

Potential Supplier Information

Overview

The Fort Wayne-Allen County Airport Authority (the Authority) purchases general and specialized equipment, supplies, and materials needed for the operation and maintenance of Fort Wayne International and Smith Field Airports. Additionally, we frequently have needs relating to professional, construction, general and technical services. Our tenants (airlines, car rental companies, restaurant) directly purchase for their own needs.

How We Buy

The Authority solicits bids or proposals for the purchase of equipment or materials when the cost is expected to exceed \$150,000 unless a special procurement process is authorized under Indiana statute. Formal bids for construction projects are let when the estimated cost is greater than \$100,000. Bid notices are posted on the website with information detailing how to obtain relevant bid or proposal documents. In addition, public notices are placed in the Fort Wayne Journal Gazette and News Sentinel.

Below these amounts, the appropriate Authority contact will solicit quotations from a varying number of sources depending upon the amount of the purchase. The Authority also purchases directly from other cooperative contracts administered by the State of Indiana or other governmental agencies.

Invoice Payment Procedures

The Authority has an invoice approval process that provides appropriate accountability with a minimal number of required approvers to generate payments quickly and efficiently. Absent any other terms and with an accurate invoice, the Authority typically provides payment within 30 days.

Who to Contact

The Authority has a Purchasing Manager who directs the day to day procurement processes. Information containing your company's contact information and areas of supply may be e-mailed to hakes@fwairport.com. Information will be forwarded to the appropriate staff.

Supplier Diversity

Visit the supplier diversity page.