

How do I introduce myself? For small purchases (under \$25,000), our departments need to know who you are. There are several ways to make this connection.

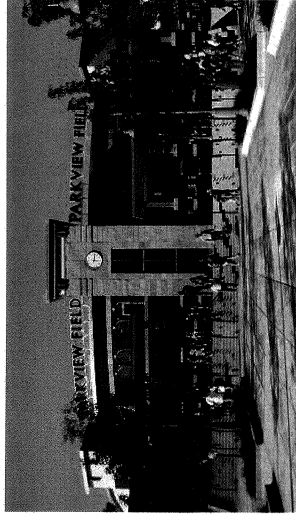
Contact one of our Buyers in Purchasing. Our e-mails are all listed on the City Purchasing website under Purchasing staff. If we can't help you we will get your e-mail to somebody who can.

To register for bid opportunities, visit the Purchasing webpage www.cityoffortwayne.org/citybid and click on "Automatic Bid Updates." This is a self-registration process and once registered, you will receive email notification of opportunities.

What information is available on the website?

- Current bid opportunities
- Notices of awards
- Registration for bid notification
- Purchasing Staff
- Link to Board of Public Works Bid List

www.cityoffortwayne.org/citybid



BuyIndiana! The City can give extra credit to those businesses that are registered as Indiana businesses with the State. This is a great opportunity that only applies to City funded, non public works projects. Checkout www.in.gov/idoa/2464.htm for more information from the State as to how to register as an Indiana business. It's good for you, it's good for our community.

Emerging/Minority/Women Owned Businesses
New companies in Fort Wayne, Indiana have a special opportunity to get a "step-up" to help their businesses. Minority and Women Owned Companies have special opportunities as well. Please see www.cityoffortwayne.org/EBE/MBE/WBE certification under "Quicklinks" for more information on this program.

Our mission is to acquire quality materials and services for all City departments in a timely and cost effective manner, providing the resources they need to perform their missions, while maintaining an open and competitive environment.

Mayor Thomas C. Henry

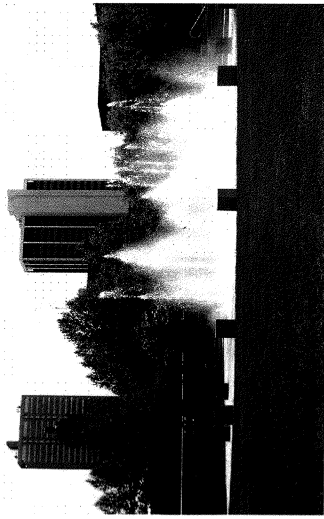
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City of
FORT WAYNE
Indiana



Mayor Tom Henry

How to do Business with the City of Fort Wayne



One Main Street, Rm B-91
Fort Wayne, Indiana 46802
(260) 427-8311 One Call to City Hall
www.cityoffortwayne.org/Citybid

WELCOME! The City of Fort Wayne is interested in your business.

What does Fort Wayne buy? Fort Wayne engages in a wide variety of activities while providing services for its residents. Fort Wayne operations include: police and fire protection, water production and distribution, street maintenance, trash collection and recycling, golf courses, parks and recreations facilities and activities and much more!

We buy just about everything, so if you sell a commodity or provide a service that you think is needed by the City and if your prices and services are quality and competitive, we're interested in hearing from you!

Construction is done through the Board of Public Works. This includes design, construction and major improvements of any City Building, street or utility system.

Current bid opportunities, planholders lists, bid tabulations, standard specifications, information how to submit qualifications for professional services and how to be notified of bid opportunities are available on the Board of Works website at:
www.cityoffortwayne.org/citybid

Other Procurements are done under the rules and review of the City Purchasing Department

Purchases under \$5,000 are conducted by the using department by obtaining at least one quote, where the price is fair and reasonable. Purchases may be made using City Procurement Cards. Each Department's Purchasing Liason handles these purchases. A Purchase Order is not required for these Purchases with the exceptions of Information Technology Software and Hardware.

Purchases between \$5,000 and \$25,000 are conducted by the using department obtaining at least three quotes. The quote process may be done by the Purchasing Department or the Department's individual Purchasing Liason. A Purchase Order is required for these purchases.

Purchases between \$25,000 and \$150,000 are done by City Purchasing through a more formalized quote process where bidders are given a minimum of seven days notice and required to submit sealed quotes to be opened in our conference room at a date and time certain. Notice is e-mailed to those registered with the City (www.cityoffortwayne.org/citybid). Bids can be downloaded free of charge from www.cityoffortwayne.org/citybid

Purchase \$150,000 and over require public bid conducted by Purchasing. Notice is e-mailed to those registered with the City (www.cityoffortwayne.org/citybid) and is published in the Journal Gazette as well as the News-Sentinel. Bids can be downloaded free of charge from www.cityoffortwayne.org/citybid

Request for Proposals periodically the City is looking for a product/service which may require additional input from Vendors. We evaluate these kinds of projects factors which include, but are not limited to cost, such as training, references, backup parts, total cost of ownership. These kinds of bids are done as Request for Proposals which is published both on our website (www.cityoffortwayne.org/citybid) and in the Journal Gazette and News-Sentinel.

Redevelopment Commission The Redevelopment Commission handles City business as well but is, per Indiana Statute, a separate autonomous entity. If you would like more information about the Commission's activities please contact 260-427-1127. Their address is: Redevelopment Commission, City-County Building, Room 840, One East Main Street, Fort Wayne IN 46802

Cooperative Purchasing The City participates in many cooperative purchase agreements, including the State of Indiana, US Communities Government Purchasing Alliance and the Intergovernmental Purchasing Agency.

The City is also a member of the Northeast Indiana Regional Purchasing Consortium, which includes local counties, cities, school districts, Citilink, airport authority and IPFW. Often a contract awarded by a NIRPC member can be used by other members. **So your bid for Fort Wayne may get you additional business as well!**

Who do I contact about payment issues?
Contact our One Call to City Hall 311 number if you should have questions about payment. Be prepared to give them information concerning the using Department, P.O. number and any other relevant information you might have.

Gifts and Gratuities? Thank you for your kind thoughts, but under NO circumstances is any City employee able to accept, directly or indirectly, gifts or other items of value from persons doing business or seeking to do business with the City.*