

City of Fort Wayne
Sharon Tucker, Mayor
Purchasing Department
INVITATION TO BID



Invitation to Bid (ITB) Information

ITB.....#10195380
Description..... Speed Limit Signs
ITB Due Date.....Friday, May 22, 2026, at 11:00 a.m.

Bids will be received electronically through QuestCDN vBid Online Bidding ONLY. The online bid portal will be open for vBid through 05/22/26 at 10:59 a.m. Bid results submitted will be posted publicly immediately following this opening online at www.questcdn.com and <http://bidding.cityoffortwayne.org/city.php>

Information Resources:

Technical: Lori Black (260) 427-2342 lori.black@cityoffortwayne.org

Purchasing: Michelle Metzger (260) 427-1103 michelle.metzger@cityoffortwayne.org

Instructions for Bidders

1. Bids will be received **Electronically through QuestCDN vBid Online Bidding ONLY**
2. Quote F.O.B. (Freight on Board) Destination if applicable.
3. If Bidder/Proposer has any proprietary information that cannot be disclosed, the proprietary information should be submitted as a separate package. Bidder/Proposer must understand that all information submitted is subject to public records request after award is made. If proprietary information is requested, bidder/proposer will be contacted and given an opportunity to defend its position that the information is proprietary.
4. If you are not willing to accept a split award (partial order), your submission must include the statement: "Bidding all or none."

Documents Required

In addition to completing the Quest online bid worksheet, the following documents must be completed, endorsed, and submitted with each bid **electronically through QuestCDN**. Failure to complete and return all documents requested will make your bid incomplete and may result in rejection of your bid by the City of Fort Wayne. **Click “Online Bid” when viewing the ad to access and submit these forms:**

1. Vendor Submission Form
2. Non-Collusion Affirmation

Notice to Bidders

1. The legal document, “Standard Terms & Conditions,” may be obtained on the City’s website at: Cityoffortwayne.org, Finance & Administration, Purchasing, and Standard Terms.
2. The City of Fort Wayne has the right and option to terminate the agreement upon written notice.
3. Quantities indicated are estimates only. City reserves the right to buy additional units of commodity specified at the quoted price.
4. Any exceptions to the specifications must be clearly set forth in the bid and may result in rejection of bid. It is the bidder’s responsibility to show proof that goods being offered are of equal quality to those that were specified. If a specific brand is stated in the specification, a substitution will not be considered unless indicated.
5. Contractor shall understand and comply with the City of Fort Wayne Drug Policy as listed on the City of Fort Wayne website at: www.cityoffortwayne.org, Finance and Administration, Purchasing, Drug Policy.
6. Price Preferences (for Supplies Only): If Bidder wants to claim **price preferences** per Indiana Code 5-22, such as Local Indiana Business, Bidder must indicate the preference on their Vendor Submission Form. No claims for preference will be allowed by Owner after Bid opening.
7. Indiana Code allows procurement agents to consider giving preference to purchasing commodities manufactured in the United States that meet the conditions and specifications defined in the statute. This category includes the U.S. Manufactured and Steel Products Preferences: IC 5-22-15-25 and IC 5-22-15-21. Bidder must indicate the desired preference on their Vendor Submission form. No claims for preference will be allowed by Owner after Bid opening.
8. Indiana Legal Employment: Pursuant to IC 22-5-1.7, Vendors shall enroll in and verify the work eligibility status of all newly hired employees through the E-Verify Program. As a condition of being awarded any contract, the successful Bidder shall execute the E-Verify Affidavit, affirming that the Vendor does not knowingly employ an unauthorized alien and further affirming that Vendor has enrolled in and is participating in the E-Verify Program.
9. All equipment which runs on electricity will carry the energy star rating whenever possible. Computer equipment, etc., may be selected because it meets this specification over competitors that do not.
10. The owner reserves the right to waive any and all formalities and informalities or to reject any and all Bids. The Owner shall accept Bids which, in their judgment, are deemed in the City’s best interest. Bids received after the time set are rejected.

11. All expenses incurred in the preparation of a response to this Request shall be borne by the bidder. In the event the City deems it necessary to cancel any bid, no refunds will be issued to planholders or bidders.
12. All submitted bids shall become the property of the City of Fort Wayne.
13. The City is exempt from the payment of state sales and federal taxes.
14. The City reserves the right to reject any bids. The City's intent is to award to the lowest responsive, responsible bidder.
15. Mercury Free Specification
Bidders must offer mercury-free alternatives to all products which contain intentionally added mercury (mercury added products) where such alternatives exist. Should such alternatives not be available, bidders must submit with their response a list of products without mercury-free alternatives and an explanation of why alternatives are not available. City reserves the right to reject any and all bids that do not provide mercury-free alternatives or an adequate explanation which city deems acceptable.

Traffic Control Speed Limit Signs

Printed speed limit 25

Item – FED R2-1-24 XI

**Description – SIGN, (R2-1) 24 X 30, .080, R 1.5, SPEED LIMIT 25, TYPE XI
B/W**

Quantity – 2,075

Price must be entered on Quest's Online Bid Worksheet