

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
PRICING - DAIRY PRODUCTS TO SCHOOL CAFETERIAS (BT-29DG)	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.
Other Dairy Items (BT-38BL)	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.
Required Response Form - signed	File Type: PDF (.pdf)	Multiple	Required	

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

Commodity Codes

Commodity Set	Commodity Code	Title	Description
UNSPSC	5013	Dairy products and eggs	
UNSPSC	501317	Milk and butter products	
UNSPSC	50131701	Fresh milk or butter products	

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/32736>.

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

2. Upload your submission at:

<https://stlucieschools.bonfirehub.com/opportunities/32736>

The Q&A period for this opportunity starts Oct 14, 2020 8:00 AM EDT. The Q&A period for this opportunity ends Nov 02, 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 **Nov 17, 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 for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>