months.
2. List total value of the soft dollar received over the last 12 months and their source.
3. Does your firm practice in any underwriting activities?
4. Disclose all sources of income you receive in connection with investment advisory services to county treasurers.

D. Investment Procedures and Approaches

1. Describe your process for investing and managing a short term fixed income portfolio for county treasurers.
2. Are you an active or passive fixed income manager?
3. What fixed income strategies do you offer?
4. Do you buy and hold or sell before maturity?

E. Investment Performance

1. Please submit a track record for county treasurers that is currently being managed.
2. Describe what you would consider the most appropriate benchmark for this mandate and why.

F. Fees

1. What is the fee structure and how do you bill?
2. Do you use funds that have embedded fees and other charges?
3. Attach a sample investment contract with fee schedule.

## “REVISED INSTRUCTIONS TO BIDDER”

1. All items contained in the “Instructions to Bidder” are applicable to the call for proposals.
2. No proposal may be withdrawn after the scheduled closing time for receipt of bids at least forty-five (45) days.
3. Envelope containing proposal shall be marked plainly, “SEALED PROPOSAL” –with MATERIALS or SERVICE DESCRIPTION, date and time of closing written thereon. All proposals must be signed with the firm name in ink and by an authorized officer or employee of the company.
4. Unless otherwise stated in this call for bids, each bidder must submit with his bid either a certified check on any bank, a cashier’s check on a bank doing business in the County, or a combination bid and supply bond acceptable to the County in the amount of 5% of the total base bid, payable to the County, as guarantee that the successful bidder will supply material or services as specified. **–NOT REQUIRED–**
5. The Contractor, before commencing Work, shall furnish Performance Bond and Labor/Material Payment Bond with a surety licensed to conduct business in Illinois equal to the amount of the Contract, guaranteeing the completion of the Work and performance of the Contract and the payment for all labor and materials incorporated in the Work. Said Bonds shall be presented to the Purchasing Department, Madison County Administration Building, 157 N. Main St., Ste. #154, Edwardsville, IL 62025, within seven (7) working days after notification of bid award. Failure to supply said Performance Bond, Labor/Material Payment Bond or acceptable surety shall result in retraction of proposal award. **–NOT REQUIRED–**
6. All proposals must include all taxes that are applicable to the County. The City and State of Illinois sales tax and Federal Taxes are not applicable to sales made to the County and must be excluded. The County Auditor, upon request, will execute the exemption certificates in connection with all orders when Federal Excise Tax would otherwise be due.
7. Proposal price to be F.O.B. Edwardsville, with delivery to Madison County using point within the area unless otherwise stated in this call for proposals. Prices shall be stated in units and quotations made on each item separately. In case of conflict, unit price shall govern.
8. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed adjacent and must be initialed in ink by person signing proposal. The proposal must be signed by an authorized officer or individual.
9. Bidder must state brand name and/or manufacturer of each item proposed in his bid. Guarantee and/or warranty must also be stated.
10. Parts and materials must be of current day (latest model) and meet Specifications. This provision excludes surplus, remanufactured and used products except as alternate bid unless otherwise stated in this call for proposals. **–NOT REQUIRED–**
11. Proposals will be considered on equipment or material complying substantially with Specifications provided each deviation is stated and substitution is described, including technical data when applicable, in a letter attached to proposal. **–NOT REQUIRED–**

The County reserves the right to determine as to whether such substitutions or deviations are within the intent of the Specifications and will reasonably meet the service requirements of the using department. In addition to price and applicability, consideration for award may be given to engineering design which adds safety, convenience or adaptability for the use intended. Brand name which may be mentioned in Specifications does not indicate a preference and is used only as a reference to the type and quality of materials or equipment desired.

12. Time of delivery is part of the consideration and must be stated in definite terms as this may be a factor in making the award. If time varies on different items, the bidder shall so state. **–NOT REQUIRED–**
13. Unless otherwise specified, materials and equipment will be inspected by the using department as to meeting the quality requirement of the call for proposals. When deemed necessary, samples of supplies or material will be taken at random, from stock received, for submission to a commercial laboratory, or other appropriate inspection agency, for analysis and test as to whether the material conforms, in all respects, to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the Specifications the expense of analysis is to be borne by the successful vendor and the order, or balance thereof may be cancelled by the County. **–NOT REQUIRED–**

14. Bidders must be sure to specify any terms they wish to offer. Cash discounts will be deducted from the base proposal in determining the low bidder, except, cash discounts based on payment in less the ten (10) days will not be considered.
15. In case of default by the vendor(s), the County may procure the articles or services from other sources and may deduct from unpaid balance due the vendor, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County shall be considered the prevailing market price at the time such purchase is made.
16. The bidder, shall hold the County, its officers, agents, and employees harmless from liability of any nature or kind on account of use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this proposal call.
17. Successful bidder is specifically denied the right of using in any form or medium the name of Madison County for public advertising unless express permission is granted by the County.
18. The authorized committee(s) for the County reserves the right to reject any or all proposals, or any part thereof, or to accept any proposal or part thereof, or to waive any informalities in any proposal, deemed to be in the best interest of the County.
19. Madison County shall not award contracts to businesses owing delinquent taxes to Madison County at the time proposals are awarded.
20. Bidder is expected to be an "Equal Opportunity Employer" as required by Article III, Rules III, Fair Employment Practices Commission.
21. All Specifications and Instructions to Bidders must be clearly answered and stated in definite terms.
22. Sealed bids will be received until **2:00 PM, Tuesday, April 2, 2019**, then publicly opened and read aloud at **2:15 PM** in the County Board Committee Room which is located on the first level of the Administration Building in Suite 145.

**BIDDERS ARE WELCOME TO ATTEND THIS MEETING**

23. If any additional information is needed contact:

Madison County Administrative Services  
 157 N. Main Street Suite #154  
 Edwardsville, IL 62025  
 Attn: Susan Conaway  
 Phone: (618) 269-4497

OR

Madison County Treasurer Office  
 157 North Main Street, Suite 125  
 Edwardsville, IL 62025  
 Attn: Patrick McRae  
 Phone: (618) 692-6260

24. Successful bidder cannot make delivery of successful material and/or services as specified until contract has been properly signed by the Madison County Board Chairman and the successful vendor.
25. Sealed proposals received after designated time will be considered "**NO BID**" and as "**VOID**".
26. By not complying with all phases of the Specifications and Instructions to Bidders, may cause the proposal to be automatically rejected.
27. Bidder must comply with the "Preference to Citizens" (Illinois) on "Public Works Project Act", and the wages of employees or public works (Prevailing Wage Act), and bidder agrees to execute a Project Agreement and to submit an acknowledgement with proposal documents (copy attached).  
SHALL BE RESPONSIBILITY OF BIDDER TO VERIFY PREVAILING WAGE SCHEDULE.  
**-NOT REQUIRED-**
28. Bidder should state where applicable that the firm is licensed to do business in the State of Illinois. (Out of state firms should satisfy all licensing requirements as required by the State of Illinois, failure to meet appropriate state licensing and statutory regulations can result in the contract to be entered into regarded as voidable).
29. Successful bidder shall hold the County, its Officers, Agents, and Employees, harmless from liability of any nature or kind, and shall sign and file with the County the attached "Hold Harmless and Indemnity Clause".

This form must be submitted to the County at the same time the contractor files his Performance Bond and Labor/Material Payment Bond.

30. Successful bidder, should the job be done, will be required to provide certificates of insurance naming Madison County Government as additional insured and indicating the following coverage in the amount of one million dollars (\$1,000,000) for each category of coverage except as noted herein:

Liability Insurance  
Commercial General Liability  
Products Completed Operations Liability  
Contractual Liability  
Comprehensive Automobile Liability

1. Worker's Compensation & Employers Liability \$500,000.

If the contractor should use any subcontractor, the contractor shall include all subcontractors as insured under its policies, or shall furnish to Madison County separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements of the contractor.

Bidder shall submit, along with his proposal, a copy of his current "Certificate of Insurance".

31. Madison County does not discriminate against the disabled in either their employment practices or the services they provide.
32. With request for payment, in triplicate, the bidder shall furnish a Contractor's Affidavit/Waiver of Lien from all parties concerned. Failure to supply Waiver of Lien or evidence of payment of all current accounts will be considered grounds for withholding partial payment and failure to supply Waiver of Liens for the entire job on completion will be grounds for withholding final payment. **-NOT REQUIRED-**
33. Example of Madison County Project Labor Agreement for Development and Construction is attached for review. Successful bidder will be required to execute same. **-NOT REQUIRED-**
34. Bidder agrees to submit herewith a Letter of Assent acknowledgment with proposal documents ("Attachment A", page 11 of the Project Labor Agreement dated August 01, 1999). **-NOT REQUIRED-**
35. Bids MUST be submitted on attached proposal forms.