

**Request for Proposal Responses are
due by 4:00 p.m. on March 31, 2017**

**REQUEST FOR PROPOSAL
TO PROVIDE UNDERWRITING SERVICES**

The County of Adams, Illinois, is requesting proposals from investment banking firms interested in serving as the bond underwriter for a proposed series of approximately \$25,000,000.00 tax exempt **alternate revenue bonds, Series 2017 _____**.

All firms that are interested in serving as the underwriter for this bond issue should submit their qualifications for such services that include the following information:

1. Provide a general description of the firm, together with a specific description of the firm's public finance activities in the State of Illinois.
2. Provide a three year history of your firm's equity capital and your willingness to use it to underwrite unsold bonds on the day of the sale. Provide the maximum amount of bonds the firm would be able to underwrite.
3. Provide details for your firm's scope of services that will be provided in connection with the proposed financing.
4. Provide a brief overview of the firm's local marketing and distribution capabilities to both individual and institutional purchasers. How would your firm enhance local distribution to local residents?
5. List the names and titles of the professionals who would work on the proposed financing. For each professional list what part of the underwriting process they are involved with along with their position in the firm, education and years of experience performing this duty. Include the name and contact information (both email address and telephone number) of the individual who will be the primary contact for the proposed issuance.
6. Provide a list of all transactions in which your firm has served as underwriter to Illinois County and municipal government units (city's, town's and village's) within the last five years. This list should include name of issuer, type of issue, par amount, and date of each transaction along with the method of sale (negotiated or competitive).
7. Provide four references from the last three years of Illinois County issuances your firm has served as senior managing underwriter. Include a contact name, address and telephone number.
8. Provide your recommendations regarding the most cost effective approach for the proposed financing. Please use the following assumptions:
 - a. Bonds are sold May, 2017.
 - b. Interest rates as of the end of business on March 24, 2017.
 - c. List of assumptions relating to the structure and costs of issuance for your firm's recommended approach.

9. State your firm's proposed total underwriting fee, as a percent of par and total dollars. Also provide a listing of all other costs of issuance associated with the proposed issue. (Bond counsel, disclosure counsel, rating, etc..)
10. Provide a description of any unique qualifications of the firm that will enhance the marketing and sale of the proposed issuance.

All proposals will be evaluated based on the qualifications and experience of the firm and the assigned personnel, estimated underwriting fees, and experience with Illinois County bond issuances. The County reserves the right to reject all proposals, waive any irregularities, and negotiate any proposal.

All proposals must be submitted to County Clerk, Chuck Venvertloh by 4:00 P.M. on March 31, 2017 to:

Chuck Venvertloh, County Clerk
507 Vermont Street
Suite G2
Quincy, IL 62301

Questions regarding this RFP may be directed to Chuck Venvertloh via email at the following address: cvenvertloh@co.adams.il.us.

Proposals returned by the deadline will open and review on April 3rd. The selection of the underwriter is expected to be announced on or prior to April 12th, 2017.