

# 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
Required Response form (signed)	File Type: PDF (.pdf)	Multiple	Required	
State Fire Marshal Contractor Type I or II license	File Type: PDF (.pdf)	Multiple	Required	
All Other Requested Attachments/Documents	File Type: PDF (.pdf)	Multiple	Required	
Pricing Schedule - Material Mark-up % (BT-09JO)	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 - Labor Rates (BT-28OR)	BidTable: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for

Name	Type	# Files	Requirement	Instructions
				this BidTable. The Response Template can be downloaded from the project listing on the Bonfire portal.
Pricing Schedule - Inspections (BT-59QX)	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.

## Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	4619	Fire protection	
UNSPSC	40141657	Fire sprinkler control valve	A valve which supplies water to the sprinkler head automatically once one or more of water sprinklers is opened by sensing fire or others.

Commodity Set	Commodity Code	Title	Description
UNSPSC	46191505	Fire alarm systems	
UNSPSC	46191602	Fire sprinkler systems	

### 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/33152>.

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

## 2. Upload your submission at:

<https://stlucieschools.bonfirehub.com/opportunities/33152>

The Q&A period for this opportunity starts Oct 16, 2020 8:00 AM EDT. The Q&A period for this opportunity ends Oct 27, 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 12, 2020 8:00 AM 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>