Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

When preparing your submission on Bonfire you will first be asked to select which Decisions you are going to submit to. Based on what you choose Bonfire will build a list of Requested Information that you need to provide.

This project has multiple Decisions that you can submit to listed below:

- General Discount Bid → General Goods and Services - General Discount Bid → Facilities, Maintenance and Operations - Trade Services/Skilled Labor

Requested Information

Name	Type	# Files	Requirement
General Discount Bid for As-Needed Vendors RFP Packet	File Type: PDF (.pdf)	1	Required
Vendor Application	File Type: PDF (.pdf)	1	Required
Certificate of Insurance	File Type: PDF (.pdf)	1	Required
~~NOW INCLUDED IN VENDOR APPLICATION - W-9 Request for Taxpayer Identification~~	~~File Type: PDF (.pdf)~~	~~1~~	~~This is now included in the Vendor Application. You do not need to upload anything here.~~
~~NOW INCLUDED IN VENDOR APPLICATION - Conflict of Interest Questionnaire (only required if conflict exists)~~	~~File Type: PDF (.pdf)~~	~~1~~	~~This is now included in the Vendor Application. You do not need to upload anything here.~~
~~NOW INCLUDED IN VENDOR APPLICATION - Data Privacy Agreement~~	~~File Type: PDF (.pdf)~~	~~1~~	~~This is now included in the Vendor Application. You do not need to upload anything here.~~

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://eanesisd.bonfirehub.com/opportunities/125129

The Question period for this opportunity starts Mar 08, 2024, 12:00 PM CST.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Jun 30, 2029, 6:30 AM CDT.** 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: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Eanes ISD 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://vendorsupport.gobonfire.com/hc/en-us