



Submission Instructions for Suppliers

- MTS has issued an RFP for Paratransit Services
- 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.
- Vendors will need to create a free account on BONFIRE

Please follow this link to get to the BONFIRE site

<https://ridemcts.bonfirehub.com/opportunities/67172>

- Please follow these instructions to submit via our Public Portal

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
RFP Signature Sheet	File Type: PDF (.pdf)	1	Required
Confidential Information	File Type: PDF (.pdf)	Multiple	Required
Requirements Matrix	File Type: PDF (.pdf)	1	Required
False Claims Act form	File Type: PDF (.pdf)	1	Required
Debarment and Suspension form	File Type: PDF (.pdf)	1	Required
Lobbying form	File Type: PDF (.pdf)	1	Required
Exceptions form	File Type: PDF (.pdf)	1	Required
References form	File Type: PDF (.pdf)	1	Required
DBE Forms	File Type: PDF (.pdf)	Multiple	Required
Buy America Form	File Type: PDF (.pdf)	1	Required
Conflict of Interest	File Type: PDF (.pdf)	1	Required



Name	Type	# Files	Requirement
Exceptions form	File Type: PDF (.pdf)	1	Required
Technical Response	Data Type: Text	N/A	Required
Most Recent Financial Audit	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
Redacted Proposal that meets WI Open Records Law	File Type: PDF (.pdf)	Multiple	Required
All Addenda Signature pages only	File Type: PDF (.pdf)	Multiple	Required
Signed Copy of Agency Safety Plan	File Type: PDF (.pdf)	1	Required
Pricing Excel Workbook	File Type: Excel (.xls, .xlsx)	Multiple	Required
Vehicle Inventory Worksheet	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
Redacted Copy of Proposal	File Type: PDF (.pdf)	Multiple	Required

Commodity Codes



Commodity Set	Commodity Code	Title	Description
US_NAICS_2017	485	Transit and Ground Passenger Transportation	
US_NAICS_2017	4851	Urban Transit Systems	
US_NAICS_2017	485113	Bus and Other Motor Vehicle Transit Systems	
US_NAICS_2017	48599	Other Transit and Ground Passenger Transportation	
US_NAICS_2017	485991	Special Needs Transportation	

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/67172>

The Vendor Discussion period for this opportunity starts Jul 01, 2022 1:00 PM CDT. The Vendor Discussion period for this opportunity ends Jul 22, 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 **Aug 12, 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 for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>