CHARLOTTE WATER / STORM WATER – COMMODITIES INVITATION TO BID

PROCUREMENT PORTAL INSTRUCTIONS

CITY OF CHARLOTTE BONFIRE PORTAL

The City of Charlotte is currently conducting a trial of a new electronic solicitation Procurement Portal (https://charlottenc.bonfirehub.com) to post solicitations and in some instances receive vendor submissions and communicate with vendors. Interested Vendors must register through the Procurement Portal to access these solicitations and participate in solicitation activities.

HOW TO REGISTER

All vendors wishing to **view and participate** in solicitations on the Procurement Portal must register here - https://charlottenc.bonfirehub.com/login. Once you are registered, you may access solicitations, submit questions, and submit responses to solicitations (e.g., Bids, Proposals, Quotes, etc.)

QUESTIONS

All solicitation questions must be submitted electronically to https://charlottenc.bonfirehub.com through the **Vendor Discussions** section under the respective Project.

BID SUBMISSION INSTRUCTIONS

All submissions must be submitted electronically via the Procurement Portal https://charlottenc.bonfirehub.com/opportunities, under the respective Project. Your submission must be uploaded, submitted, and finalized prior to the Project's posted due date. The City strongly recommends allowing sufficient time to complete this process (several days prior to the deadline) to begin the uploading process and to finalize your submission. Uploading large documents may take time, depending on the size of the file(s) and your Internet connection speed.

BROWSERS

The Bonfire portal can be accessed using Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

SUPPORT

For technical questions, visit Bonfire's help forum at https://vendorsupport.gobonfire.com/hc/en-us

Contact the Bonfire support team at Support@GoBonfire.com or by calling 1-800-354-8010.

To get started with Bonfire, watch this five-minute training video:

Vendor Registration and Submission [VIDEO] – Bonfire Vendor Support (gobonfire.com)