



## Bid Notification

MTS has issued Bid 2021-29 for Ergonomic and Hazard Assessment Services

Please follow this link to get to the bid site on BONFIRE.

<https://ridemcts.bonfirehub.com/opportunities/50075>

Vendors can create a free account on BONFIRE to respond. Mailed, faxed, or delivered bids will not be accepted. All questions must be via BONFIRE.

## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

#### Requested Information

Name	Type	# Files	Requirement	Instructions
Offeror acknowledges the Federal terms and conditions contained in the "Federal Clauses Master" file	Data Type: Yes/No	N/A	Required	
Offeror affirms they have read, understand and can comply with the entirety of the bid and the Scope of Work/	Data Type: Yes/No	N/A	Required	



Name	Type	# Files	Requirement	Instructions
Specifications listed therein				
Offeror affirms they carry the insurance minimums required or can meet those minimums if awarded this contract	Data Type: Yes/No	N/A	Required	
Offeror understands that they will sign a negotiated "Professional Services Contract" upon award	Data Type: Yes/No	N/A	Required	
Offeror affirms that the staff member(s) assigned to this project is a Certified Ergonomist (BCPE)	Data Type: Yes/No	N/A	Required	
Offeror affirms that the staff member(s) assigned to this project is a Physical Therapist (DPT)	Data Type: Yes/No	N/A	Required	
Offeror affirms that the staff member(s) assigned to this project is a	Data Type: Yes/No	N/A	Required	



Name	Type	# Files	Requirement	Instructions
Certified Safety Professional (CSP)				
Offeror affirms that the staff member(s) assigned to this project is a Certified Industrial Hygienist (CIH)	Data Type: Yes/No	N/A	Required	
Offeror affirms that the staff member(s) assigned to this project possesses either an OSHA 10hr or 30hr certification	Data Type: Yes/No	N/A	Required	
Anti-Lobbying Form	File Type: PDF (.pdf)	1	Required	
Bidders List Form	File Type: PDF (.pdf)	Multiple	Required	
Conflict of Interest Form	File Type: PDF (.pdf)	Multiple	Required	
Debarment Form	File Type: PDF (.pdf)	1	Required	
EEO Certificate	File Type: PDF (.pdf)	1	Required	
Exceptions to Bid Form	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif,	Multiple	Required	



Name	Type	# Files	Requirement	Instructions
	.txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)			
False Claims Act Form	File Type: PDF (.pdf)	1	Required	
Independent Contract Form	File Type: PDF (.pdf)	1	Required	
Non-Collusion Affidavit	File Type: PDF (.pdf)	1	Required	
Signature Sheet	File Type: PDF (.pdf)	1	Required	
Bid Table - Bus Operator and Mechanic Reports (BT-69JN)	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.
Offeror shall submit two redacted ergonomic evaluation reports from a previous or current client	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg,	Multiple	Required	



Name	Type	# Files	Requirement	Instructions
	.dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)			
Offeror shall provide resumes of all staff that will be assigned to the project	File Type: PDF (.pdf)	Multiple	Required	

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	77101501	Risk or hazard assessment	
UNSPSC	77102003	Safety compliance or accident reporting service	Service to create safety and accident reports related to environmental hazards and hazard events
UNSPSC	86101709	Safety training services	

## 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/50075>.

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

## 2. Upload your submission at:

<https://ridemcts.bonfirehub.com/opportunities/50075>

The Q&A period for this opportunity starts Sep 01, 2021 4:30 PM CDT. The Q&A period for this opportunity ends Sep 16, 2021 2:00 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 **Sep 27, 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](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>