



# 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
Firm's Response - Statement of Qualifications (SOQ)	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)	1	Required
Current W-9 - Signed	File Type: PDF (.pdf)	1	Required
Current Certificate of Insurance	File Type: PDF (.pdf)	1	Required
Firm affirms it has read and understands the entirety of the RFQ and the Project Scope of Work listed therein	Data Type: Yes/No	N/A	Required
Firm affirms it carries the insurance minimums required pursuant to	Data Type: Yes/No	N/A	Required



Name	Type	# Files	Requirement
the limits (listed in A&E Agreement B133-2019F) or can meet those minimums if awarded the resulting contract			
Firm understands that they will sign a negotiated "A&E Agreement B133-2019F " upon award	Data Type: Yes/No	N/A	Required
Bidders List Form	File Type: PDF (.pdf)	1	Required
Certification Regarding Debarment and Suspension Form	File Type: PDF (.pdf)	1	Required
Confidential and Proprietary Information	File Type: PDF (.pdf)	1	Required
Certification Regarding Lobbying Form	File Type: PDF (.pdf)	1	Required
Conflict of Interest Form	File Type: PDF (.pdf)	1	Required
EEOC Compliance Form FEDERAL	File Type: PDF (.pdf)	1	Required
False Claims Act Form	File Type: PDF (.pdf)	1	Required
Firm's Financial Stability Documentation	File Type: PDF (.pdf)	Multiple	Required



Name	Type	# Files	Requirement
DBE Packet for RFQ	File Type: PDF (.pdf)	Multiple	Required
RFQ Exceptions Form	File Type: PDF (.pdf)	Multiple	Required
Non-Collusion Affidavit	File Type: PDF (.pdf)	1	Required
RFQ Signature Sheet	File Type: PDF (.pdf)	1	Required
Vendor Information Sheet	File Type: PDF (.pdf)	1	Required
Signed RFP Addenda	File Type: PDF (.pdf)	Multiple	Required
AE-02-22 Cost Proposal Workbook	File Type: Excel (.xls, .xlsx)	Multiple	Required

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
US_NAICS_2017	541310	Architectural Services	
US_NAICS_2017	541320	Landscape Architectural Services	
US_NAICS_2017	541330	Engineering Services	
US_NAICS_2017	541620	Environmental Consulting 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](#).

## 2. Upload your submission at:

<https://ridemcts.bonfirehub.com/opportunities/68596>

The Q&A period for this opportunity starts May 26, 2022 7:00 PM CDT. The Q&A period for this opportunity ends Jul 05, 2022 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 **Jul 21, 2022 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>