Rockland County
PURCHASING

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
Does your proposal include exceptions to the County's Appendix B, Terms & Conditions?	Data Type: Yes/No	N/A	Required
Cost Proposal	File Type: PDF (.pdf)	1	Required
Redacted Technical Proposal if Applicable	File Type: PDF (.pdf)	1	Optional
Exceptions to Appendix B, Terms & Conditions	File Type: PDF (.pdf)	1	Optional
Technical Proposal	File Type: PDF (.pdf)	1	Required
Past and Present Performance	File Type: PDF (.pdf)	1	Required
Statement of Required Disclosures, Representations and Certifications	File Type: PDF (.pdf)	1	Required

Name	Type	# Files	Requirement
Valid NYS Wkm's Compensation and NYS Disability Certificates or Attestation of Exemption	File Type: PDF (.pdf)	1	Optional
Valid Certificate Of Liability (see sample certificate for coverage and limits required as well as sample language to name the County of Rockland as additionally insured)	File Type: PDF (.pdf)	1	Optional

Commodity Codes

Commodity Set	Commodity Code	Title	Description
NIGP	958	Management Services	
NIGP	95812	Bio-Solids Management Services	
NIGP	95815	Building and Facilities Management Services	
NIGP	95870	Outsourcing Services for Management, Operation,	

![Rockland County Purchasing logo]

Commodity Set	Commodity Code	Title	Description
		Purchasing, etc.	
NIGP	96871	Solid or Liquid Waste Disposal, Including Management Services. (See 926-45 for Hazardous Waste Disposal)	
NIGP	96895	Wastewater Treatment Plant, Operations, and Testing	

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 Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

2. Upload your submission at:

https://rocklandgov.bonfirehub.com/opportunities/153522

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Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Dec 12, 2024 3:00 PM 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?

Rockland County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at https://vendorsupport.gobonfire.com/hc/en-us