

Request for Quotes

The Evansville Vanderburgh Public Library (“EVPL”) is seeking quotes from firms to provide municipal financial advisory services. This notification provides the criteria by which each potential consultant will be measured.

1. Quotes for providing municipal financial services shall be submitted no later than 12:00 p.m., Monday, January 9, 2023, to the EVPL Stewardship & Governance Department of the Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713. Proposals arriving after the specified time will not be accepted regardless of the postmark. It is the potential supplier’s responsibility for timely delivery. Alternate submission methods also acceptable with date/time stamp include fax 812-428-8397 or email lorit@evpl.org.
2. It is intended the specifications and terms in the proposed quote shall become part of the engagement agreement with the successful consultant.
3. The EVPL reserves the right to independently determine the competency of each proposed quote and is committed to an objective and open selection process. Every proposed quote shall receive an unbiased review, and the EVPL will consider a number of factors when deciding upon the engagement.
4. It is the policy of the EVPL to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veteran. All persons or entities proposing quotes must also be in full compliance with these laws, orders, and regulations.
5. This solicitation does not commit the EVPL to make an award if all proposed quotes received are determined to be unacceptable or not in the best interest of the EVPL to make an award. The EVPL reserves the right to reject any or all quotes and to waive the informalities and minor irregularities in quotes received.
6. All quotes shall be made without regard to Indiana State Sales & Use Tax. A sales tax exemption certificate will be issued to the successful proposer upon request.
7. Amendments to this Request for Quote may be necessary prior to the closing date and will be furnished in the form of written addenda by email to all prospective consultants. Oral communications with any person(s) will not be construed as providing amending data to the specifications, unless converted to the form of written addenda and conveyed to all prospective consultants.

8. Scope of Service:

- Debt Issuance, Arbitrage, and Continuing Disclosure
 - Financial advising and planning of debt obligation
 - Securities issuance
 - Arbitrage monitoring
 - Continuing Disclosure preparation, report filing, compliance check
 - Rating surveillance support
 - Debt Management, including reporting to DLGF on Indiana Gateway
- Work alongside selected Bond Legal Counsel
- Work in conjunction with Library's local counsel Barber & Bauer, LLP
- Assist with drafting resolutions and certificates, offering documents, bond rating applications and information, final closing documents, and other related forms and documentation
- Upon EVPL's request, attend board meetings or other public hearings

Potential Bond Opportunity:

- General Obligation Bond Financing within EVPL's debt capacity, approximately \$34 million
- Bonding subject to potential referendum process
- Primary purpose is to fund the purchase of real estate, construction, facility renovations and improvements, and furniture, equipment and technology purchases and installation for up to nine locations

Proposed quote should include aggregate cost to fulfill scope of work, billable rates of potential team members assigned to EVPL account, and any potential ancillary expenses such as travel, copying, express mail, long-distance phone calls, or related reimbursable costs.

Please feel welcome to include additional information that will assist the EVPL in making its selection such as an overview of the firm, Indiana library references, an introduction of your team and any other information you feel is pertinent.

9. Questions regarding quote proposals should be directed to Lori Tomlin, Stewardship and Governance Officer, no later than January 5, at Evansville Vanderburgh Public Library, 200 SE Martin Luther King Jr. Blvd., Evansville, IN 47713, 812-428-8213, or lorit@evpl.org.