

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
Labor Rates - Cabling (BT-59IP)	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.
Pricing Schedule - Percent Discount (BT-01GQ)	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.
Qualifications (per ITB, pg 22-23) & Attachment I	File Type: PDF (.pdf)	Multiple	Required	

Name	Type	# Files	Requirement	Instructions
Required Response Form	File Type: PDF (.pdf)	Multiple	Required	
Attachments, Other Documents	File Type: PDF (.pdf)	Multiple	Required	

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	4319	Communications Devices and Accessories	A piece of equipment that enables a person to transfer information using a communications protocol through a voice or data network.
UNSPSC	4322	Data Voice or Multimedia Network Equipment or Platforms and Accessories	Equipment that enables voice communications and data transmissions and applications.
UNSPSC	432217	Fixed network equipment and components	Equipment for transferring terrestrial data and frequencies.
UNSPSC	432226	Network service equipment	Equipment, software, and services for transferring data in a network across standards based protocols

Commodity Set	Commodity Code	Title	Description
UNSPSC	432233	Datacom and network connectivity installation devices and equipment	

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:

The BidTable Response Templates can be obtained at <https://stlucieschools.bonfirehub.com/opportunities/34295>.

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

2. Upload your submission at:

<https://stlucieschools.bonfirehub.com/opportunities/34295>

The Q&A period for this opportunity starts Nov 12, 2020 10:00 AM EST. The Q&A period for this opportunity ends Nov 30, 2020 3:00 PM EST. 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 **Jan 12, 2021 3:00 PM EST**. 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?

St. Lucie School District 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>