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	Instructions
SPECIFICATION SHEET	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	Required	
Offering Questionnaire (Q-06UV)	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.

Name	Type	# Files	Requirement	Instructions
Voluntary Surveys (Q-37KT)	Questionnaire: Excel (.xlsx)	1	Optional	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire portal.
Signed Non-Collusive Bidding Certification	File Type: PDF (.pdf)	Multiple	Required	
Insurance Certificate	File Type: PDF (.pdf)	Multiple	Required	
Completed Equal Opportunity Form	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	Required	
References	File Type: PDF (.pdf)	Multiple	Required	
Disclosure Narrative	File Type: PDF (.pdf)	Multiple	Optional	

Name	Type	# Files	Requirement	Instructions
Debarment Narrative	File Type: PDF (.pdf)	Multiple	Optional	
Certifications (MWBE, etc..)	File Type: PDF (.pdf)	Multiple	Optional	
Policy 5414 (MWBE) Compliance Narrative	File Type: PDF (.pdf)	Multiple	Optional	
Subcontractor Documentation	File Type: PDF (.pdf)	Multiple	Optional	
Anti-Lobbying Narrative	File Type: PDF (.pdf)	Multiple	Optional	
W-9	File Type: PDF (.pdf)	Multiple	Optional	

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.

Requested Questionnaires:

The Questionnaire Response Templates can be obtained at https://buffaloschools.bonfirehub.com/opportunities/257425.

Please note that Questionnaires may take a significant amount of time to prepare.

2. Upload your submission at:

https://buffaloschools.bonfirehub.com/opportunities/257425

You will not be able to prepare a submission unless you submit 'Yes' for your Intent to Bid by **Nov 13, 2026 11:00 AM EST.**

The Question period for this opportunity starts Oct 12, 2026 8:00 AM EDT. The Question period for this opportunity ends Oct 26, 2026 4:00 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 **Nov 13, 2026 11:00 AM EST.** 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?

Buffalo Public Schools uses a Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Euna Procurement at support.procurement@eunasolutions.com for technical questions related to your

submission. You can also visit their help forum at https://procurement-help.eunasolutions.com/hc/en-us