Submission Instructions for Suppliers

MTS has issued a Re-Bid for Shop Towels & Mop Heads

Bid No: 2021-38

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

https://ridemcts.bonfirehub.com/opportunities/51097

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

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Do you acknowledge MTS Specification FM-13-21?	Data Type: Yes/No	N/A	Required
Do you acknowledge MTS Insurance Requirements	Data Type: Yes/No	N/A	Required
Do you acknowledge MTS Purchase of Service Contract?	Data Type: Yes/No	N/A	Required

Name	Type	# Files	Requirement
Do you acknowledge the FTA Terms and Conditions?	Data Type: Yes/No	N/A	Required
Non-Collusion Form	File Type: PDF (.pdf)	Multiple	Required
Provided a Sam.gov	File Type: PDF (.pdf)	Multiple	Required
3 References	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, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Required
Sample Acknowledgment Shop Towels	File Type: PDF (.pdf)	Multiple	Required
Price Sheet	File Type: PDF (.pdf)	Multiple	Required
Vendor Form	File Type: PDF (.pdf)	Multiple	Required
Signature Sheet	File Type: PDF (.pdf)	Multiple	Required
Bidders List	File Type: PDF (.pdf)	Multiple	Required
Anti-Lobby Form	File Type: PDF (.pdf)	Multiple	Required
False Claim	File Type: PDF (.pdf)	Multiple	Required

Name	Type	# Files	Requirement
Confidential Form	File Type: PDF (.pdf)	Multiple	Required
Conflict of Interest Form	File Type: PDF (.pdf)	Multiple	Required
EEOC	File Type: PDF (.pdf)	Multiple	Required
Debarment	File Type: PDF (.pdf)	Multiple	Required

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	521217	Towels	

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.

2. Upload your submission at:

https://ridemcts.bonfirehub.com/opportunities/51097

The Q&A period for this opportunity starts Sep 09, 2021 2:00 PM CDT. The Q&A period for this opportunity ends Sep 17, 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 **Oct 11, 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