2021-15 SHOP TOWELS RENTAL SERVICES

Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

https://ridemcts.bonfirehub.com/opportunities/42526

Vendors can create a free account to respond. We will not accept mailed in or delivered bids, all bids must be via BONFIRE

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Do you except with the Federal Terms and Conditions of this Bid?	Data Type: Yes/No	N/A	Required	
Do you except MTS Insurance requirements for this Bid?	Data Type: Yes/No	N/A	Required	
Do you except and agree with the Purchase of Service Contract?	Data Type: Yes/No	N/A	Required	
Signature Sheet	File Type: PDF (.pdf)	1	Required	
EEOC	File Type: PDF (.pdf)	1	Required	
False Claim Form	File Type: PDF (.pdf)	1	Required	

Name	Type	# Files	Requirement	Instructions
Debarment Form	File Type: PDF (.pdf)	1	Required	
Conflict of Interest	File Type: PDF (.pdf)	1	Required	
Non-Collusion Form	File Type: PDF (.pdf)	1	Required	
Anti-Lobby	File Type: PDF (.pdf)	1	Required	
Confidential Form	File Type: PDF (.pdf)	1	Required	
Bidders Form	File Type: PDF (.pdf)	1	Required	
Vendor Form	File Type: PDF (.pdf)	1	Required	
Shop Towels & Mop Head Rental Pricing Sheet (BT-75ZX)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

Requested BidTables:

The BidTable Response Templates can be obtained at https://ridemcts.bonfirehub.com/opportunities/42526.

Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

https://ridemcts.bonfirehub.com/opportunities/42526

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The Q&A period for this opportunity starts Apr 20, 2021 12:00 PM CDT. The Q&A period for this opportunity ends May 13, 2021 4:30 PM CDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 01, 2021 2:00 PM CDT.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Milwaukee County Transit System uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://bonfirehub.zendesk.com/hc