**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 |
| --- | --- | --- | --- |
| NON-COLLUSION | File Type: PDF (.pdf) | 1 | Required |
| EXCEPTIONS SHEET | File Type: PDF (.pdf) | 1 | Required |
| SIGNATURE SHEET | File Type: PDF (.pdf) | 1 | Required |
| BIDDERS LIST | File Type: PDF (.pdf) | Multiple | Required |
| Have you read the bid documents? | Data Type: Yes/No | N/A | Required |
| Do you agree to the terms and conditions? | Data Type: Yes/No | N/A | Required |
| PRICE SHEET | File Type: PDF (.pdf) | 1 | Required |

Commodity Codes

| Commodity Set | Commodity Code | Title | Description |
| --- | --- | --- | --- |
| US\_NAICS\_2017 | 22 | Utilities |  |
| US\_NAICS\_2017 | 23 | Construction |  |
| US\_NAICS\_2017 | 31 | Manufacturing |  |

**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](https://vendorsupport.gobonfire.com/hc/en-us/articles/6833306433943-What-s-a-Data-Field-or-Slot-).

**2. Upload your submission at:**

[**https://ridemcts.bonfirehub.com/opportunities/89520**](https://ridemcts.bonfirehub.com/opportunities/89520)

The Vendor Discussion period for this opportunity starts Mar 16, 2023 6:00 AM CDT. The Vendor Discussion period for this opportunity ends Mar 30, 2023 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 Apr 13, 2023 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: 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://vendorsupport.gobonfire.com/hc/en-us>