FORT WAYNE COMMUNITY SCHOOLS
Public BID
BID # BD101916 for 2027 E-Rate Infrastructure PoE Switches
470 # 270005693

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Public BID
BID #BD101916 for 2027 E-Rate Infrastructure PoE Switches

WELCOME

The Board of School Trustees, Fort Wayne Community Schools (FWCS), is now accepting Bids for our **2027 E-Rate Infrastructure PoE Switches**. Sealed Bids will be received at FWCS Business Services, 1200 South Clinton Street, Fort Wayne, Indiana 46802, until 2:00 p.m. (EST), Tuesday, January 12, 2027.

SECTION 1 – SUMMARY AND BACKGROUND

1.1 Founded in 1857, Fort Wayne Community Schools (FWCS) is a public school district encompassing 150 square miles in and around Fort Wayne, Indiana. FWCS utilizes 64 educational and support buildings on 59 sites and has a student population of nearly 29,000. FWCS operates approximately 5,537,114 gross square feet and maintains approximately 900 acres of grounds. For more general information about FWCS visit our home page at: https://www.fortwayneschools.org

1.2 The purpose of this Bid is to solicit Bids from qualified companies and select the single most responsible and responsive Bid whose solution is determined to be the most advantageous and best value to FWCS, taking into consideration price and the other evaluation factors and criteria.

SECTION 2 – BID SPECIFICATIONS

2.1. General Bid Information

2.1.1. This Bid overrides any vendor-provided contract language.

2.1.2. Sealed Bids will be received at FWCS Business Services, 1200 S. Clinton St, Fort Wayne, Indiana 46802, until 2:00 p.m. (EST), Tuesday, January 12, 2027. Bids received after that time will be returned unopened. The original copy of your Bid must be sent via delivery service or hand delivered. Emailed Bids will not be accepted as responsive and therefore rejected.

2.1.3. Submit one (1) original Bid plus one (1) complete hard copies of your Bid. Additionally, an electronic copy of your Bid must be submitted on a USB drive.

2.1.4. Any and all questions must be submitted via email to the following email address: Erate@fwcs.k12.in.us. Questions and answers will be available at the FWCS Business Services web page at:

https://www.fortwayneschools.org/departments/purchasing

2.1.5. All questions must be submitted by Friday, December 11, 2026, at 10:00 a.m. (EST). Questions submitted after this deadline will not be answered unless determined to be in the best interest of FWCS (at the discretion of FWCS). Answers to properly submitted questions will be posted by Tuesday, December 15, 2026, at 4:00 p.m. (EST).

Attempts to submit questions via phone or personal contact are not appropriate and will not be answered. Purposeful violation of this condition will be cause for Bid rejection.

2.1.5.1. Please include "**2027 E-Rate Infrastructure PoE Switches**" in the subject of the email.

2.1.5.2. All questions will be answered in writing via FWCS Business Services' website at: https://www.fortwayneschools.org/departments/purchasing

2.1.5.3. Bidders are responsible for checking the FWCS Business Services website link for updated information.

2.1.6. Bids will be opened at a public opening at the Grile Administration Building, 1200 South Clinton Street, Fort Wayne, Indiana, at the FWCS Business Services, 1200 South Clinton Street, Fort Wayne, Indiana 46802, at 2:00 p.m. (EST), Tuesday, January 12, 2027.

2.1.7. The original Bid must be accompanied by a signed and notarized Non-Collusion Affidavit (Attachment A). The form is included within this Bid document. Photocopied, faxed or emailed copies of the Non-Collusion Affidavit will not be accepted; only the original is acceptable.

2.1.8. Compliance with Indiana State Law concerning E-Verify must be met. The original Bid must be accompanied by a signed and notarized Indiana Legal Employment Declaration form (Attachment B). The form is included within this Bid document. Photocopied, faxed or emailed copies of the Indiana Legal Employment Declaration form will not be accepted; only the original is acceptable.

2.1.9. Award of this contract will be based on a number of factors and selection criteria that includes the following:

- Price of the ELIGIBLE goods and services is the primary factor
- Product compatibility, changeover costs
- Vendor Experience and References
- Product specifications and features

2.2. Bid Timeline

2.2.1. Bid Issued: Monday, November 23, 2026

2.2.2. Questions due by: Friday, December 11, 2026, at 10:00 a.m. EST

2.2.3. Bids due: Tuesday, January 12, 2027, at 2:00 p.m. EST

2.2.4. Recommendation to Board: Monday, February 8, 2027

2.3. FWCS Specifics

2.3.1. FWCS requires Safe Visitor/Vendor clearances for all Bidder employees working at our buildings.

2.3.2. ALL purchases are subject to USAC funding approvals.

2.3.3. The FWCS Board of School Trustees reserves the right to waive any informality or irregularity in any Bid and to reject any or all Bids in whole or in part.

2.3.4. FWCS is sales and property tax exempt.

2.3.5. FWCS will only evaluate Bids meeting the guidelines and requirements as specified in this Bid.

2.3.6. FWCS reserves the right to award this Bid in whole or in part to one, or more than one, vendor(s).

2.3.6.1. FWCS reserves the right to adjust quantities, as needed, at the specified per unit price stated in the Specifications Price Sheet.

2.3.7. FWCS reserves the right to accept or reject any, all, or part of any or all Bids. FWCS is not bound to accept the lowest priced Bid and may waive all irregularities in Bids.

2.3.8. FWCS reserves the right to verify supply chain or distribution channels with equipment manufacturer(s) to validate original manufacturer equipment. If a selected vendor will not reveal their supply chain, distribution channel, and/or pricing structures from the manufacturer(s) if/when requested by FWCS, this may result in the vendor's Bid as being

considered non-responsive and thus eliminated for consideration for an award. This stipulation is at the sole discretion of FWCS.

2.3.9. FWCS reserves the right to purchase equipment covered under this Bid and resulting contract using either the Service Provider Invoice (SPI) or Billed Entity Applicant Reimbursement (BEAR) methods.

2.3.10. FWCS reserves the right to initiate an E-Rate product substitution if the equipment covered under this Bid enters End of Sale or End of Life by the manufacturer, or any other reason FWCS declares a newer technology as a better alternative.

2.4. Vendor Requirements

2.4.1. Bid pricing must be itemized to include a detailed explanation of all fees and costs, including any proposed surcharges, both reoccurring and non-reoccurring.

2.4.2. All prices are to be quoted delivered FOB to our warehouse, 1511 Catalpa Street, Fort Wayne, IN 46802.

2.4.3. Prices must remain firm for the duration of the contract and E-Rate funding year 2027. This would include any and all extensions that FWCS initiates until all money funded by USAC is either used by FWCS or the remaining money is released back to USAC, and all equipment has been delivered complete. When a purchase order is issued, deliveries are to be made as soon as possible to one destination.

2.4.4. Any deviation from specifications must be noted on the Bid, and to be considered must be accompanied by data acceptable to FWCS showing that the deviation is the functional equivalent of or better than what is required by the specifications. All decisions as to equivalency or better are solely within the discretion of FWCS, and FWCS may reject any Bid as non-responsive if it believes that the deviation does not meet that requirement.

2.4.5. If the Bidder submitting a Bid must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the Bid. Additionally, all costs included in Bids must be all-inclusive to include any outsourced or contracted work. Any Bids which call for outsourcing or contracting work must include a name and description of the organization(s) being contracted.

2.4.6. Bidders must be an authorized manufacturer's dealer and/or reseller in the USA. If requested by FWCS, proof of authorization must be provided. No aftermarket or gray market products or parts will be accepted.

2.4.7. Bidders must express terms of applicable warranties.

2.4.8. Bidders will be required to have or obtain a SPIN number from USAC (Universal Service Administrative Company) before the Bid opening and should submit a SPI (Service Provider Invoice) form directly to USAC pursuant to E-Rate procedures established by the federal government. The awarded vendor will be required to comply with all applicable E-Rate rules and regulations.

2.4.9. Bidders must abide by all applicable State and Federal equal opportunity laws.

2.5. Compliance with Specifications

2.5.1. By submitting a Bid, the Bidder certifies that it has read and agrees to the following terms and conditions. Failure to meet any requirement outlined herein is adequate cause to reject your Bid.

2.5.2. The Bidder has clearly listed any exceptions to any requirements or conditions set forth in this Bid with which it is unable or unwilling to comply and has included all relevant standard or additional contract terms and conditions with its Bid. Such exceptions, terms, and conditions must be set forth with specificity and may not be incorporated by reference.

2.5.3. The bidder agrees that the final contract shall incorporate and not override any terms or conditions set forth in this Bid, minus any agreed-upon exceptions, and that the Bid will be incorporated into the final contract.

2.5.4. The Bidder agrees to follow and abide by the rules of the E-Rate program as promulgated by USAC and the FCC and certifies that it has not been suspended, debarred, or placed on Red Light Status within the prior three years. bidder further agrees that any costs not funded by the E-Rate Program due to Bidders' violations of Program rules will be the sole responsibility of the Bidder.

2.6. Bid Submission Requirements

Bids must include the following information to be considered responsive to the Bid for award consideration.

2.6.1. Bid Submittal Price Sheet

2.6.2. Notarized Non-Collusion Affidavit (Attachment A)

2.6.3. E-Verify - Indiana Legal Employment Declaration form (Attachment B)

2.6.4. USAC Vendor information, including Bidder Identification Number (SPIN), current USAC status, and any other information requested by FWCS.

2.6.5. Any and all other requested information written within this Bid document (Scope, Specifications, Conditions, Requirements, Compliance, Dates, Costs, etc).

ATTACHMENT A
(Page 1 of 2)

FORM FOR OFFER TO SELL TO FWCS
OR PROPOSAL TO CONTRACT WITH FWCS

Please print or type.

Date: _____

1. Offeror (Firm): _____

   Address: _____

   City/State: _____

2. Telephone Number: _____

3. Contact Person (if applicable): _____

The undersigned offers to sell to or contract with FWCS in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit price and total amount of goods or services involved.

The contract will be awarded in accordance with specifications. Offer or agrees that it will not withdraw its offer/proposal prior to a decision by FWCS. A certified check or bond shall be filed with each offer/proposal if required.

_____
Signature of Offeror

ATTACHMENT A
(Page 2 of 2)
NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
)
_____COUNTY)

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

_____
Offeror (Firm)

_____
Signature of Offeror or Agent

Subscribed and sworn to before me this _____ day of _____, 20_____.

My Commission Expires: _____ _____
Notary Public

County of Residence: _____

Source: IC 5-22-16-6

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of Fort Wayne Community Schools hereby accepts the terms of the attached offer for items numbered _____ and promises to pay the undersigned offerors after delivery the price quoted for the supplies stipulated in the offer.

Date:_____

Contracting Authority Members:

_____

_____

_____

Source: IC 5-22-7-8
IC 5-22-2-25
IC 20-5-3-8

ATTACHMENT B

INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their Contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the Fort Wayne Community Schools must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the Contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, _____, a duly authorized agent of _____(name of Company), declare under penalties of perjury that _____(name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

_____
(Name of Company)

By: _____
(Authorized Representative of Company)

Subscribed and sworn to before me on this _____day of _____, 20___.

My Commission Expires: _____

County of Residence: _____

_____
Notary Public – Signature

_____
Notary Public – Printed Name

PLEASE SEE https://myeverify.uscis.gov/ FOR INSTRUCTIONS AND ELECTRONIC REGISTRATION FOR E-VERIFY.