



# 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
19-08-FLT-01 Signed	File Type: PDF (.pdf)	1	Required	
Combination Forklift and Trailer Bid Table (BT-57HS)	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	24101629	Forklift or elevator accessories or supplies	
UNSPSC	25181714	Semi trailer	A type of trailer which is designed to



Commodity Set	Commodity Code	Title	Description
			be coupled to a towing vehicle and to impose a substantial part of its total weight on the towing vehicle.

### 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://cochise.bonfirehub.com/opportunities/9060>.

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

## 2. Upload your submission at:

<https://cochise.bonfirehub.com/opportunities/9060>

The Q&A period for this opportunity starts Aug 22, 2018 4:00 PM MST. The Q&A period for this opportunity ends Aug 31, 2018 4:00 PM MST. 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 **Sep 05, 2018 4:00 PM MST**. 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?**

Cochise County 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>