**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 |
| --- | --- | --- | --- | --- |
| Exceptions to BID Form | File Type: PDF (.pdf) | Multiple | Optional |  |
| Vendor's BID Response Documents | File Type: PDF (.pdf) | Multiple | Required |  |
| Request to Designate as Confidential and Proprietary Form | File Type: PDF (.pdf) | Multiple | Optional |  |
| De-escalation Pricing Sheet (BT-95JQ) | BidTable: Datatable | N/A | Required | You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission.Please note that BidTables may take a significant amount of time to prepare. |

**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 BidTables:**

You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.

**2. Upload your submission at:**

[**https://ridemcts.bonfirehub.com/opportunities/180045**](https://ridemcts.bonfirehub.com/opportunities/180045)

The Question period for this opportunity starts Apr 02, 2025 4:30 PM CDT. The Question period for this opportunity ends Apr 18, 2025 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 29, 2025 4:30 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>