MCTS has issued a bid for **2021-10 Transit Plus Fare Tickets**

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	Instructions
Proposal	File Type: PDF (.pdf)	1	Required	
Do you except the Terms and Conditions of this Bid	Data Type: Yes/No	N/A	Required	
Do you agree with the Specifications of this Bid	Data Type: Yes/No	N/A	Required	
EEOC	File Type: PDF (.pdf)	1	Required	
Sample Chain of Custody Documentation that will be used if multiple printers are involved	File Type: Word (.doc, .docx)	1	Required	
Copy of Security	File Type: PDF (.pdf)	1	Required	

Name	Type	# Files	Requirement	Instructions
Protocol of the Vendor				
Bidders Form	File Type: PDF (.pdf)	1	Required	
Any Addenda	File Type: PDF (.pdf)	1	Required	
Signature Sheet	File Type: PDF (.pdf)	1	Required	
Vendor Form	File Type: PDF (.pdf)	1	Required	
Bid Pricing Sheet – 2021-10 Transit Plus Paper-Fare Tickets (BT-89KO)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
DUNS #	Data Type: Number	N/A	Optional	

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	14	Paper Materials and Products	This segment includes paper used for commercial printing, forms, envelopes,

Commodity Set	Commodity Code	Title	Description
			reprographics, and tablets as well as value-added papers which feature special surface treatments, color, chemicals, or fiber content that meet specific needs.
UNSPSC	14111544	Security paper	A type of paper that includes characteristics useful to identify or authenticate a document as original or characteristics that show evidence of handling when trying to commit forgery, for example, in order to remove or alter signatures from a check. Typical uses of this paper include birth certificates and several types of school certificates. These papers are presensitized against chemicals and fluorescent fibrils.
UNSPSC	14111801	Tickets or ticket rolls	
UNSPSC	14111803	Vouchers	

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.

Requested BidTables:

The BidTable Response Templates can be obtained at https://ridemcts.bonfirehub.com/opportunities/40486.

Please note that BidTables may take a significant amount of time to prepare.

2. Upload your submission at:

https://ridemcts.bonfirehub.com/opportunities/40486

Vendors can create a free account to respond. We will not accept mailed in or delivered bids, all bids must be via BONFIRE

the Q&A period for this opportunity starts Mar 23, 2021 12:00 PM CDT. The Q&A period for this opportunity ends Apr 08, 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 **Apr 27, 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