

## **INVITATION TO BID**

The City of Reading will receive sealed proposals from firms for the purpose of requesting information from investment management firms regarding the provision of general investment advice and asset management services to the Board. This search was authorized by the Board and seeks to identify potential full-service investment management firm(s) that might assist the Board with 1) identifying and reconciling the Plan's investment objectives, portfolio constraints, and risk tolerance; 2) developing and recommending an appropriate investment strategy based on estimates of long term risk and return characteristics of different asset classes and appropriate risk management approaches; 3) developing and recommending an appropriate asset allocation to produced a diversified investment portfolio; and 4) initiating investment transactions upon the direction of the Board in the Office of the City Purchasing Coordinator, Rm. 2-45, City Hall, 815 Washington Street, Reading, PA., until 3:00 p.m., prevailing time on June 3, 2013, as per specifications on file in the Office of the Purchasing Coordinator.

Specifications and Proposal Forms for the above work can be obtained at the Office of the Purchasing Coordinator, City Hall.

The City of Reading reserves the right to accept or reject any and all bids, and to accept or reject any part of a bid, as may be in the public interest.

TAMMI REINHART  
Purchasing Coordinator

**IF YOU WISH TO RECEIVE A BID PACKET FOR THE ABOVE CONTRACT,  
PLEASE FILL IN THE BELOW INFORMATION AND FAX TO THE CITY OF  
READING AT 610/655-6427 AND WE WILL MAIL THE PACKET TO YOU.**

**COMPANY NAME:** \_\_\_\_\_

**PERSON REQUESTING:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE & FAX #'S:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_