

**CITY OF COVINGTON REQUEST FOR PROPOSAL FOR
INVESTMENT ADVISOR/MANAGER FOR THE CITY'S
SINGLE EMPLOYER RETIREE BENEFITS FUNDING TRUST**

SEALED BIDS WILL BE RECEIVED UNTIL **2:00 P.M.**, LOCAL TIME **FRIDAY, MAY 31, 2019**, AT THE OFFICE OF THE PURCHASING AGENT, CITY HALL, COVINGTON, LOUISIANA, 317 N. JEFFERSON AVENUE, COVINGTON, LA. 70433;

FOR THE SERVICES OF INVESTMENT ADVISOR/MANAGER FOR THE CITY'S SINGLE EMPLOYER RETIREE BENEFITS FUNDING TRUST. BIDS WILL BE OPENED AT **2:00 P.M.** IN THE CITY HALL CONFERENCE ROOM, CITY HALL, COVINGTON, LOUISIANA.

ANY BIDS RECEIVED AFTER **2:00 P.M.** WILL BE RETURNED UNOPENED.

APPLICANTS MUST HAVE CURRENT OCCUPATIONAL LICENSE.

THE CONTRACT TERM WILL BE FOR A PERIOD OF ONE (1) YEAR WITH OPTION TO RENEW FOR FIVE (5) YEARS.

PROPOSALS SHALL SET FORTH THE COST BASED ON THE PERIOD MARKET DATA DATE PROVIDED IN THE REQUEST FOR PROPOSAL.

A COMPLETE AND DETAILED REQUEST FOR PROPOSAL IS AVAILABLE FOR PUBLIC INSPECTION AND DOWNLOADING FROM THE CITY'S WEBSITE AT WWW.COVLA.COM, OR BY EMAILING THE CITY OF COVINGTON, PURCHASING AGENT OFFICE AT SSHARP@COVLA.COM, BY CALLING FOR A COPY AT 985-898-4733 OPTION 4, OR BY REQUESTING IN PERSON AT CITY OF COVINGTON, CITY HALL, 317 N. JEFFERSON AVENUE, COVINGTON, LA 70433.

THE OUTSIDE ENVELOPE IN WHICH THE BID IS PLACED MUST BE CLEARLY MARKED AS FOLLOWS:

SEALED BID: REQUEST FOR PROPOSAL FOR INVESTMENT ADVISOR/MANAGER FOR THE CITY'S SINGLE EMPLOYER RETIREE BENEFITS FUNDING TRUST, BID DUE DATE AND TIME: FRIDAY, MAY 31, 2019; 2:00 P.M.

BIDS MUST BE SEALED. EMAILED OR FAXED BIDS WILL BE DISQUALIFIED.

THE ENTIRE BID PACKAGE MUST BE SUBMITTED TO STACEY SHARP, PURCHASING AGENT, CITY OF COVINGTON, 317 N. JEFFERSON AVE., P.O. BOX 778, COVINGTON, LA 70434.

ALL APPLICABLE LAWS, ORDINANCES, AND THE RULES AND REGULATIONS OF ALL AUTHORITIES HAVING JURISDICTION OVER THE USE OF PUBLIC FUNDS SHALL APPLY TO THE CONTRACT THROUGHOUT.