

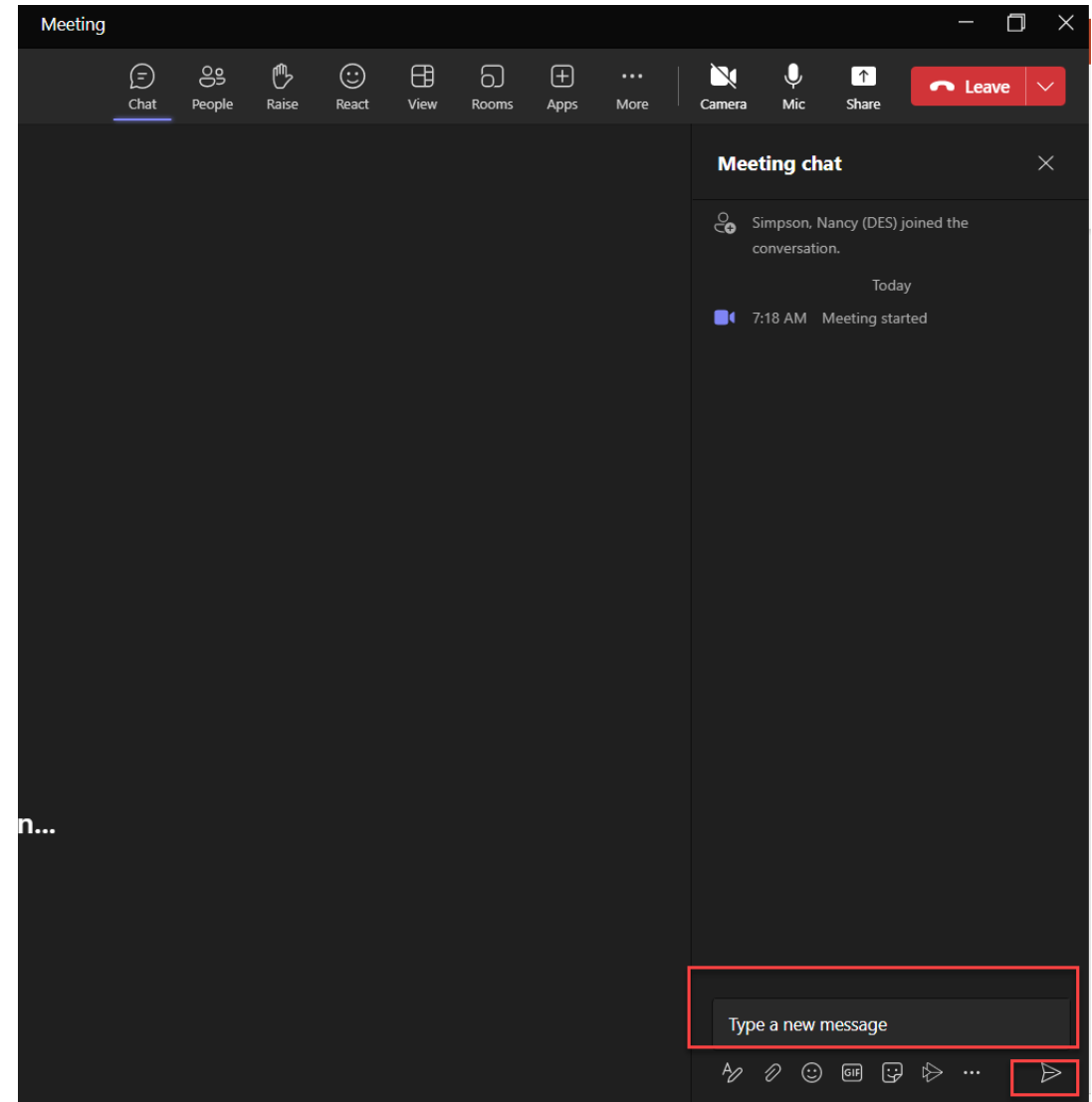
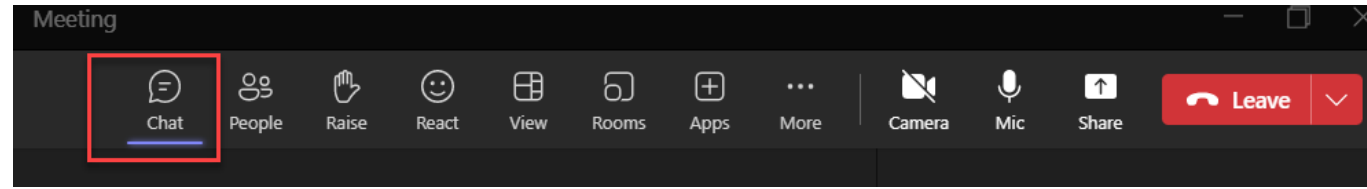


Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Public Works Online Bidding for Contractors

HOUSEKEEPING ITEMS

- We disabled everyone's mic and encourage you to ask questions via the Teams chat.
- Click the chat icon found at the top of the screen, type your message and then either click enter or click the send icon.
- We have someone monitoring the chat and will respond to your question as soon as its feasible.
- This presentation is also being recorded so that we can share it or post it if needed.



TOPICS COVERED TODAY

- Overview of what is happening
- Implementation timeline and phases
- Updated bidder documentation
- Demo of Bonfire vendor registration process
- Demo of the DES Public Procurement Portal (Bonfire)
- Demo of Bonfire vendor submission process (includes resubmitting and withdrawing your submission)

WHAT IS HAPPENING

- DES has partnered with Bonfire Interactive to create a new online bidding portal that will allow you to electronically submit bids and proposals to the Department of Enterprise Services (DES) and receive additional notifications of business opportunities.
- Once DES implements Bonfire, we will no longer accept in person public works bids or solicitations, and all vendors must go through the online portal.
- Bonfire does not replace WEBS or B2Gnow or change how you currently receive notifications of DES bidding opportunities.

IMPLEMENTATION TIMELINE

We will phase the Bonfire implementation by solicitation type on the following dates:

- Phase one: Oct. 1, 2023
 - ✓ Contractor Bidding
- Phase two: TBD and will continue to use existing process (no online submissions).
 - Consultant Selections
 - Design Build (Progressive DB)
 - GC/CM
 - JOC
 - Small Works Roster

UPDATED BIDDER DOCUMENTATION

- The des.wa.gov website has been updated with the new bidder documentation for your review and download.
 - [Home](#) > [Services](#) > [Facilities and Leasing Management](#)
- These documents will also be available as supporting documentation within Bonfire and you can still access all documents through the Plan Centers.
- We have training guides available to help you navigate registering as a Vendor and submitting bids. In Bonfire if you click the question mark icon, there are many different support articles and videos to assist you in navigating the system.



VENDOR REGISTRATION

NEW VENDOR REGISTRATIONS - PORTAL


To register, click New Vendor Registration from the main procurement portal screen.

The screenshot shows the Procurement Portal interface. At the top left, it says "Procurement Portal" and "Washington State Department of Enterprise Services". At the top right is the "DES" logo and "Washington State DEPARTMENT OF ENTERPRISE SERVICES". Below the header is a horizontal navigation bar with "Log in", "Open Public Opportunities", and "Past Public Opportunities". The "Log in" button is highlighted with a red box. Below the navigation bar is a section for logging in with a Bonfire account, with fields for "Email" and "Password". Below the login fields is another "Log in" button and a link for "Forgot your password?". Below the login section is a section for "New Vendor Registration" with a plus icon and the text "Create your free Bonfire account »", which is also highlighted with a red box. At the bottom left is a "Need Help?" section with a question mark icon and a link "Contact Bonfire Support here »". At the bottom of the page are links for "Technical Support", "Portal Security", "Terms of Service", and "Privacy Policy". At the bottom right is the "Powered by Bonfire" logo.

Procurement Portal
Washington State Department of Enterprise Services

For Official Use Only

[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#)


 **Log in with your Bonfire Account**

Email


Password

[Log in](#) [Forgot your password?](#)

 **New Vendor Registration**
[Create your free Bonfire account »](#)

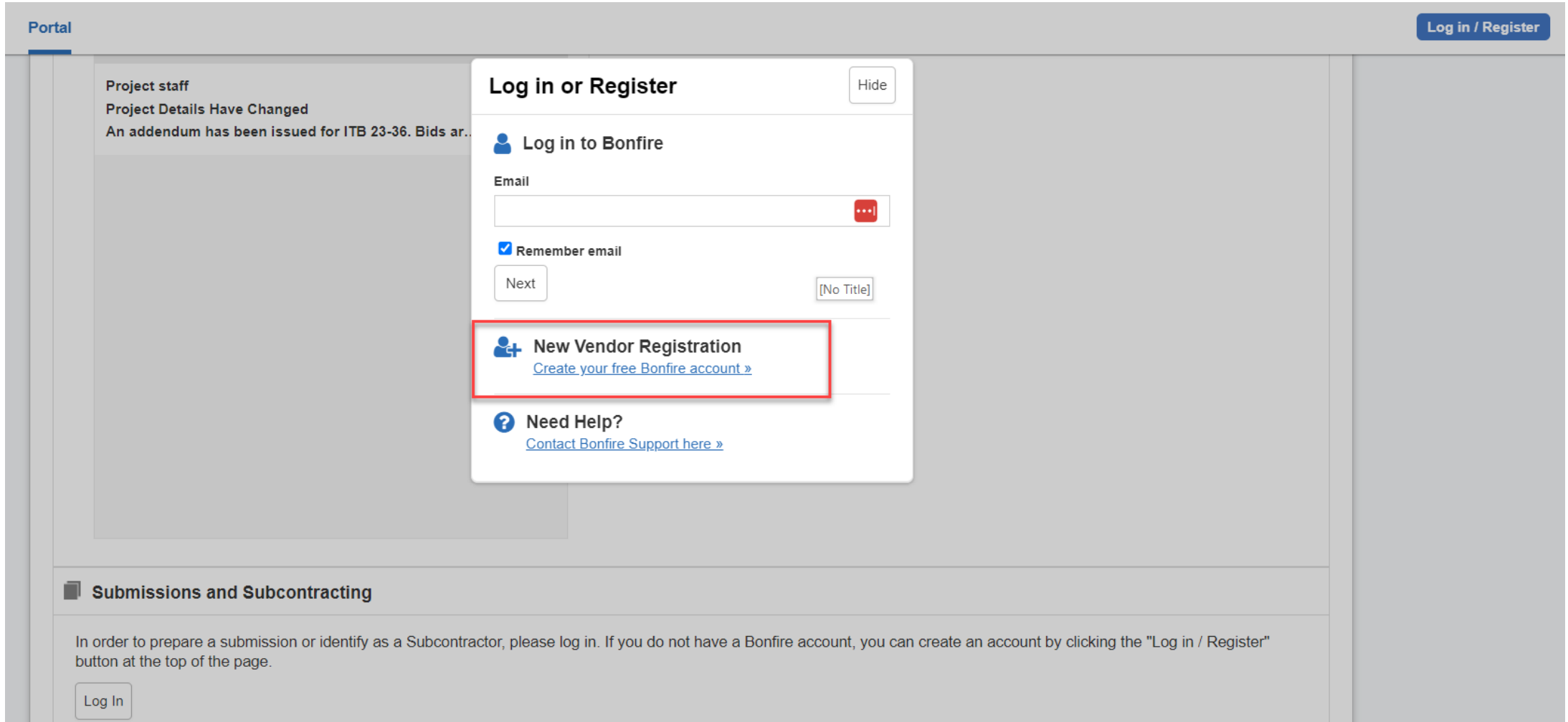
 **Need Help?**
[Contact Bonfire Support here »](#)

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by 

NEW VENDOR REGISTRATION - OPPORTUNITY

You can also click login from the opportunity screen. Both will take you to the same place.



The screenshot displays a web portal interface. At the top left, the word "Portal" is visible. At the top right, there is a blue button labeled "Log in / Register". The main content area is partially obscured by a white modal window titled "Log in or Register" with a "Hide" button in the top right corner. The modal contains the following elements:

- A "Log in to Bonfire" section with a blue person icon, an "Email" input field with a red eye icon for toggling visibility, a checked "Remember email" checkbox, a "Next" button, and a "[No Title]" button.
- A "New Vendor Registration" section, highlighted with a red rectangular box, featuring a blue person icon with a plus sign, the text "New Vendor Registration", and a blue link: "Create your free Bonfire account »".
- A "Need Help?" section with a blue question mark icon and a blue link: "Contact Bonfire Support here »".

Below the modal, the page content includes a section titled "Submissions and Subcontracting" with a folder icon. A text block below this section reads: "In order to prepare a submission or identify as a Subcontractor, please log in. If you do not have a Bonfire account, you can create an account by clicking the 'Log in / Register' button at the top of the page." At the bottom left of this section, there is a "Log In" button.

CREATE ACCOUNT

Enter your organization name, first and last name, and email address, then click create account.

Procurement Portal
Washington State Department of Enterprise Services



For Official Use Only

- Log in
- Open Public Opportunities
- Past Public Opportunities**

Register as a Vendor

Organization Name

First Name Last Name

Email Email (Again)

Log in with your Bonfire Account
[Show account login screen »](#)

Need Help?
[Contact Bonfire Support here »](#)

SUCCESS MESSAGE

You will receive a Success message indicating you will receive an email with further instructions.



DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

Success!

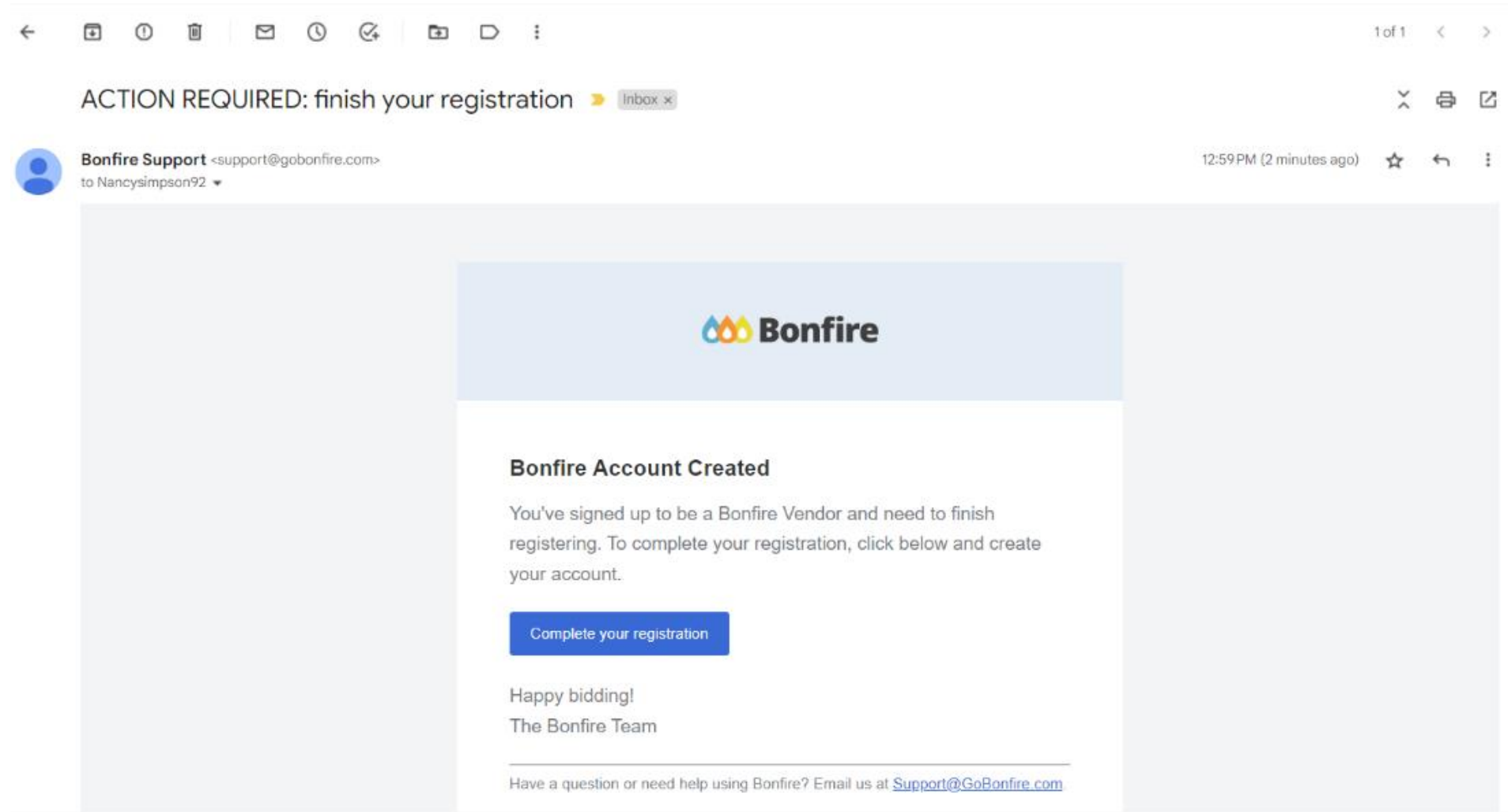
You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at
Support@GoBonfire.com

[« Back to Login](#) [Contact tech support »](#)

REGISTRATION EMAIL LINK

Check your email (including your spam folder) for the *Bonfire Action Required – finish your registration email*. Click the Complete Your Registration link.



CREATE YOUR PASSWORD

Create your password then click Create Account.


Create Account
Justin Godelie


DES Washington State
DEPARTMENT OF
ENTERPRISE SERVICES

First Name:


Last Name:

Email:

Password (Must contain 10-72 characters):
 

Password (Again):
 

[Technical Support](#) [Portal Security](#) [Terms of Service](#)

Powered by  **Bonfire**

ACCOUNT CONFIRMATION

Click the checkbox to accept Bonfire's privacy policy and terms of conditions. Then click Save and Continue to Step 2

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Portal Submissions Nancy S. ▼

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- ✖ Step 1: Account Confirmation
- ✖ Step 2: Account Information
- ✖ Step 3: Commodity Codes
- ✖ Registration Complete

Your account with the email address Nancysimpson92@gmail.com has been confirmed!

Bonfire's Privacy Policy and Terms of Service were updated on Sep 7, 2020.

I accept the [Privacy Policy](#) and [Vendor and Submission Portal Terms of Service](#).

[Save and continue to Step 2: Account Information »](#)

ACCOUNT PROFILE

Enter your profile information such as address and phone numbers.

DES Washington State DEPARTMENT OF ENTERPRISE SERVICES Portal Submissions

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

- ✔ Step 1: Account Confirmation
- ✘ Step 2: Account Information
- ✘ Step 3: Commodity Codes
- ✘ Registration Complete

All information that you need to provide has been filled in. You can make additional changes to this information below. Fields that are required are denoted with a red asterisk (*).

Profile*

Vendor Name* Nancy's General Contractor	Address Line 1 	Address Line 2
Contact First Name Nancy	Contact Last Name Simpson	Address Line 3
Contact Email Nancysimpson92@gmail.com	City 	State / Province Please select...
Phone Number 	Postal / Zip Code 	Country
Specific Country 		

Select Your Vendor Types*

Click on the + button beside each Vendor Type to add

OMWBE CERTIFICATION

Indicate if you are OMWBE certified and if yes, enter your certification number.

Are you an OMWBE Certified Business?*

Yes	▼
Yes	
No	

If yes, enter your OMWBE Certification Number:

VENDOR TYPE

Indicate your vendor type by clicking the plus sign and then click Next. You can select one or both vendor types.

The image shows a user interface for selecting vendor types. At the top, the title "Select Your Vendor Types*" is displayed. Below the title, there is a list of selected vendor types: "Contractor" with a blue background and a white 'x' icon. Below this, there are two unselected options: "+ Contractor" and "+ Consultant", each with a grey background and a white plus sign. At the bottom of the interface, there are two buttons: "Next →" and "Save". The "Next →" button is highlighted with a red rectangular box. A horizontal line with a small circle at the end is positioned below the buttons.

VENDOR COMMODITY CODES

Commodity Codes are used for classification purposes. The type of code set being used is determined by the agency, for DES that would be the NIGP code set (same code set being used in WEBS).

Click the **Add** + icon next to the code you'd like to add. Codes added to your profile will appear in blue boxes at the top of the page; you can hover your cursor over each to see what the code is for.

Commodity Codes help match you to future bid opportunities in your Service Region, with Washington State Department of Enterprise Services ***** For Official Use Only and other organizations. You can always go back and change them later. **You must select at least one Commodity Code.**

Code Set: NIGP

Code: 914

Keyword: [Search] [Reset]

Code	Title	Description	Add
91447	Glass and Glazing		+
91450	Heating, Ventilating and Air Conditioning (HVAC)		+
91453	Insulation		+
91455	Masonry		+
91457	Metal Work		+
91458	Metal Work Miscellaneous Metals (Inactive)		+

SERVICE REGIONS

Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g., Choosing U.S. will enable selection of specific states). Then click **Continue to registration complete.**

Service Regions
Specifying Service Regions lets Bonfire know where you deliver services. Bonfire uses this information, in conjunction with Commodity Codes, to match you to Bid Opportunities. Selecting a region will enable you to select the subregions (e.g. Choosing U.S. will enable selection of specific states).

[Notify me of any opportunities that match my commodity codes](#)

Select Regions

✕ United States

Select Specific Subregions
If you don't select a subregion for a region, the entire region will be selected (i.e. choosing Canada alone chooses all provinces)

✕ Washington

Continue to registration complete

REGISTRATION COMPLETE

Congratulations! You have completed the registration process.

NOTE: Your login credentials will work across all Bonfire organizational portals.

Click **Continue to Bonfire** to be taken to the DES Procurement Portal.

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✔ Step 2: Account Information

✔ Step 3: Commodity Codes

✔ Registration Complete

✔ **Success!**

You have completed all of the requirements to register your Vendor account for Nancy's General Contractor at Washington State Department of Enterprise Services ***** For Official Use Only.

You can access Bid Opportunities on the [Portal](#) or by clicking [here](#).

[Continue to Bonfire »](#)

DES PUBLIC PROCUREMENT PORTAL

DES PROCUREMENT PORTAL

The link to the DES Procurement Portal (deswa.bonfirehub.com) will be included in WEBS posting, Daily Journal of Commerce (DJC) advertisement, and des.wa.gov ([Home](#) > [Services](#) > [Facilities and Leasing Management](#) > Construction (For Contractor)). Once you register in Bonfire, you will also be able to receive system generated solicitation emails for open projects in your selected region.

The screenshot displays the 'Procurement Portal' for the Washington State Department of Enterprise Services. The page features a navigation bar with three tabs: 'Open Public Opportunities' (highlighted with a red box), 'Past Public Opportunities', and 'My Opportunities'. Below the navigation is a search bar and a table of procurement opportunities. The table has columns for Status, Ref. #, Project, Close Date, Days Left, and Action. Two opportunities are listed, both with 'View Opportunity' buttons highlighted by red boxes.

Status	Ref. #	Project	Close Date	Days Left	Action
OPEN	2023-500	Request for Qualifications: WSCJTC Relocation-Expansion	Sep 28th 2023, 2:00 PM PDT	3	View Opportunity
OPEN	2023-195 G (1-1)	Smith Building Remodel (Pierce College)	Sep 29th 2023, 12:00 PM PDT	4	View Opportunity

PAST PROCUREMENT OPPORTUNITIES

You can also view past public opportunities within the same site by clicking on the Past Public Opportunities tab. Since we aren't using Bonfire for online bidding until after October 1st, you won't see any past public opportunities here until later down the road.

The screenshot displays the 'Procurement Portal' for the Washington State Department of Enterprise Services. The page features a navigation bar with three tabs: 'Open Public Opportunities', 'Past Public Opportunities' (highlighted with a red box), and 'My Opportunities'. A search bar is located in the top right corner. Below the navigation, a table lists procurement opportunities with columns for Status, Ref. #, Project, Close Date, Days Left, and Action. The table contains five rows of data, with the first four marked as 'CLOSED' and the last one as 'AWARDED'.


Status	Ref. #	Project	Close Date	Days Left	Action
CLOSED	2023-11-1234	Nancy's Excel Bid Sheet Project	Sep 21st 2023, 3:00 PM PDT	-	View Opportunity
CLOSED	2023-11-1234	Nancy's Excel Bid Sheet Project - Duplicate 1	Sep 21st 2023, 12:30 PM PDT	-	View Opportunity
CLOSED	123456789	Nancy Test Project	Sep 21st 2023, 8:00 AM PDT	-	View Opportunity
CLOSED	2024-576 J (3-2)	NCC - New Learning and Fun Center for Kids	Sep 14th 2023, 11:00 AM PDT	-	View Opportunity
AWARDED	2024-401 G (1-1)	WSH - Custom Auto Shop - Department of Social and Health Services	Sep 14th 2023, 11:00 AM PDT	-	View Opportunity

PROJECT DETAILS

When you click on View Opportunity, you will see key information in the Project Details section such as the project's Open Date, the Questions Due Date, the project Closing Date, Contact Information, and Project Description.

2023-195 G (1-1) - Smith Building Remodel (Pierce College)

Washington State Department of Enterprise Services [Back to list](#)



🔍 Project Details

Project: Smith Building Remodel (Pierce College)

Ref. #: 2023-195 G (1-1)

Type: RFB

Status: OPEN

Open Date: Aug 24th 2023, 2:00 PM PDT

Questions Due Date: Never

Contact Information: Kevin Barber, kevin.barber@des.wa.gov

Close Date: Sep 29th 2023, 12:00 PM PDT

Days Left: 4

Project Description:
Smith Building - (Pierce College)

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
OPEN						
3	4	5	6	7	8	9
OPEN						
10	11	12	13	14	15	16
OPEN						
17	18	19	20	21	22	23
OPEN						
24	25	26	27	28	29	30
OPEN						

IMPORTANT EVENTS

Deadlines and additional events (if applicable) will fall under **Important Events** section such as the open date, questions due date, walkthroughs, close date, etc.

Important Events:

Status	Event Name	Location	Description	Dates	Mandatory
ONGOING	Open Date	Online Portal	Posting date for the Opportunity	Aug 24th 2023, 2:00 PM PDT	N/A
ONGOING	Questions Due Date	Online Portal	The Q and A Period for this Opportunity is Ongoing	Never	N/A
UPCOMING	Close Date	Online Portal	Deadline for Submissions	Sep 29th 2023, 12:00 PM PDT	N/A

COMMODITY CODES

The **Commodity Codes** section displays the commodity codes that are associated with this opportunity.

Commodity Codes:

- NIGP 914 Construction Services, Trade (New Construction)
- NIGP 91427 Carpentry
- NIGP 91428 Cleaning, Interior and Exterior, New Construction
- NIGP 91429 Communication Systems, Including Infrastructure
- NIGP 91430 Concrete
- NIGP 91431 Composites
- NIGP 91438 Electrical
- NIGP 91439 Facility Fuel Systems
- NIGP 91444 Flooring
- NIGP 91447 Glass and Glazing
- NIGP 91450 Heating, Ventilating and Air Conditioning (HVAC)
- NIGP 91453 Insulation
- NIGP 91455 Masonry
- NIGP 91457 Metal Work
- NIGP 91458 Metal Work, Miscellaneous Metals (Inactive, please see commodity code 914-57 effective January 1, 2016)
- NIGP 91460 Millwright
- NIGP 91461 Painting and Wallpapering
- NIGP 91464 Plastering
- NIGP 91465 Plastics
- NIGP 91468 Plumbing
- NIGP 91473 Roofing and Siding
- NIGP 91479 Structural and Reinforcement Metal Work (Inactive, please see commodity code 914-57 effective January 1, 2016)
- NIGP 91480 Stucco
- NIGP 91483 Tile and Marble Work, All Types
- NIGP 91484 Trade Services, Construction, (Not Otherwise Classified)
- NIGP 91485 Welding
- NIGP 91488 Wood, Includes Architectural Woodwork
- NIGP 91410 Building Documentation Services

SUPPORTING DOCUMENTATION

Downloadable documents provided by DES are available under **Supporting Documentation**. This section can include pertinent information for the corresponding bid, such as the advertisement, plans and specs, bidding terms and conditions, and so on. To download any documents, simply click on **Download** in the far-right column or click **Download All Files** to download all available documents at once.

One of the documents that is available to download is Vendor Submission Guide to help walk you through the submission process.

This information (except for the Vendor Submission Guide) will still be available through the Plan Centers.

Supporting Documentation:

Download All Files

Search

File	Type	Description	Date Created	Actions
2022513GBidTermsAckvs.pdf	Documentation		Sep 26th 2023, 10:31 AM PDT	Download
2022513GReBid2AdREVvs.pdf	Documentation		Sep 26th 2023, 10:31 AM PDT	Download
Specs.pdf	Documentation		Sep 26th 2023, 10:31 AM PDT	Download
Wage Theft Prevention Form (1).pdf	Documentation		Sep 26th 2023, 10:31 AM PDT	Download

REQUESTED INFORMATION

The **Requested Information** section outlines the documents the Contractor will need to upload as part of their bid package, the corresponding file type, and number of files they are permitted to submit. They can download the **Questionnaire** under this section, which is where they will respond to the compliance questions and enter their firm information that was formerly collected via the Bid Form.

Requested Information:

Listed below are the documents and information needed to complete your submission:

Documents

Name	Type	# Files	Requirement	Instructions	Actions
Wage Theft Prevention Form	File Type: PDF (.pdf)	1	REQUIRED		
Bid Guarantee	File Type: PDF (.pdf)	1	REQUIRED		

Pricing

Name	Type	# Files	Requirement	Instructions	Actions
Bid Form (BT-26GT)	BidTable: Datatable	N/A	REQUIRED	You will need to complete the BidTable online in the browser. The BidTable can be filled any time during your submission. Please note that BidTables may take a significant amount of time to prepare.	

Compliance

Name	Type	# Files	Requirement	Instructions	Actions
Receipt of the following number of addenda is acknowledged:	Data Type: Number	N/A	REQUIRED		
Bidder Questionnaire (Q-17HW)	Questionnaire: Excel (.xlsx)	1	REQUIRED	You will need to fill out the provided Response Template for this Questionnaire.	Download

INTERESTED SUBCONTRACTORS

The **Interested Subcontractors** section displays any subcontractors that have indicated in Bonfire that they are interested in providing bids for this project.

Interested Subcontractors					<input type="text" value="Search"/>
Vendors	Contact	Email	Phone	Subcontract Services	
Nancy's General Contractor	Nancy Simpson	Nancysimpson92@gmail.com		Windows, gutters, and roofing	

INTERESTED SUBCONTRACTORS...CONTINUED

The subcontractors would view the opportunity from the DES Procurement Portal page, login/register, scroll down to the end of the opportunity screen, click on the Interest in Subcontracting tab, and then enter the offered services.

Submissions and Subcontracting

[Prepare](#) **Interest in Subcontracting**

You can mark yourself as an interested Subcontractor and will be added to a publicly available contact list. This list will include your contact information so that other vendors can connect with you as needed. You will not be able to edit your contact information once submitted.

The following fields are pulled from your vendor profile and will be displayed for the public to see. To edit these fields, go to your [vendor profile](#).

Contact First Name	Contact Last Name	Email	Phone Number
<input type="text" value="Nancy"/>	<input type="text" value="Simpson"/>	<input type="text" value="Nancysimpson92@gmail.com"/>	<input type="text"/>

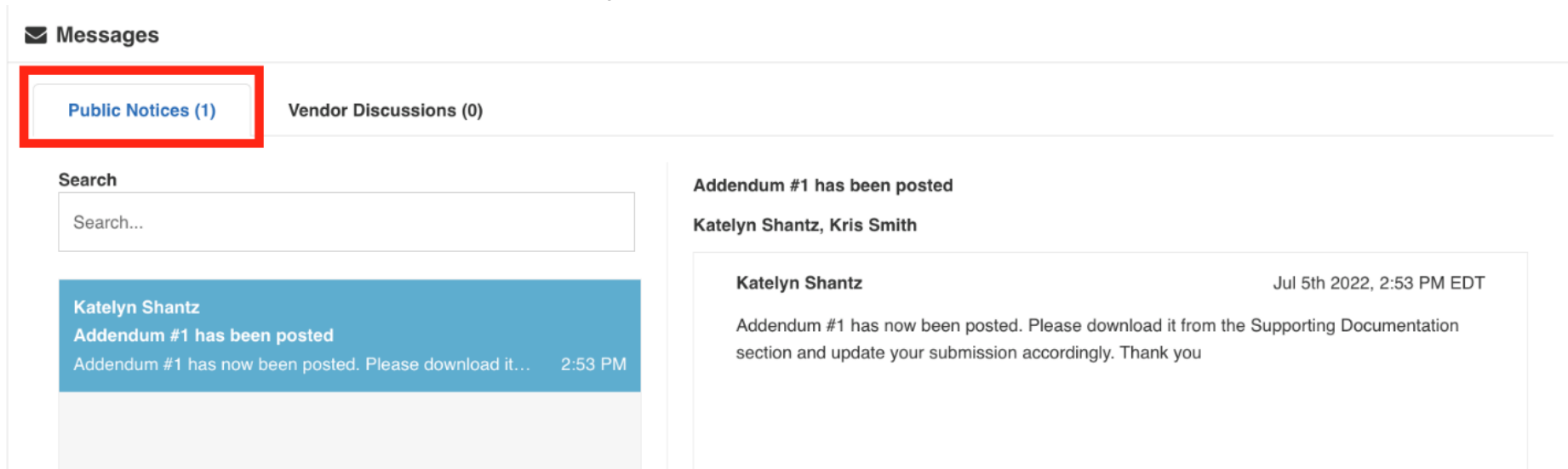
Subcontract Service(s) Offered *

PUBLIC NOTICES

The **Messages** sections includes communication tools that allow DES and Vendors to communicate directly in Bonfire. The **Public Notices** tab acts as a bulletin board where DES can issue changes or new information about the project such as an addenda. Vendors do not need to be registered or logged into Bonfire to review public notices.

The FPS PM will be tasked with creating public notices for addendums. The Consultant will continue to create the addenda and then the FPS PM will post them in Bonfire.

If a Contractor has registered and logged into Bonfire and submitted bids, partially submitted bids or downloaded documents, they will receive a system generated email from Bonfire alerting them to a public notice with a link to access the project and view the public notice.



The screenshot displays the 'Messages' section of the Bonfire interface. At the top, there is a navigation bar with two tabs: 'Public Notices (1)' and 'Vendor Discussions (0)'. The 'Public Notices (1)' tab is highlighted with a red rectangular border. Below the navigation bar, there is a search bar labeled 'Search' with the placeholder text 'Search...'. To the right of the search bar, there is a message preview for 'Addendum #1 has been posted' by 'Katelyn Shantz, Kris Smith'. The message content is displayed in a blue box with white text, showing the sender's name, the subject, and a snippet of the message body: 'Addendum #1 has now been posted. Please download it... 2:53 PM'. To the right of the message preview, there is a larger view of the message content, showing the sender's name 'Katelyn Shantz' and the date and time 'Jul 5th 2022, 2:53 PM EDT'. The message body text reads: 'Addendum #1 has now been posted. Please download it from the Supporting Documentation section and update your submission accordingly. Thank you'.

VENDOR DISCUSSIONS

Vendor Discussions is where you can directly message the Project Owner (FPS PM) up until the Questions Due Date. You can begin a new conversation by clicking the Start a new Vendor Discussions button. This is a direct communication between the Vendor and Project Owner, no other Vendors will be able to view these discussions.

Important: Carefully read over your message before sending it as there is no way to delete the message once it's sent. You will need to send a secondary message to correct an error in what you originally sent.

Messages

Public Notices (1) **Vendor Discussions (0)**

There is currently nothing to display here.

Start a new Vendor Discussion

VENDOR DISCUSSION...CONTINUED

Enter in a subject, message and then click send. When the FPS PM responds, you will receive a system generated email from Bonfire with a link to access this project and view the response.

✉ Messages

Public Notices (1*) Vendor Discussions (0)

Search

Search...

No messages

Start a new Vendor Discussion

Subject

Message [No Title]

Type your Message here

Send

READY TO SUBMIT

Once you have reviewed the opportunity and want to bid on it, if you are not already registered and logged in, click Log In/Register to complete those steps. Otherwise click Prepare Your Submission.

There is a short Bonfire video that will walk you through the submission process. There is also a Vendor Submission Guide that was including in the Supporting Documentation section that is available to download.

Submissions and Subcontracting

Prepare Interest in Subcontracting

Prepare Your Submission

Prepare as:

Nancy's General Contractor

Prepare Your Submission

New to Bonfire? Here's a quick overview of the submission process.

Submission Receipt

Confirmation Details

VENDOR SUBMISSIONS

PREPARE YOUR SUBMISSION

To begin uploading your submission, navigate to the **Submissions** section (which you will find at the bottom of the page). Click on **Prepare Your Submission** to begin the upload process.

The screenshot shows the 'Submissions and Subcontracting' section of a web application. At the top, there is a navigation bar with a hamburger menu icon and the text 'Submissions and Subcontracting'. Below this, there are two buttons: 'Prepare' (highlighted with a red border) and 'Interest in Subcontracting'. The main content area is titled 'Prepare Your Submission'. On the left, there is a form with a 'Prepare as:' label, a dropdown menu showing 'Nancy's General Contractor', and a 'Prepare Your Submission' button (highlighted with a red border). On the right, there is a text block that reads 'New to Bonfire? Here's a quick overview of the submission process.' followed by a video player thumbnail with a play button icon.

EDIT CONTACT INFO

This will direct you to the **Complete Your Submission** page. You will see the current time, the closing time, and a numeric value for days remaining. You will also see your information below, which you can change at any time by clicking **Edit Contact Info**.

Complete Your Submission

[Back to Opportunity](#)

cloud DEMO

Q Project Details

Official Time: **Jun 8th 2020, 5:55 PM EDT**

Closing Time: **Jul 6th 2020, 12:00 PM EDT**

a month
Remaining

Project: Paper Products

Ref. #: RFP3948

Organization:

First Name:

Last Name:

Email:

[Edit Contact Info](#)

PROVIDE SUBMISSION INFORMATION

Upload your files for the corresponding Requested Document by clicking **Upload File**. Ensure that you have the correct *file type* and template (if applicable).

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Documents

	Wage Theft Prevention Form REQUIRED File Type: PDF (.pdf) # Files: 1	<input type="button" value="Upload File..."/>
	Bid Guarantee REQUIRED File Type: PDF (.pdf) # Files: 1	<input type="button" value="Upload File..."/>

CONFIRM BID TABLE

For the Bid Form in the Pricing section, select if there is a bid or no bid, complete the Price column on the form and then click Confirm Bid Table once all information has been entered.

Pricing

Bid Form (BT-26GT)
REQUIRED

Confirm BidTable

Description
--

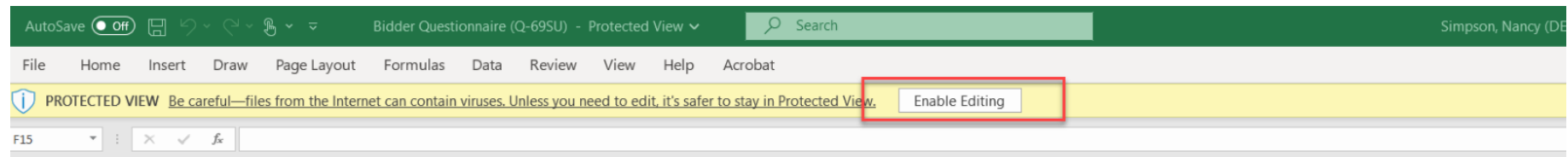
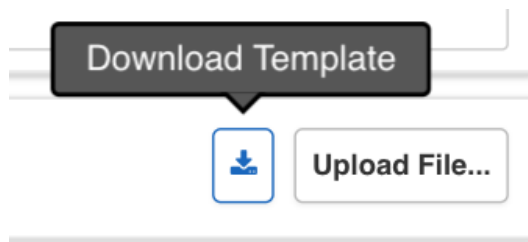
Instructions
Fill out the form below. All changes are saved automatically. Click 'Confirm BidTable' when you are complete. Select 'Bid' for each item you are bidding on and fill out the required information. Select 'No Bid' if you are not bidding on that item.

	Item	#	Quantity Required	Price
Base Bid				
<input checked="" type="checkbox"/> Bid <input type="checkbox"/> No Bid	BASE BID (Including	#1-1	1	\$15,000.00
<input checked="" type="checkbox"/> Bid <input type="checkbox"/> No Bid	TRENCH EXCAVATI	#1-2	1	\$0.00
Alternates				
<input checked="" type="checkbox"/> Bid <input type="checkbox"/> No Bid	Alternate Bid No. 1 -	#2-1	1	\$250.00
<input checked="" type="checkbox"/> Bid <input type="checkbox"/> No Bid	Alternate Bid No. 2 /	#2-2	1	\$3,000.00
Unit Price				
<input checked="" type="checkbox"/> Bid <input type="checkbox"/> No Bid	Trim (per cubic yard)	#3-1	1	\$1.25

QUESTIONNAIRE

You can download Questionnaire templates and save it your computer at this stage by clicking on the download icon. Complete the information, and then when uploading a Questionnaire, ensure that your file matches the most up-to-date template provided by the DES, which should be the one you just downloaded. Be sure to read the instructions tab thoroughly before completing the Questionnaire. Click 'Enable Editing' on the Questionnaire spreadsheet to enter data.

NOTE: Uploading an incorrect template will result in errors and will prevent you from completing your submission.



Question Set 1: Compliance

#	Question	Response	Comment	
Bidding Terms and Conditions				0
1.1.1	I agree to the Bidding Terms and Conditions provided for this project.			0
Bid Guarantee				0
1.2.1	I provided a bid guarantee for this project.			0
1.2.2	If cashier's check provided as bid guarantee, it has been mailed to DES.			0
				0

SUBMISSION INFORMATION COMPLETE

Once you have uploaded all your documents and inputted your information successfully, you will receive green validation circles (found to the left of each Requested Information). If you still receive red validation circles, please review the corresponding error messages, and update your information accordingly.

Step 1: Provide Submission Information

Click Upload File to add a requested document. Please note the type and number of files allowed for each requested document. The maximum file size accepted is 1000 MB.
Click Edit to enter a data or text answer.

Documents

Wage Theft Prevention Form
REQUIRED File Type: PDF (.pdf) # Files: 1 Upload File...
✓ Project_Go-Live_Checklist_interactive_(Training).pdf 📄

Bid Guarantee
REQUIRED File Type: PDF (.pdf) # Files: 1 Upload File...
✓ Reviewer_-_Process_Overview_-_FAQ_(Evaluating_Projects).pdf 📄

Pricing

Bid Form (BT-17NX)
REQUIRED Edit BidTable

Description
-

Instructions
BidTable is confirmed. Click 'Edit BidTable' to make changes.

Item	#	Quantity Required	Price
Base Bid			
BASE BID (Including	#1-1	1	\$50,000.00
TRENCH EXCAVAT	#1-2	1	\$0.00
Alternates			
Alternate Bid No. 1 -	#2-1	1	\$2,500.00
Alternate Bid No. 2 -	#2-2	1	\$1,500.00

Compliance

Receipt of the following number of addenda is acknowledged:
REQUIRED Data Type: Number Edit Delete
✓ 2

Bidder Questionnaire (Q-65SU)
REQUIRED Questionnaire # Files: 1 Upload File...
✓ Bidder_Questionnaire_(Q-65SU).xlsx 📄

SUBMIT AND FINALIZE

Check mark "*I understand that I can't change any of the submission details or documents once the project closes.*" and click on **Submit & Finalize My Submission.**

Step 2: Submit & Finalize

I understand that I can't change any of the submission details or documents once the project closes.

SUBMIT & FINALIZE MY SUBMISSION


SUBMISSION RECEIPT

Upon completion, you will be directed to your Submission Receipt. This provides a comprehensive breakdown of all the information from your submission (a Submission Receipt will be sent to your email as well). This is where you can download a copy of all your submission files. If you did not receive this email, you can click **Send Email** at the bottom of the page to have it re-sent.

SUBMISSION COMPLETE!

Your submission has been finalized. Please see below for your confirmation details.

Confirmation Details

Project:	Nancy Test for DES
Ref. #:	Nancy Test Project 1234
Submission Time:	Jul 17, 2023 11:20 AM PDT
Name:	L H
Email:	fpstestemail5@des.wa.gov
Organization:	Haima Construction
Requested Documents:	Wage Theft Prevention Form - Required Project_Go-Live_Checklist_Interactive_(Training).pdf Bid Guarantee - Required Reviewer_-_Process_Overview_+_FAQ_(Evaluating_Projects).pdf
Requested Questionnaires:	Bidder Questionnaire (Q-69SU) - Required Bidder_Questionnaire_(Q-69SU).xlsx
Requested Bid Tables:	Bid Form (BT-17NX) - Required BidTable data confirmed
Requested Data:	Receipt of the following number of addenda is acknowledged: - Required 2
Confirmation Code:	MzE5NzY4
Download All Files	 Download

SUBMISSION TAB

The **Submission** tab is where you go to view your work in progress, completed and missed opportunities.

Work in progress: If you haven't finalized your submission yet, when you log back in click the Submission tab, and then the Work In Progress tab to complete your submission. Then click Actions and select View to continue the submission you previously started.

The screenshot displays the Procurement Portal interface. At the top, the navigation bar includes 'Portal' and 'Submissions', with a red arrow pointing to 'Submissions'. The user is identified as 'FirstName L.'. The main content area is titled 'Procurement Portal' for 'Whitney Chen'. It features two tabs: 'Open Public Opportunities' and 'My Opportunities'. Below these is a table of open opportunities:

Status	Ref. #	Project	Close
OPEN	MCD22	MCD PTD Test	Mar
OPEN	MCDP-01	Multi-Category Decisions Project	Aug
OPEN	NEWBT1	New BidTable Test	Sep

At the bottom of the main area are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. An inset window titled 'Your Submissions' for 'Demo College' shows a 'Bonfire' logo and three tabs: 'Work-in-Progress', 'Completed', and 'Missed'. A red arrow points to the 'Actions' dropdown menu for the first submission in the table below:

Ref. #	Project	Vendor	Due Date	Action
Equip3333	Police Vehicle Equipment	JS & Co.	Dec 21st 2017, 12:00 PM EST	Actions ▾
MX11	Learning Management Software (LMS)	Erin World	Dec 29th 2017, 12:00 PM EST	Actions ▾

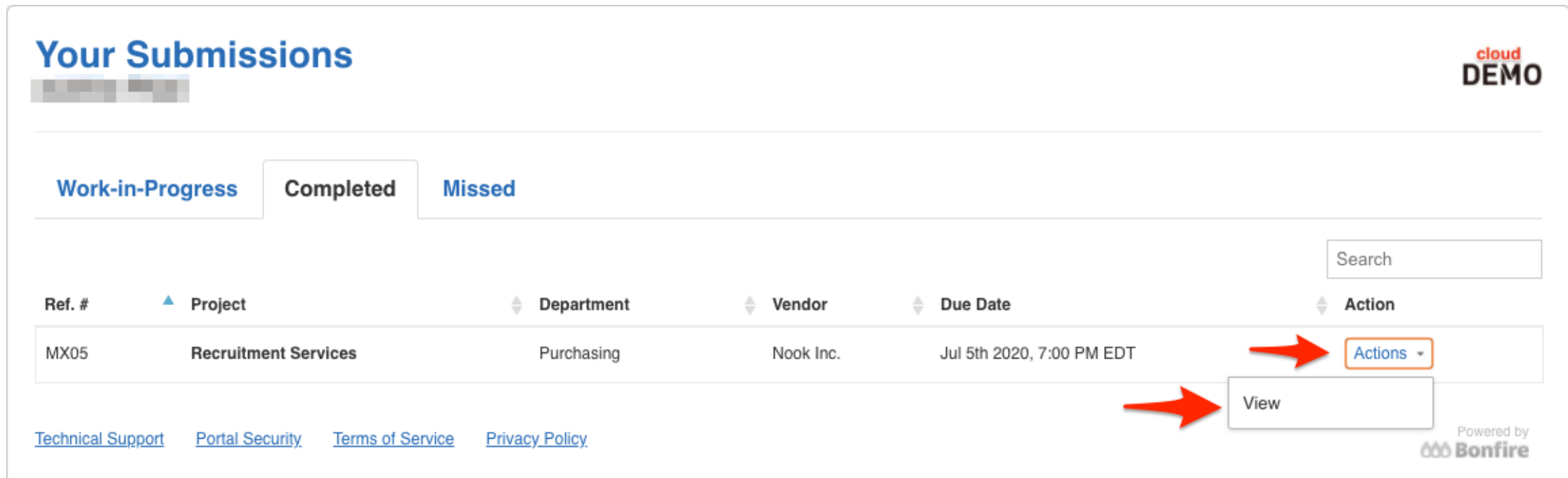
RESUBMIT OR UN-SUBMIT (WITHDRAW)

NOTE: You may only resubmit or un-submit (withdraw) a submission within Bonfire so long as the project is still "Open" and the Project Closing date has not yet passed. After the Project Closing Date has passed, you will need to submit your intent to withdraw in writing to the Owner (FPS PM).

If you've finalized a submission and would like to change what was submitted, you may do so by clicking on the Completed tab.

You will follow this same process to un-submit (withdraw) your submission.

Click on the **Completed** tab, select **Actions** and then **View** to view the submission receipt.



The screenshot displays the 'Your Submissions' page in a web application. At the top right, there is a 'cloud DEMO' logo. Below the title, there are three tabs: 'Work-in-Progress', 'Completed', and 'Missed'. A search bar is located on the right side of the table. The table has columns for 'Ref. #', 'Project', 'Department', 'Vendor', 'Due Date', and 'Action'. A single row is visible with the following data: 'MX05', 'Recruitment Services', 'Purchasing', 'Nook Inc.', and 'Jul 5th 2020, 7:00 PM EDT'. The 'Action' column for this row has a dropdown menu open, showing 'View' as the selected option. Red arrows point to the 'Actions' dropdown and the 'View' button. At the bottom left, there are links for 'Technical Support', 'Portal Security', 'Terms of Service', and 'Privacy Policy'. At the bottom right, it says 'Powered by Bonfire'.

Ref. #	Project	Department	Vendor	Due Date	Action
MX05	Recruitment Services	Purchasing	Nook Inc.	Jul 5th 2020, 7:00 PM EDT	Actions ▾ View


RESUBMIT OR UN-SUBMIT...CONTINUED

Once on the receipt page, scroll down to the bottom of the page and click the link to **un-submit your submission**. NOTE: Un-submitting your submission will make it seem as if your submission was never made at all! Please ensure that you un-submit with enough time to finalize your re-submission.

Need to Revise Your Submission?

[Click here to un-submit your submission.](#) Note that only submissions that have been finalized and submitted will be considered.

[Technical Support](#) [Portal Security](#) [Terms of Service](#)

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After you un-submit you will have the opportunity to make edits to any current files/submission data and upload additional files (if required). Or leave it as un-submitted and it will no longer be visible to the Project Owner (FPS PM) on the close date of the project. Un-submit means the same thing as Withdraw in Bonfire.

NOTE: When re-submitting, you **do not** have to re-upload ALL files. You will only have to upload for the files/data you wish to change.

Once you're finished revising your submission, click **Submit & Finalize** again before the project deadline or else your submission will remain as a Work-In-Progress. When you submit again, you will receive a new email confirmation receipt with a new confirmation number.

THANK YOU



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