**Submission Instructions for Suppliers**

Please follow these instructions to submit via our Public Portal.

[**https://ridemcts.bonfirehub.com/opportunities/95889**](https://ridemcts.bonfirehub.com/opportunities/95889)

Vendors will need to create a free account to respond. We will not accept mailed in or delivered bids. All bids 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 |
| --- | --- | --- | --- |
| PRICE SHEET | File Type: PDF (.pdf) | 1 | Required |
| Have you reviewed the Proessional Service Contract? | Data Type: Yes/No | N/A | Required |
| DBE FORMS | File Type: PDF (.pdf) | 1 | Required |
| SIGNATURE SHEET | File Type: PDF (.pdf) | 1 | Required |
| DEBARMENT FORM | File Type: PDF (.pdf) | 1 | Required |
| ANTI-LOBBY | File Type: PDF (.pdf) | 1 | Required |
| FALSE CLAIM | File Type: PDF (.pdf) | 1 | Required |
| CONFIDENTIAL FORM | File Type: PDF (.pdf) | 1 | Required |
| VENDOR FORM | File Type: PDF (.pdf) | 1 | Required |
| BIDDER'S FORM | File Type: PDF (.pdf) | 1 | Required |
| EXCEPTIONS FORM | File Type: PDF (.pdf) | 1 | Required |
| CONFLICT OF INTEREST FORM | File Type: PDF (.pdf) | 1 | Required |
| NON-COLLUSION FORM | File Type: PDF (.pdf) | 1 | Required |
| EEOC | File Type: PDF (.pdf) | 1 | Required |
| ANY ADDENDA | File Type: PDF (.pdf) | 1 | Required |

Commodity Codes

| Commodity Set | Commodity Code | Title | Description |
| --- | --- | --- | --- |
| US\_NAICS\_2017 | 333923 | Overhead Traveling Crane, Hoist, and Monorail System 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/95889**](https://ridemcts.bonfirehub.com/opportunities/95889)

The Vendor Discussion period for this opportunity starts May 22, 2023 4:00 PM CDT. The Vendor Discussion period for this opportunity ends Jun 02, 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 Jun 19, 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 for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>