

***How to Do
Business With the
City of Columbia***



***A
Guide
for
Vendors***

Revised 2/1/2013

One of the main objectives of the City of Columbia is to make its procurement process as simple and open as possible in order to increase the participation of as many vendors interested in providing goods and services to the City.

General Information

The Purchasing Department is open Monday — Friday, 8:30 AM to 5:00 PM. Purchasing is located at 1136 Washington Street, 4th Floor, and Columbia SC 29201.

The Purchasing Division handles routine purchases for goods and services.

Phone: (803) 545-3470

Fax: (803) 733-8408

The Engineering Division handles large engineering and construction projects.

Phone: (803) 545-3400

Fax: (803) 733-8674

Purchases of vehicle parts and repairs are handled by Fleet Services.

Phone: (803) 545-3890

Fax: (803) 733-8500

The City of Columbia's procurement process adheres to a procurement policy approved by City Council.

How to Become a Vendor

Vendors who would like to do business with the City of Columbia need to register online to be placed in the City's vendor database.

The City of Columbia utilizes the 5-digit NIGP codes to classify vendors according to specific products and services. When registering online, vendors must select all applicable NIGP codes listed under the commodities tab.

Vendors can register on-line by visiting the City's website at www.columbiasc.net. Click on Online Services, Bid Online and Login/Register.

Procurement Methods

The Municipal Code (Article V Procurement) governs purchasing procedures.

In addition to being advertised on this web site, information of all formal bids will be published in the South Carolina Business Opportunities (SCBO). This twice-weekly publication lists proposed procurements involving goods, services, information technology and construction.

The City of Columbia will issue a Request for Proposal (RFP) in lieu of an Invitation for Bid (IFB) when sealed bidding is neither practical nor advantageous to the City. RFPs will be advertised in the same manner as IFBs.

Submitting Sealed Bids and RFPs

All bids and RFPs/RFQs must be submitted online using Bid Online:

<https://bidonline.columbia.sc.gov>

Only bids or RFPs/RFQs that are submitted on or before the date and time specified in the Invitation to Bid or RFP/RFQ will be accepted.

Bid Tabulations

Bid tabulations will be posted on Bid Online and on the Purchasing Division website once the bid has been awarded. Bid tabulations will not be provided via telephone or fax.

Payment to Vendors

Upon receipt of a correctly initiated order and invoice, the department receiving the product shall authorize payment. The project manager is responsible for authorizing progress payments for construction projects. The average payment period by the City of Columbia is 30 days after receipt of a correct invoice. Vendors will be contacted if a disputed invoice is received and the invoices may be returned for correction. All invoices for payment must be delivered to:

**City of Columbia
Accounts Payable
PO Box 147
Columbia, SC 29202**

Minority Business Commitment

The City of Columbia is strongly committed to the utilization of minority firms/individuals for all good and services. This is accomplished by providing all firms, regardless of race, gender or nationality; equal access to the procurement process. The City of Columbia's Office of Business Opportunities (OBO) assists minority, women, veteran and disadvantaged business owners successfully participate in the full array opportunities available in the City of Columbia. Please contact OBO for assistance in doing business with the City under the Subcontract Outreach Program and the Mentor Protege Program.

Office of Business Opportunities
Phone: (803) 545-3950

Mission Statement

"Our mission is to provide customer service while promoting fair and open competition in the procurement of goods and services necessary to support all operations of the City of Columbia while maintaining high standards of integrity and ethical conduct"

Purchasing Division
1136 Washington Street
4th Floor
Columbia, SC 29201

Phone: 803.545.3470
Fax: 803.733.8408
E-mail: purchasing@columbisc.net