

# 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
Executive Summary	File Type: PDF (.pdf)	Multiple	Required
B. Resources/Capabilities/Technical Expertise	File Type: PDF (.pdf)	Multiple	Required
C. Commitment to Quality	File Type: PDF (.pdf)	Multiple	Required
D. Schedule/Budget	File Type: PDF (.pdf)	Multiple	Required
E. Availability/Proximity	File Type: PDF (.pdf)	Multiple	Required
F. Reporting	File Type: PDF (.pdf)	Multiple	Required
G. Safety	File Type: PDF (.pdf)	Multiple	Required
H. Financial Strength/Litigation	File Type: PDF (.pdf)	Multiple	Required
I. References/Standard Form 330	File Type: PDF (.pdf)	Multiple	Required

Name	Type	# Files	Requirement
SCRUTINIZED COMPANY CERTIFICATION	File Type: PDF (.pdf)	Multiple	Required

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	77	Environmental Services	This segment includes services associated with environmental protection and management as well as environmental science and technology. This segment also includes pollution control.
UNSPSC	7714	Environmental laboratory services	Environmental sample testing to NELAC, VELAP standards for drinking water, wastewater, stormwater, groundwater, surface water, soil, sludge, solid waste, waste disposal, and ballast water.
UNSPSC	8110	Professional engineering services	
UNSPSC	771115	Environmental safety services	

## 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.

## 2. Upload your submission at:

<https://stlucieschools.bonfirehub.com/opportunities/32721>

The Q&A period for this opportunity starts Oct 08, 2020 8:00 AM EDT. The Q&A period for this opportunity ends Oct 22, 2020 3:00 PM EDT. 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 **Nov 09, 2020 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](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>