



# 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
Response Forms	File Type: PDF (.pdf)	Multiple	Required
Any Additional Supporting Documentation	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional

### Commodity Codes

Commodity Set	Commodity Code	Title	Description
NIGP	280	Electrical Cables And Wires (Not Electronic)	
NIGP	285	Electrical Equipment And Supplies	

Commodity Set	Commodity Code	Title	Description
		(Except Cable And Wire)	
NIGP	06037	Electrical Parts (Not Ignition) (Not Otherwise Classified)	
NIGP	28796	Wire and Cable, Electronic: Audio, Coaxial, Hook-Up, Lead-In, etc.	
NIGP	45025	Cords, Power, Electrical	
NIGP	71052	Audio Equipment for the Visual and Hearing Impaired (Not Otherwise Classified)	
NIGP	84014	Audio Equipment and Accessories, Television (Microphones, Mixers, and Amplifiers)	
NIGP	84056	Teleconference Systems, Audio/Video (To Include Video on Demand Systems)	
NIGP	84084	Video and Audio Systems, Accessories and Parts (Closed Circuit TV) (Including Surveillance Type)	
NIGP	88011	Audio Visual Equipment and	



Commodity Set	Commodity Code	Title	Description
		Supplies (Not Otherwise Classified)	
NIGP	91082	Wiring and Other Electrical Maintenance and Repair Services	
NIGP	91438	Electrical	
NIGP	91509	Audio/Video Production Services Complete	
NIGP	92531	Electrical Engineering (Incl. Cogeneration Design Services)	
NIGP	93906	Audio-Visual Equipment Maintenance and Repair	
NIGP	96737	Electrical and Electronic Products (Incl. Computers and Peripherals)	
NIGP	98512	Audio/Video Equipment and Accessory Rental or Lease	
NIGP	99828	Communication Equipment (Including Radio, Television, Telephone, VCR, Video/Audio Equipment, etc.), Sale of Surplus and Obsolete Items	



## 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://norwalkct.bonfirehub.com/opportunities/10298>

The Q&A period for this opportunity starts Sep 05, 2018 10:00 AM EDT. The Q&A period for this opportunity ends Sep 17, 2018 2:00 PM EDT. 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 20, 2018 2:00 PM EDT**. 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?

City of Norwalk, CT 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>