

# How to Register on Bonfire



## Purchasing Department

2023 - 2024

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Buyer

# Types of Public Works Projects listed in Bonfire

- ▶ The types of public works projects that require sealed bidding are Construction, building, renovation, remodeling, alteration i.e., adding outlets, dropping network cables, adding permanent fixture to ceiling and or walls, i.e., signage, lighting, cabinets, smart boards, white boards, installing projectors, blinds, curtains repair, window/glass repair or improvement of real property for participating public agencies, building structure as well as land, so includes greenhouses, rain gardens, landscaping ***where the estimated cost exceeds \$350,000.***
- ▶ Also listed can be projects from \$100K to \$350K, inviting selected vendors.
- ▶ To get started, visit our Tacoma Public Schools Website and sign up to use Bonfire

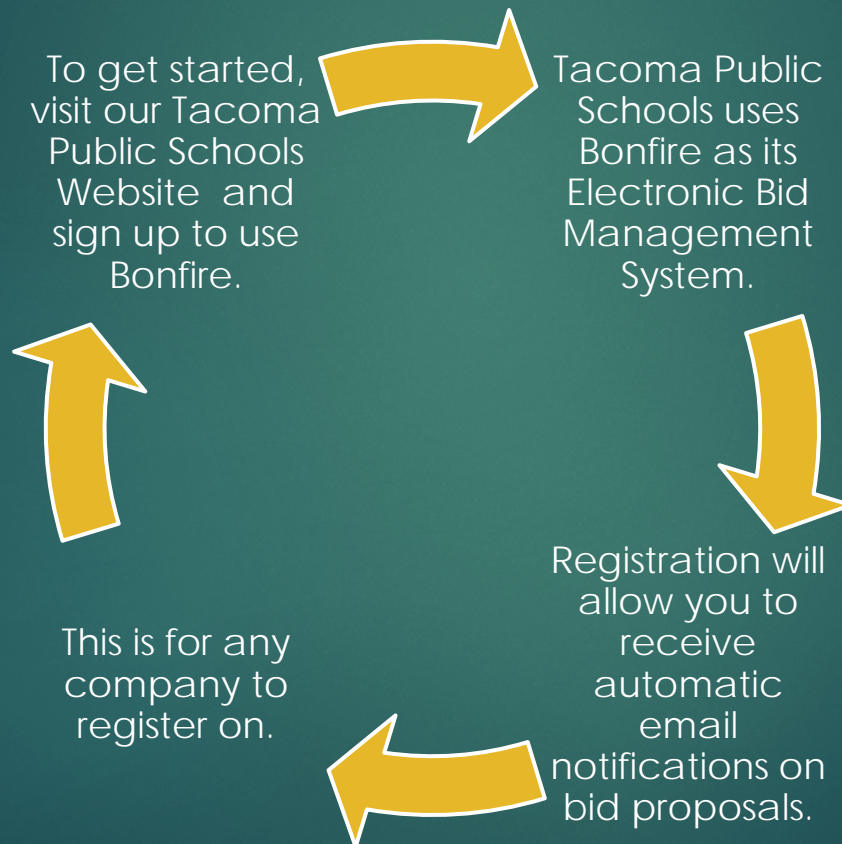
# What do I need to create a Bonfire Account?



- ▶ Name and Email Address
- ▶ Create a Unique Password
- ▶ Create your Organization
- ▶ Create Vendor Types (this is the types of services that your organization provides)
- ▶ Upload your companies W9, Certifications and other important documents
- ▶ Input your Commodity Codes (this is how you receive notification of relevant bids)
- ▶ Upload a Statement of Qualifications (you can change and customize to each project)
- ▶ Your Registration is Complete



# Register to Receive TPS Project Notifications



# TPS Web Site



[https://www.tacomaschools.org/departments/  
purchasing](https://www.tacomaschools.org/departments/purchasing)

Under "DEPARTMENTS" tab click  
on  
"Purchasing"

# Purchasing

Tacoma Public Schools encourages suppliers to become familiar with the contents of these documents. The Purchasing Department is responsible for ensuring that district purchases represent the best value possible, both in terms of price and in terms of non-price considerations such as service, timeliness, quality and supplier performance. **Suppliers should never provide services or materials to the District without a Purchase Order unless the purchase is made with a District credit card (Visa).** Suppliers wishing to do business with the District must agree to certain terms and conditions. The documents on this page will be updated as changes occur. These are provided below:

## Doing Business with TPS

[+ Contracts](#)[+ Standard Bid Terms](#)[+ Purchase Order Terms & Conditions](#)[+ Terms & Conditions](#)

## Bid & Quote Opportunities

[+ B2400F Hunt Round Building Remodel & Site Improvements | Due by 2pm on 12/5/23](#)[+ RFQ24002C Lowell Elementary School Replacement Design Build Project | Due by 2pm on 11/16/23](#)[Contact Purchasing](#)[Printing](#)[Stock Warehouse](#)[Suppliers FAQs](#)[Vendors](#)[VENDORS](#)

Registration and resources for doing business with TPS.

[PRINTING SERVICES](#)

Printing services available to PTA's and local not-for-profit businesses.

## Vendors

Doing Business with Tacoma Public Schools requires registration on these sites:

[Bonfire](#) is the Districts Electronic Bid Management System, registration will allow you to receive automatic email notifications on bid proposals, this is for any and all companies to register on.

[Small Works Roster](#) is for Contractors and Consultants who wish to participate in bidding and quoting. Additional Community Resources have been added to assist you in your quest for growing your business within the local Puget Sound area.

### MRSC Rosters

Tacoma Public Schools utilizes the Municipal Research and Services Center (MRSC) Small Works, Vendor, and Consulting Services Rosters.

+ MRSC Info

+ Consultant Roster

+ Small Works Roster

[Bonfire](#)

[Small Works Roster](#)

Contact Purchasing

Printing

Stock Warehouse

Suppliers FAQs

Vendors

### Additional Questions?

Phone (253) 571-3380

\*\* You can also access Bonfire by clicking on this link [BONFIRE](#)

Click on the New Vendor Registration –  
Create your free Bonfire Account

## Procurement Portal

Tacoma Public Schools

Log in

[Open Public Opportunities](#)

[Past Public Opportunities](#)

[Public Contracts](#)



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](#)



Fill in your contact information and click “Create Account”

The screenshot shows the 'Portal' page of Tacoma Public Schools. At the top left is the 'TACOMA PUBLIC SCHOOLS' logo. At the top right is a 'Log in / Register' button. Below the logo, there are navigation links: 'Log in', 'Open Public Opportunities', 'Past Public Opportunities', and 'Public Contracts'. The main section is titled 'Register as a Vendor' with a user icon. It contains several input fields: 'Organization Name' (filled with 'ABC Company'), 'First Name' (filled with 'Joe'), 'Last Name' (filled with 'Smith'), 'Email' (filled with 'lgeorg3@tacoma.k12.wa.us'), and 'Email (Again)' (filled with 'lgeorg3@tacoma.k12.wa.us'). There are also 'Password' and 'Password (Again)' fields, both masked with dots. A yellow 'Create account »' button is located below the password fields. Below the registration section, there is a 'Log in with your Bonfire Account' section with a link 'Show account login screen »'. At the bottom, there is a 'Need Help?' section with a link 'Contact Bonfire Support here »'. In the bottom left corner, there is a blue 'Help' button with a question mark icon. In the bottom right corner, it says 'Powered by Bonfire'.

TACOMA  
PUBLIC SCHOOLS  
KINDERGARTEN - TWELFTH GRADE

Portal

Log in / Register

Log in Open Public Opportunities Past Public Opportunities Public Contracts

Register as a Vendor

Organization Name  
ABC Company

First Name Last Name  
Joe Smith

Email Email (Again)  
lgeorg3@tacoma.k12.wa.us lgeorg3@tacoma.k12.wa.us

Password Password (Again)  
\*\*\*\*\*

Create account »

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

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

Technical Support Portal Security Terms of Service Privacy Policy

Powered by  
Bonfire

Help

You will then receive an email from Bonfire to proceed with completing your registration



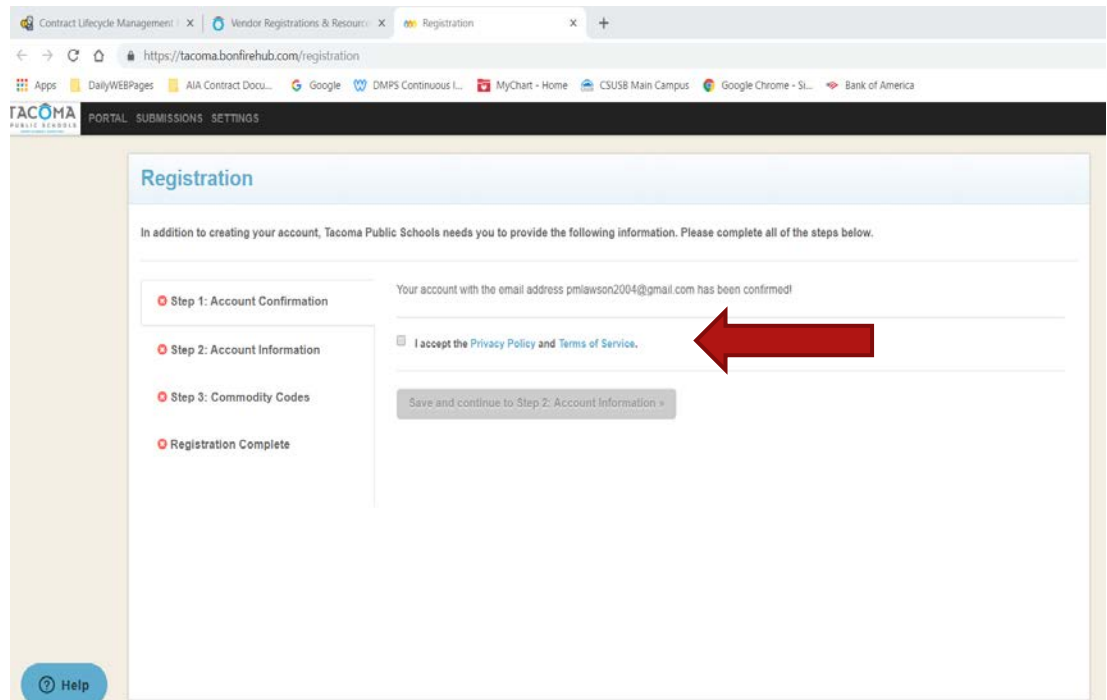
### **Success!**

You'll receive an email with further instructions.

Have a question or need help using Bonfire? Email us at  
[Support@GoBonfire.com](mailto:Support@GoBonfire.com)

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

►After the email confirmation has been received and acknowledged, the Vendor must accept the Policy and Terms to proceed forward with completion of registration



The screenshot shows a web browser window with the URL <https://tacoma.bonfirehub.com/registration>. The page title is "Registration". Below the title, a message states: "In addition to creating your account, Tacoma Public Schools needs you to provide the following information. Please complete all of the steps below." On the left, a progress bar shows four steps: "Step 1: Account Confirmation", "Step 2: Account Information", "Step 3: Commodity Codes", and "Registration Complete". The "Step 2: Account Information" step is currently active. On the right, a message states: "Your account with the email address pmilawson2004@gmail.com has been confirmed!". Below this, there is a checkbox labeled "I accept the Privacy Policy and Terms of Service." with a red arrow pointing to it. At the bottom of the form, there is a button labeled "Save and continue to Step 2: Account Information >".

Complete the account information as required and click save to proceed to step 3

Contract Lifecycle Management | Vendor Registrations & Resource | Registration

https://tacoma.bonfirehub.com/registration

Apps | DailyWEBPages | AIA Contract Docu... | Google | DMPS Continuous L... | MyChart - Home | CSUSB Main Campus | Google Chrome - Si... | Bank of America

TACOMA PUBLIC SCHOOLS | PORTAL | SUBMISSIONS | SETTINGS

## Registration

In addition to creating your account, Tacoma Public Schools needs you 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*	Address Line 1	Address Line 2
ABC Company		
Contact First Name	Contact Last Name	Address Line 3
Joe	Smith	
Contact Email	City	State / Province
pmlawson2004@gmail.com		
Phone Number	Postal / Zip Code	Country

Help

Save



Adding Commodity Codes is as simple as scrolling down or entering keyword and click on the plus (+) sign under Add. Select the regions serviced and check the box if you wish to be notified of bid opportunities that match your commodity codes. TPS uses commodity codes on all projects to notify prospective supplies/bidders

Contract Lifecycle Management | Vendor Registrations & Resource | Registration

https://tacoma.bonfirehub.com/registration

Apps | DailyWEBPages | AIA Contract Docu... | Google | DMPS Continuous I... | MyChart - Home | CSUSB Main Campus | Google Chrome - Si... | Bank of America | Other bookmark

TACOMA PUBLIC SCHOOLS | PORTAL | SUBMISSIONS | SETTINGS | JOE LOGOUT

## Registration

In addition to creating your account, Tacoma Public Schools needs you 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

Commodity Codes help match you to future bid opportunities in your Service Region, with Tacoma Public Schools and other organizations. You can always go back and change them later. **You must select at least one Commodity Code.**

031 ✕

NIGP Code Keyword:

Code	Title	Description	Add
031	Air Conditioning, Heating, And Ventilating Equ...		+ <input type="checkbox"/>
035	Aircraft And Airport Equipment, Parts, And Su...		+ <input type="checkbox"/>
037	Amusement, Decorations, Entertainment, Gift...		+ <input type="checkbox"/>
040	Animals, Birds, Marine Life, And Poultry, Live, ...		+ <input type="checkbox"/>
045	Appliances And Equipment, Household Type		+ <input type="checkbox"/>
050	Art Equipment And Supplies		+ <input type="checkbox"/>

Service Regions

All Regions

Saved vendor details ✕

# Your registration is now complete

Contract Lifecycle Management | X

Vendor Registrations & Resource | X

Registration | X

+

← → ↺ ⌂

https://tacoma.bonfirehub.com/registration

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👤

🔴 P

⋮

📱 Apps

📄 DailyWEBPages

📄 AIA Contract Docu...

🔍 Google

🌐 DMPS Continuous I...

📺 MyChart - Home

🌐 CSUSB Main Campus

🔍 Google Chrome - Si...

🏦 Bank of America

🔖 Other bookmark

**TACOMA**  
PUBLIC SCHOOLS  
empowering every day

PORTAL SUBMISSIONS SETTINGS

👤 JOE LOGOUT

## Registration

In addition to creating your account, Tacoma Public Schools needs you 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!

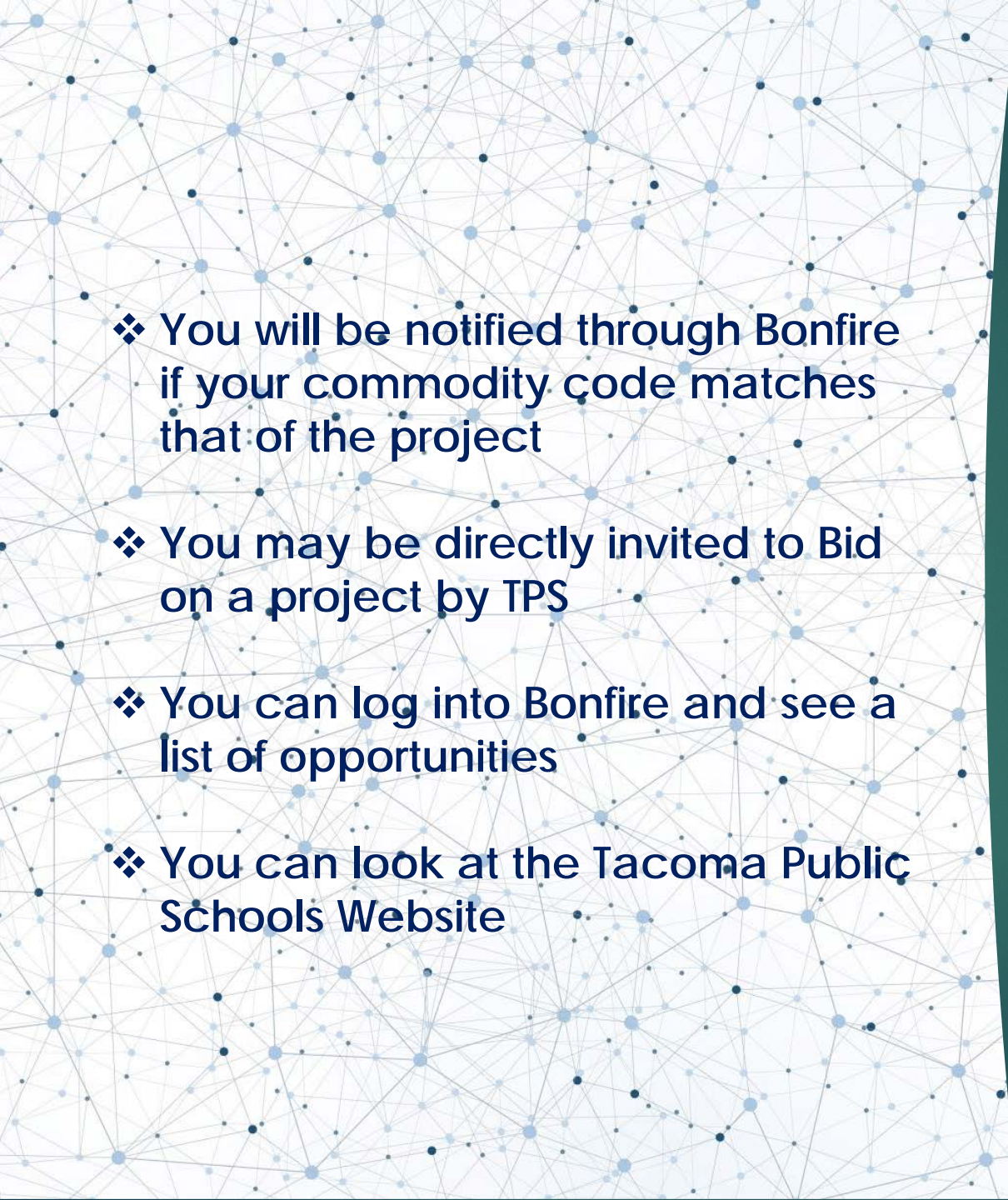

You have completed all of the requirements to register your Vendor account for ABC Company at Tacoma Public Schools.

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

Continue to Bonfire »

🔍 Help

Saved vendor details ✕

- 
- 
- ❖ You will be notified through Bonfire if your commodity code matches that of the project
  - ❖ You may be directly invited to Bid on a project by TPS
  - ❖ You can log into Bonfire and see a list of opportunities
  - ❖ You can look at the Tacoma Public Schools Website

Now That I am Registered,  
How Will I Know  
There Are  
Open Projects  
with TPS?

Active Projects (146)

Active

Evaluating

Observing

Display

25

records

Status	Ref. #	Project	Department
OPEN	B24004F	<a href="#">Hunt MS Round Building Remodel &amp; Site Improve</a>	Planning & Construction
OPEN	RFQ24005C	<a href="#">Jennie Reed E.S. Modernization Project</a>	Planning & Construction
OPEN	RFQ24002C	<a href="#">Lowell Elementary School Replacement Project D...</a>	Planning & Construction
OPEN	RFP24006F	<a href="#">Fire Sprinkler Inspections and On-Call Service Co...</a>	Maintenance & Operations
OPEN	RFI 24008A	<a href="#">RFI 24008A Secondary ELA</a>	Curriculum & Instruction

Bid & Quote Opportunities

+

B2400F Hunt Round Building Remodel & Site Improvements | Due by 2pm on 12/5/23

+

RFQ24002C Lowell Elementary School Replacement Design Build Project | Due by 2pm on 11/16/23

## Project List in Bonfire

[Tacoma Public Schools Bonfire](#)

## Project List on Tacoma Schools Website

[Tacoma Schools Purchasing Website](#)

# Where Can I find Project Information?



# How to Be Successful

- ▶ Register / sign-up
- ▶ Identify opportunities, including subcontracts
  - ▶ District Inclusion Plan for Major Projects
- ▶ Have a good understanding of costs
- ▶ Seek assistance
- ▶ When you get a project – do it well!



# Questions...

## Contact Information:

Cheri Estrada

Director of Purchasing

253-571-3385

[cestrad@tacoma.k12.wa.us](mailto:cestrad@tacoma.k12.wa.us)

Debra Folsom

Buyer/

253-571-3392

[dfolsom@tacoma.k12.wa.us](mailto:dfolsom@tacoma.k12.wa.us)