

# CRPC BIDDING GUIDE

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**FOR VENDORS**

Prepared by CRCOG for the  
Capitol Region Purchasing Council

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## WHO ARE WE?

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### CRCOG – THE CAPITOL REGION COUNCIL OF GOVERNMENTS

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. CRCOG serves the Capitol Region and all our municipalities by:

1. **Improving government efficiency and saving tax dollars** through shared services.
2. **Promoting** efficient transportation systems, responsible land use and preservation of land and natural resources and effective economic development.
3. **Strengthening** the capitol city of Hartford as the core of our strong region and as the region's economic, social, and cultural center.
4. **Advocating** for the region and its towns with the State and Federal governments.
5. **Coordinating** regional agencies and programs to strengthen the regional community.
6. **Assisting** local governments and citizens in articulating, advocating, and implementing the vision, needs, and values of their regional community.

### CRPC – THE CAPITOL REGION PURCHASING COUNCIL

The Capitol Region Purchasing Council (CRPC) is a voluntary **purchasing cooperative** operated by CRCOG which serves over 100 municipalities, Boards of Education, and other government/quasi-government entities within the Hartford, CT capitol region and beyond. The CRPC functions as a supplemental procurement office for its members.

Annually the CRPC **sponsors 14 – 20 annual competitive bids** on behalf of its members. Awards are made individually by each member town.

A list of current members can be found at [crcog.org/capitol-region-purchasing-council](http://crcog.org/capitol-region-purchasing-council).

# ANNUAL SCHEDULE

The below table shows the approximate times of year in which common CRPC bids are posted online. This is not a representation of ALL bids requested by the CRPC, only the most common annual/biennial bids.

Please note that some bids (marked with an asterisk\*) are posted every two years.

TIME OF YEAR POSTED	BID TYPE DESCRIPTION
JANUARY	<ul style="list-style-type: none"> <li>• Grass Seed</li> <li>• Fuel Oil</li> <li>• Recycling Bins *</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>• Police Ammunition &amp; Fingerprinting Supplies *</li> <li>• Swimming Pool &amp; Water Treatment Chemicals</li> <li>• Bituminous Class 1, Class 2 &amp; Curb Mix</li> <li>• Influenza/Pneumonia Vaccines</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>• Treated Road Salt</li> <li>• Snowplow Blades</li> </ul>
AUGUST	<ul style="list-style-type: none"> <li>• Ladder Testing Services</li> </ul>
SEPTEMBER	<ul style="list-style-type: none"> <li>• Sand</li> <li>• Asphalt Pavement Crack Sealing</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>• Personal Protective Clothing and Accessories</li> </ul>
NOVEMBER	<ul style="list-style-type: none"> <li>• Gasoline</li> <li>• Traffic Guidelines</li> <li>• Stormwater Monitoring Services *</li> <li>• Catch Basin Cleaning &amp; Disposal Services *</li> <li>• Portable Toilets *</li> <li>• Tires and Tubes *</li> </ul>

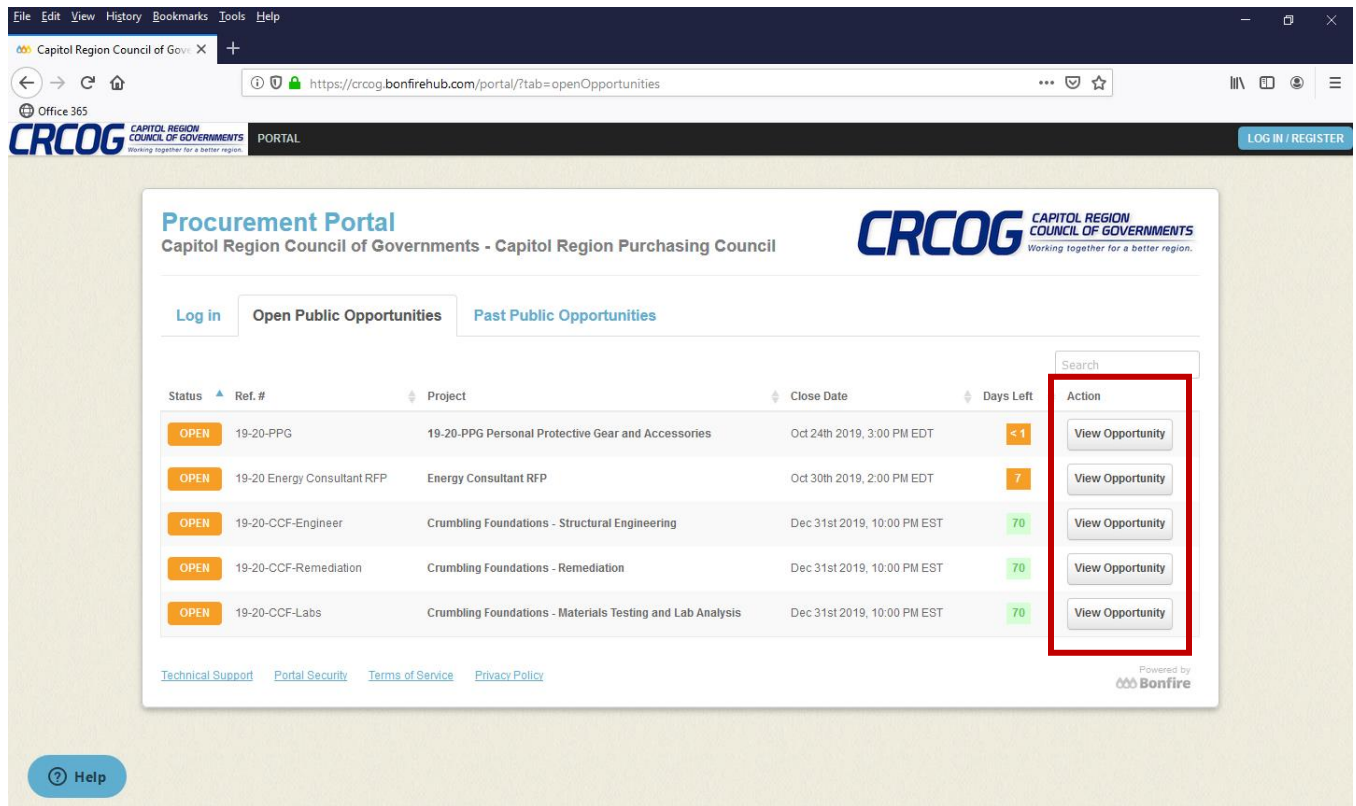
# I. SIGNING UP AS A VENDOR IN BONFIRE

Bonfire is the Capitol Region Purchasing Council's sole system for solicitation of bids.

In order to submit a bid for a current or future IFB, RFP, RFQ, or RFI, you must first create a profile on Bonfire. Detailed instructions are below.

## STEP-BY-STEP INSTRUCTIONS TO SIGN UP FOR BONFIRE:

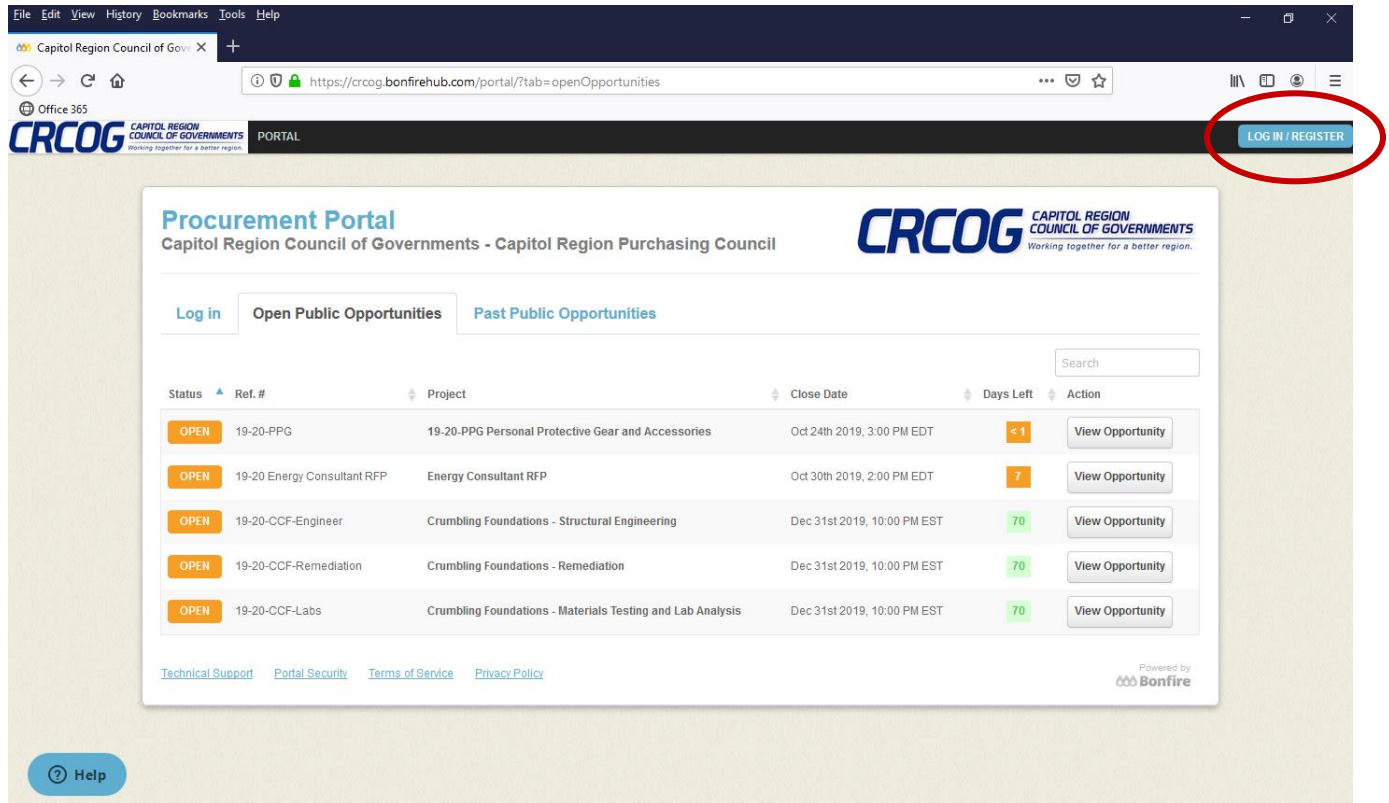
1. Go to [crcog.bonfirehub.com](https://crcog.bonfirehub.com). You will see a list of the current open opportunities on the front page. Click **"View Opportunity"** to view a summary of each individual Request for Proposals (RFP).



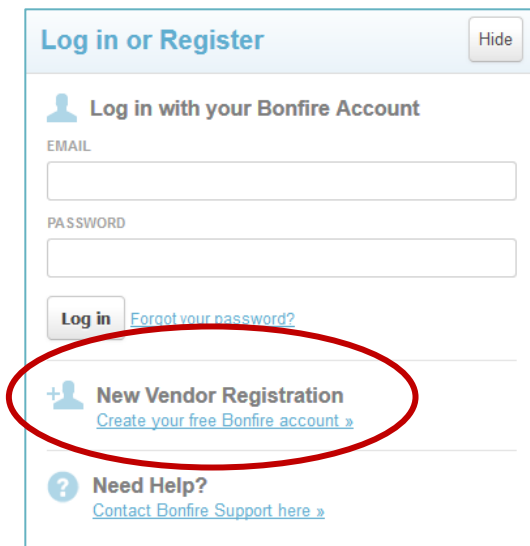
# Capitol Region Council of Governments / Capitol Region Purchasing Council

## Signing Up as a Vendor in Bonfire

- To create a new account, click on the **“LOG IN/REGISTER”** button in the top right-hand corner.



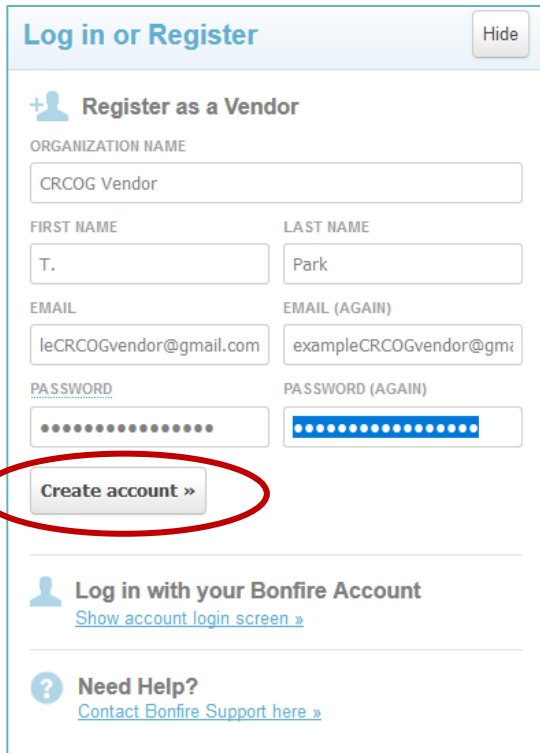
- In the pop-up window, click on **“+ New Vendor Registration”**



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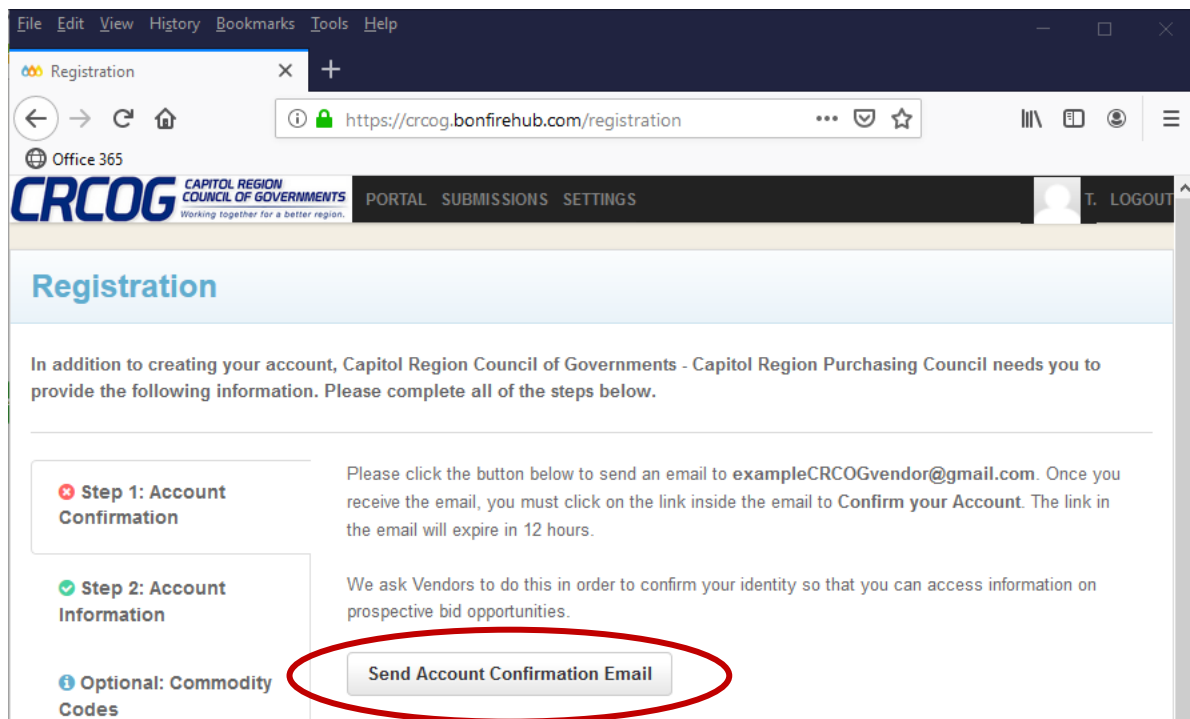
## Signing Up as a Vendor in Bonfire

4. Fill in the details of your company, create a password, and click **“Create Account.”**



The screenshot shows a registration form titled "Log in or Register" with a "Hide" button. Under the "Register as a Vendor" section, there are input fields for "ORGANIZATION NAME" (filled with "CRCOG Vendor"), "FIRST NAME" (filled with "T."), "LAST NAME" (filled with "Park"), "EMAIL" (filled with "leCRCOGvendor@gmail.com"), "EMAIL (AGAIN)" (filled with "exampleCRCOGvendor@gmail.com"), "PASSWORD", and "PASSWORD (AGAIN)". The "Create account »" button is circled in red. Below the registration section, there are links for "Log in with your Bonfire Account" and "Need Help?".

5. On the next page, click on **“Send Account Confirmation Email”** to confirm your account.

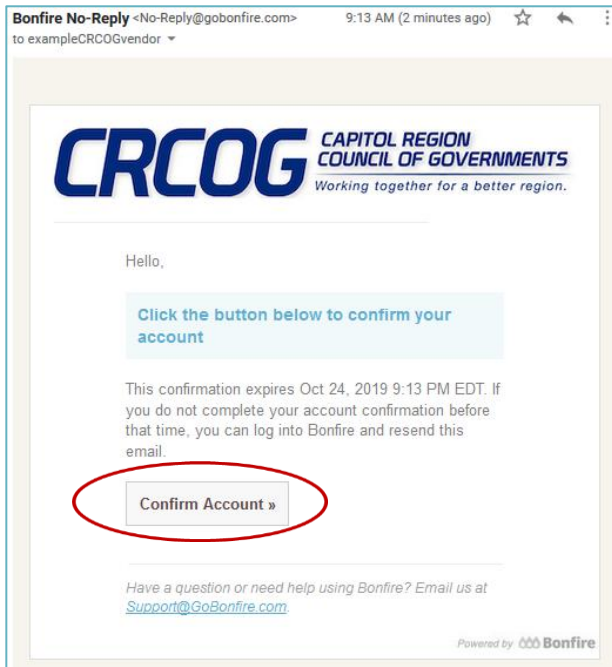


The screenshot shows a web browser window displaying the registration confirmation page. The browser address bar shows "https://crcog.bonfirehub.com/registration". The page header includes the CRCOG logo and navigation links for "PORTAL", "SUBMISSIONS", and "SETTINGS". The main content area is titled "Registration" and contains instructions for account confirmation. A "Send Account Confirmation Email" button is circled in red. The page also lists "Step 1: Account Confirmation", "Step 2: Account Information", and "Optional: Commodity Codes".

# Capitol Region Council of Governments / Capitol Region Purchasing Council

## Signing Up as a Vendor in Bonfire

- You will receive an email from Bonfire asking you to confirm your account. Click the **“Confirm Account”** link in your email and return to the Bonfirehub webpage.



- IMPORTANT STEP – add commodity codes for your business.** Adding commodity codes will ensure that you will be *automatically notified by email* when a bid with that commodity code is added.


Use the commodity code table below for annual CRPC bids to ensure you are notified about our opportunities:

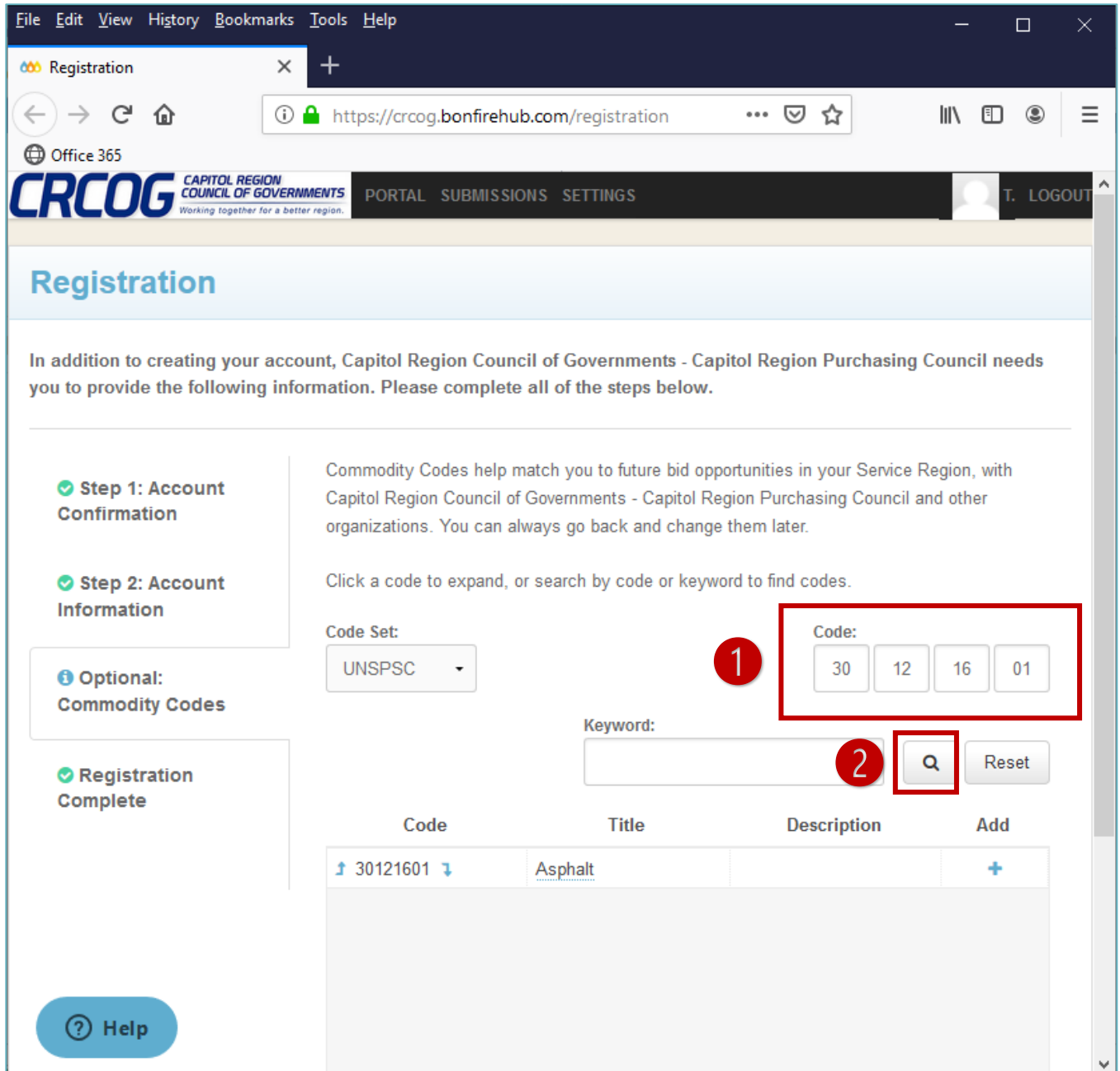
CRPC Annual Solicitations	Commodity Code	CRPC Annual Solicitations	Commodity Code
Asphalt Pavement Crack Sealing	30121601	Portable Toilets	80131506
Bituminous Class 1, Class 2 and Curb Mix	22101611	Protective Accessories & Clothing (Firefighting)	46191600 & 46181508
Catch Basin Cleaning & Disposal Services	70171802	Recycling Bins	47121700
Fuel Oil	83101602	Sand	11111700
Gasoline	15101506	Snowplow Blades	22101710
Grass Seed	10151704	Stormwater Monitoring Services	70171600
Influenza/Pneumonia Vaccines	51201608 & 51201615	Swimming Pool and Water Treatment Chemicals	49241712
Ladder Testing Services	81141504 & 46191600	Traffic Guidelines	72151306 & 30122003
Police Ammunition & Fingerprinting Supplies	46101600 & 46151700	Treated Road Salt	47131823



# Capitol Region Council of Governments / Capitol Region Purchasing Council

## Signing Up as a Vendor in Bonfire

8. To add a commodity code, type in the relevant code under the “Code” boxes, or type in a keyword for your goods or services, then click  to search.



The screenshot shows a web browser window with the URL <https://crcog.bonfirehub.com/registration>. The page header includes the CRCOG logo and navigation links for PORTAL, SUBMISSIONS, and SETTINGS. The main heading is "Registration".

In addition to creating your account, Capitol Region Council of Governments - Capitol Region Purchasing Council needs you to provide the following information. Please complete all of the steps below.

- Step 1: Account Confirmation
- Step 2: Account Information
- Optional: Commodity Codes
- Registration Complete

Commodity Codes help match you to future bid opportunities in your Service Region, with Capitol Region Council of Governments - Capitol Region Purchasing Council and other organizations. You can always go back and change them later.

Click a code to expand, or search by code or keyword to find codes.

Code Set: UNSPSC

Code:

Keyword:

Code	Title	Description	Add
↑ 30121601 ↓	Asphalt		+

[? Help](#)

# Capitol Region Council of Governments / Capitol Region Purchasing Council

## Signing Up as a Vendor in Bonfire

9. In the search results below, **click + next to the code you want to add**. This will add the code to your profile.

The screenshot shows a web browser window with the URL <https://crocog.bonfirehub.com/registration>. The page header includes the CRCOG logo and navigation links for PORTAL, SUBMISSIONS, and SETTINGS. The main heading is "Registration".

The page content includes a sidebar with the following steps:

- Step 1: Account Confirmation
- Step 2: Account Information
- Optional: Commodity Codes
- Registration Complete

The main content area explains that commodity codes help match users to future bid opportunities. It includes a search section with a "Code Set" dropdown menu set to "UNSPSC" and a "Code" field containing "30 12 16 01". There is also a "Keyword" search field and a "Reset" button.

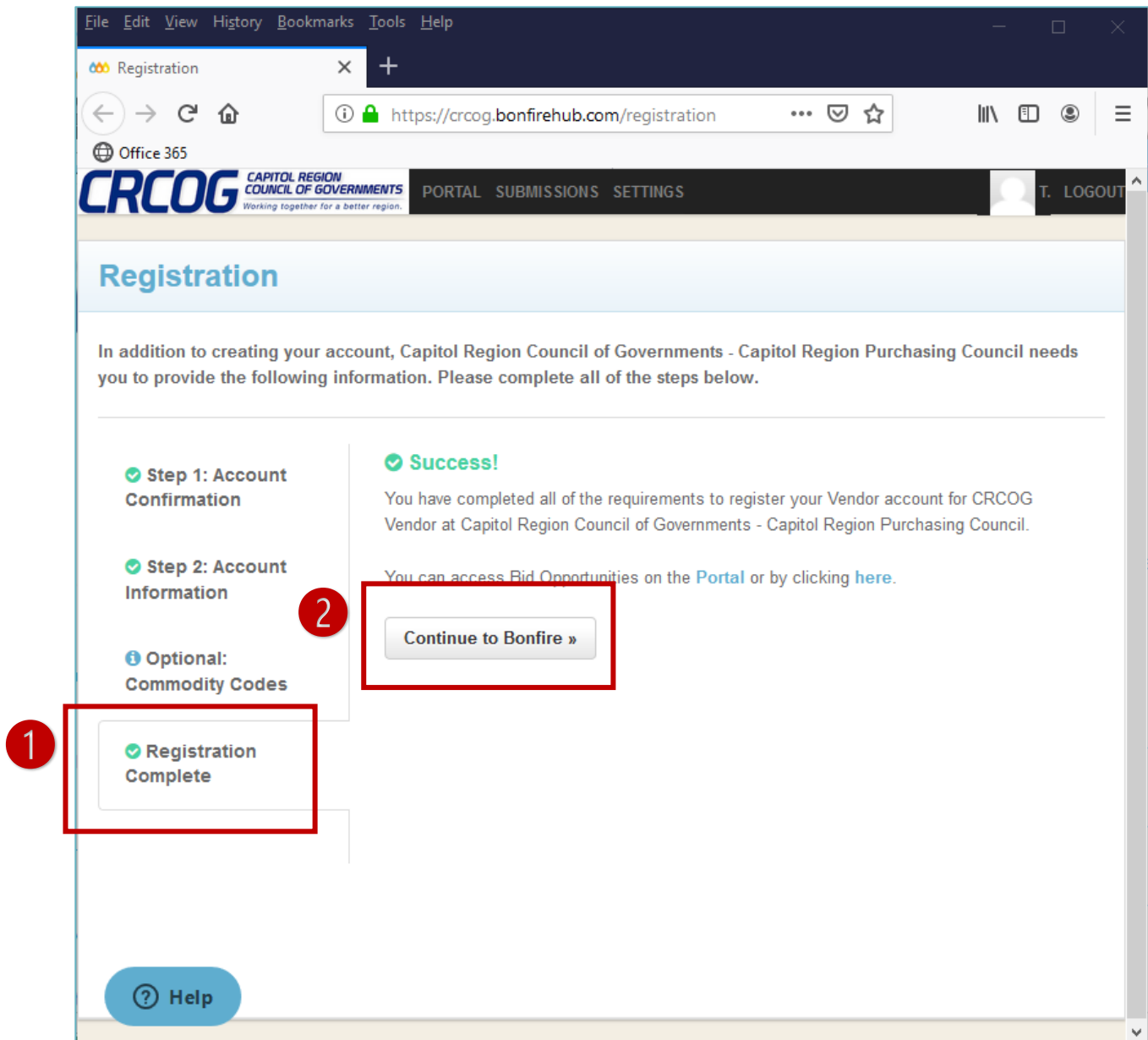
Below the search section is a table with the following columns: Code, Title, Description, and Add. The first row of the table is highlighted with a red box and contains the following data:

Code	Title	Description	Add
30121601	Asphalt		+

Red circles with the numbers "1" and "2" are placed next to the first row of the table and the "Add" column header, respectively, to indicate the steps for selecting and adding a code.

A "Help" button is located in the bottom left corner of the page.

10. Complete your registration by clicking on “Registration Complete” and the “Continue to Bonfire” button to view opportunities and prepare your submissions.



**Congratulations! You've completed registration for Bonfire.  
You can now submit your proposal online.**