



## UPLOAD YOUR SUBMISSION TO:

<https://mwrdbonfirehub.com/opportunities/private/514b96b30c25afb4ac110135382bb875>

-please copy and paste the above link to your browser

-Bids will be deemed non-responsive if not submitted using the Bonfire-project specific URL link, provided by the District with the bidding documents.

### Important Notes

**Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.**

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.

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. Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

### **TIPS FOR SUBMITTING (UPLOADING) YOUR BID INTO BONFIRE:**

1. MAKE SURE YOUR PROPOSAL SIGNATURE PAGE IS PROPERLY SIGNED, ON THE APPROPRIATE SIGNATURE LINE, PRIOR TO UPLOADING IT INTO BONFIRE. FAILURE TO DO SO LEADS TO A NON-RESPONSIVE BID THAT WILL NOT BE CONSIDERED.
2. MAKE SURE THE AFFIDAVIT PAGE (AF-1) IS SIGNED BY THE BIDDER, AND PROPERLY SIGNED/NOTARIZED BY THE NOTARY. FAILURE TO DO SO LEADS TO A NON-RESPONSIVE BID THAT WILL NOT BE CONSIDERED.
3. ENSURE THAT ALL OTHER DOCUMENTS LISTED AS BEING REQUIRED FOR BID SUBMISSION, AS SPELLED OUT IN THE BONFIRE-2 PAGE OF THE CONTRACT DOCUMENT, ARE PROPERLY EXECUTED BEFORE UPLOADING THEM INTO BONFIRE.
4. DOUBLE CHECK THE ENTIRE BID SUBMISSION PRIOR TO UPLOADING IT INTO BONFIRE.
5. ANY QUESTIONS ON THE CONTRACT, PLEASE VISIT THE DISTRICT PORTAL AT MWRD.ORG/DOING BUSINESS/PROCUREMENT AND MATERIALS MANAGEMENT/CONTRACT ANNOUNCEMENTS/(FIND THE APPROPRIATE CONTRACT NUMBER)/ASK A QUESTION. YOU MAY ASK A QUESTION ONLINE UP TO APPROXIMATELY ONE WEEK PRIOR TO THE BID OPENING DATE.
6. AS A SUGGESTION, DO NOT WAIT UNTIL THE LAST DAY TO SUBMIT YOUR BID, IN THE EVENT YOU ENCOUNTER ISSUES DOING SO, PRIOR TO YOUR BID SUBMISSION.

### Need Help?

The Metropolitan Water Reclamation District of Greater Chicago 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>