



**We Are Columbia**

**CONTRACT DOCUMENTS AND SPECIFICATIONS FOR**

**PROJECT: #WM4231**

**CANAL WATER TREATMENT PLANT**

**CLEARWATER AND HIGH SERVICE PUMP**

**STATION ROOMS 2 & 3 IMPROVEMENTS**

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CONTRACTOR:

ADDRESS:

CONTRACTOR'S LICENSE NO.:

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**OWNER**

CITY OF COLUMBIA  
UTILITIES & ENGINEERING  
1136 WASHINGTON STREET 29201  
P.O. BOX 147 COLUMBIA, SC 29217  
OFFICE (803) 545-3400  
FAX (803) 545-3295

**CONSULTANTS**

URS CORPORATION  
101 RESEARCH DRIVE  
COLUMBIA, SOUTH CAROLINA 29203  
803-254-4400 OFFICE  
803-771-6676 FAX

**CANAL WATER TREATMENT PLANT  
CLEARWELL AND HIGH SERVICE  
PUMP STATION ROOMS 2 & 3 IMPROVEMENTS  
FOR THE CITY OF COLUMBIA  
CIP PROJECT #WM4231**

**PROPOSAL**

**BID FOR STIPULATED SUM CONTRACTS**

**TO THE HONORABLE MAYOR AND CITY COUNCIL:**

**LADIES AND GENTLEMEN:**

The undersigned bidder hereby declares that the name of all persons interested in this proposal as principals appear in the blank spaces hereinafter provided for such purpose; that this proposal is in all respects fair and without collusion; that the bidder has examined the location of the proposed work, the advertisement, the instructions to bidder, the specifications, the contract, the plans and drawings herein referred to and fully understands the same and agrees and accepts the terms and conditions thereof.

The undersigned bidder hereby agrees that he will furnish at his own cost and expense all of the materials, except those agreed to be furnished by the city as hereinafter set out, and all the necessary labor, tools, apparatus, machinery, equipment, transportation and all other things which may be required to fully and properly perform all the terms, covenants, provisions and agreements of the annexed contract.

All Addenda must be acknowledged as received herein:

Addendum No. _____	Date _____

**BASE PROPOSAL:** Bidder will provide, furnish, and install all equipment, labor, and materials required for the complete construction of the City of Columbia Canal WTP Clearwell and High Service Pump Station Rooms 2 & 3 Improvements as prescribed in the contract and specifications and according to the drawings for the following prices:

A. Total Base Bid / Bid Online Total\* covering all work required by the contract documents, except Item B below. \$ \_\_\_\_\_

B. Cash Allowance. \$ 1,250,000.00

Total Bid Proposal Amount: Sum of Items A & B\*\*. \$ \_\_\_\_\_

\_\_\_\_\_ Dollars \_\_\_\_\_ Cents

(Indicate the Sum Total of the Total Bid Proposal Amount above in both figures and words. In case of discrepancy, the amount shown in words will govern.)

\* Total Base Bid / Bid Online Total. The bid bond for this project should be based on the total base bid amount listed above and on the bid online system.

\*\* Total Bid Proposal Amount. The performance and payment bond should be based on the total bid proposal amount listed above.

**Unit Prices:** List below the unit prices for each unit price bid item used in preparing the base proposal:

Item No.	Description	Unit	Est. Quantity	Unit Price	Total Est. Price
1	Drill Shaft Pile	LF	5150	\$	\$

The above unit prices shall include all labor, materials, equipment, overhead, profit, insurance, etc to cover the finished work of the several kinds called for.

Bidder declares that he/she understands that the quantities shown are subject to adjustment by either increase or decrease and that should the quantities be increased, the bidder proposes to do the additional work at the unit prices stated herein. Should the quantities be decreased, bidder also understands that payment will be made on actual quantities at the unit prices bid, and will make no claim for anticipated profits for any decrease in the quantities and that actual quantities will be determined upon completion of work, at which time adjustment will be made to the contract amount by direct increase or decrease.

The drawings and specifications are complementary of each other. What is called for by one shall be as binding as if called for by all. If a conflict between any of the above is discovered by the Contractor, the problem shall be referred to the Bid Coordinator as soon as possible for resolution by the Engineer. Should a conflict occur which is not resolved before bid time and/or is necessary to comply with mandatory requirements (i.e., codes, ordinances, etc.), it shall be the Contractor's responsibility to price and bid the highest value method.

Site visit verification must be acknowledged as completed herein: \_\_\_\_\_(Date)

## **BASE BID EQUIPMENT MANUFACTURERS AND SYSTEM SUPPLIERS:**

The project will be awarded based on the base bid equipment listed below. The bidder must base his lump sum bid on the listed base bid equipment manufacturers/suppliers. Deductions for Owner selected equipment substitutions will not be considered in determining the basis of award. The bidder may indicate substitute equipment manufacturers/suppliers items by writing in the substitute manufacturer/supplier and the amount of deduction for that substitute name write-in.

Substitute manufacturer/supplier will be deemed as equal if the substitute is the same or better than the product named and described in the specifications in function, performance, reliability, quality and general configuration. Determination of the equality of a substitute shall be determined by the Engineer after the bid, based on submittal data received with the Contractor's bid documents. Should the write-in substitute be determined "not equal", then the bidder shall supply the equipment by the listed base bid manufacturer/supplier. The owner may determine any substitute "not equal" as the Owner determines to suit his sole best interest at any time.

Evaluation data to determine if a substitute equipment manufacturer/supplier is an acceptable substitute must be submitted by the bidder with the bid. Information submitted after the bid will not be considered. Information submitted directly by equipment manufacturers/suppliers will not be evaluated. Minimum evaluation data shall include submittal information in conformance with Sections 01340 and 01650 of the contract documents. Data and drawing submittal shall be prepared specifically for this project. Incomplete submittals that do not conform with Sections 01340 and 01650 will not be considered. Sales Catalog cuts or marked up drawings from previous projects will not be reviewed. The Owner shall be reimbursed for any engineering costs associated with the review of any substitutes in accordance with the terms of the Engineer's Agreement with the Owner. The Owner is in no way obligated to review substitute equipment submittals.

No substitute equipment/manufacturer/supplier will be considered unless, in the opinion of the Owner or Engineer, it conforms to the contract drawings and specifications in all respects, except for the make and manufacture and minor details. Design and preparation of these plans and specifications are based on equipment by the listed manufacturers/suppliers. The Owner shall be reimbursed for any and all engineering costs associated with review of substitute equipment submittals, redesign and/or construction drawings in accordance with the terms of the engineering agreement with the Owner. The bidder shall also include any and all costs associated with additional construction costs (mechanical, structural, electrical, architectural, engineering, construction observation, etc.) as the result of a substitute item. The bid shall also include any paid up licenses necessary for the use of the equipment as required.

## **BASE BID EQUIPMENT MANUFACTURER AND SYSTEM SUPPLIER SCHEDULE**

Spec Section	Description	Equipment Manufacturers /Suppliers		Amount of Deduction for Substitute
		Base Bid	Substitute	
03700	Structural Geopolymer Lining Rehabilitation System	IPR		\$
03750	Injection Grout Soil Stabilization	Uretek		\$
07420	Standing Seam Roofing System	Englert		\$
08332	Aluminum Rolling Service Doors	Cookson		\$
08400	Aluminum Doors and Frames	Cline Aluminum Doors		\$

Spec Section	Description	Equipment Manufacturers /Suppliers		Amount of Deduction for Substitute
		Base Bid	Substitute	
08410	Aluminum Entrances and Storefronts	VistaWall Group		\$
11210	High Service Pumps and Controls	Patterson		\$
11210	System Supplier	Heyward Services		\$
11213	Waste Return Pumps and Controls	Layne/Verti-Line		\$
11213	System Supplier	Heyward Services		\$
11220	Flash Mixers	Lightnin SPX		\$
11291	Metal Slide Gates	Whipps		\$
11295	Butterfly Valves	DeZurik Water Controls		\$
11297	Rotary Pump Control Valves	GA Industries		\$
11389	Cell Curtains	Environmental Fabrics		\$
13310	Supervisory Control and Data Acquisition System	MR Systems		\$
13320	Magnetic Flow Meters	McCrometer		\$
13320	Pressure/Flow Transmitters	Rosemount		\$
13320	Ultrasonic Level Sensor	Milltronics		\$
14630	Bridge Crane and Hoist	Engineered Systems, Inc.		\$

**SUBCONTRACTORS:**

List below, as indicated, the names of the subcontractors used in preparing the Base Proposal:

1. Electrical: \_\_\_\_\_
2. Mechanical: \_\_\_\_\_
3. Painting: \_\_\_\_\_
4. Masonry: \_\_\_\_\_
5. Concrete: \_\_\_\_\_
6. Roofing: \_\_\_\_\_

The undersigned proposes and agrees to begin the work on a date to be specified in a written order of the Owner and to complete the amount of work herein contemplated within **nine hundred (900)** consecutive calendar days from and including the said date of commencement to Substantial Completion as defined in the Special Provisions.

Furthermore, the undersigned proposes and agrees to finally complete the amount of work herein contemplated within **nine hundred fifty (950)** consecutive calendar days from and including the said date of commencement to Final Completion as defined in the Special Provisions.

The bidder hereby agrees to enter into a contract to begin and complete said work according to plans, specifications and all the terms and conditions of the advertisement, instructions to bidder, and of the proposal, and within ten (10) days from the date of acceptance of this proposal, will furnish bonds and insurance. Attached hereto is a bid bond or certified check for the sum of 5% (five percent) payable to The City of Columbia, which check shall be held by the City (1) until the successful bidder shall have executed, as required, the contract and bond, and (2) in the event that the contract is awarded to the undersigned and he shall fail to execute, as required, the contract and bond, then the said check shall be retained as and for liquidated damages for such failures, otherwise the said check shall be returned to the undersigned.

The undersigned hereby agrees that the City has the right to reject any or all bids and the undersigned shall not dispute the quantities used in preparing the bids.

Respectfully submitted,

SEAL  
(if bid is by a Corporation)

\_\_\_\_\_  
Signature of Person, Firm or Corporation  
Making Bid

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

S. C. Contractor's License No.: \_\_\_\_\_

BID BOND

KNOW ALL MEN BY THESE PRESENTS that we, the undersigned \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly bound unto The City of Columbia, South Carolina, as owner, in the penal sum of \_\_\_\_\_

for payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, personal representatives, administrators, successors and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

The condition of the above obligation is such that whereas the Principal has submitted to the CITY OF COLUMBIA a certain bid, attached hereto and hereby made a part to enter into a contract in writing, for the **Project: #WM4231 Canal Water Treatment Plant Clearwater and High Service Pump Station Rooms 2 & 3 Improvements**

NOW, THEREFORE:

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said Bid shall be accepted, and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid,

then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

\_\_\_\_\_  
Attest Principal

\_\_\_\_\_  
Attest Surety

SEAL By: \_\_\_\_\_

Countersigned

By \_\_\_\_\_

Attorney-in-Fact

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, \_\_\_\_\_, certify that I am the secretary of the corporation named as principal in the within bond; that

\_\_\_\_\_, who signed the said bond on

behalf of the principal was then the \_\_\_\_\_ of the said corporation and duly authorized to sign on the said corporation's behalf; that I know the signatory's signature and the signatory's signature on the within bond is genuine; and, that the said bond was duly signed, sealed and attested to, for and on behalf of the said corporation.

\_\_\_\_\_(Corporate Seal)

By: \_\_\_\_\_  
Its: Secretary

(Power-of-attorney for person signing for surety company must be attached to bond.)



# NONCOLLUSION AFFIDAVIT

City of \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ ( Name ) being first duly sworn, deposes and says that:

(1) He is \_\_\_\_\_ ( Position ) of \_\_\_\_\_ (Company Name),  
the Bidder that has submitted the attached Bid for \_\_\_\_\_ (Project)

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:

(3) Such Bid is genuine and is not a collusive or sham Bid:

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham in connection with the Contract for which the attached Bid has been submitted or to retain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Columbia, S.C. or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

(Signed) \_\_\_\_\_

\_\_\_\_\_  
(Title)

**Subscribed and sworn to before me**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

SEAL

My commission expires \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY

A. During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor shall not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin. As used herein, the words "shall not discriminate" shall mean and include, without limitation, recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training including apprenticeship; promoted; upgraded; demoted; downgraded; transferred, laid-off; and terminated.
2. The Contractor shall in all solicitation or advertisement for employees, placed by or on behalf of the Contractor state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.
3. The Contractor shall send to each labor union or representative of the workers, with which the Contractor has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the Contractor's commitments under the Equal Employment Opportunity Program of the Owner and under this Article and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor and his subcontractors shall file compliance reports at reasonable times and intervals with the Owner in the form and to the extent prescribed by the Owner. Compliance reports filed at such times as directed shall contain information as to the employment practices, policies, programs and statistics of the Contractor and their subcontractors.

B. The Owner is committed to ensuring full and equitable participation by subcontracting businesses in provision of goods and services on a contractual basis. Bidders shall be fully informed of the Subcontracting Outreach Program as set forth in the contract documents. The program requires bidders to make subcontracting opportunities available to a broad base of qualified subcontractors and to meet or exceed the mandatory level of subcontracting participation. The Owner supports a healthy, free market system that seeks to include responsible businesses and provide maximum opportunities for business growth and development.

C. The Contractor shall identify all subcontractors and vendors, including Disadvantaged Business Enterprises, Disabled Veteran Business Enterprises and Other Business Enterprises, to be used on this project on the sheet provided as part of the bid proposal. The Contractor shall require all subcontractors and vendors to keep their bids confidential. The Contractor shall, in performance of the Contract, only use those subcontractors and vendors upon which the Contractor's bid was based. Subcontractor and vendor substitutions shall only be made upon the Owner's approval. The Contractor shall enter into contracts with those subcontractors and vendors, in the same dollar amount upon which the Contractor's bid was based, prior to award of the Contract. Such contracts shall be contingent upon award of the Contract by the Owner and the Owner's Notice to Proceed to the Contractor. Further, such contracts shall constitute a Condition Precedent to the Owner's obligation to pay for any work performed under the Contract for Construction. Each pay request shall identify the dollar amount that will be paid to each subcontractor and vendor for work performed and materials/products furnished under the Contract. The Contractor shall provide the name of each subcontractor and vendor and a description of the work performed and materials/products furnished by each subcontractor and vendor and the dollar amount to be paid to each subcontractor and vendor.



IMMIGRATION REFORM BILL  
STATEMENT OF EMPLOYMENT VERIFICATION ELIGIBILITY  
BY GENERAL CONTRACTORS

Under the South Carolina General Assembly Immigration Reform Bill, state law requires all public employers to take steps to ensure their General Contractors comply with the law's employment verification requirements.

To meet the law's obligations, the City of Columbia is requiring that all General Contractors

- (1) comply with the verification requirements of the Immigration Reform Bill and
- (2) provide to the City of Columbia documentation needed to establish compliance or that the law does not apply to the Contractors ( and any subcontractors or sub-subcontractors).

DATE: \_\_\_\_\_

**Project: #WM4231 Canal Water Treatment Plant Clearwater and High Service Pump Station Rooms 2 & 3 Improvements**

CONTRACTOR: \_\_\_\_\_  
( Company Name )

Will comply with employment verification requirements under the South Carolina General Assembly Immigration Reform Bill as referenced above.

\_\_\_\_\_  
( Signature )

\_\_\_\_\_  
( Title )

**Project: #WM4231 Canal Water Treatment Plant  
Clearwater and High Service Pump Station Rooms 2 & 3 Improvements**

SOP (Subcontractor Outreach Program) or MPP (Mentor Protégé Program)

**Business Information Records** **A MANDATORY FORM!**

The Bidder shall list all subcontractors and vendors, who will be providing subcontracting services, furnishing materials, etc. for this project. The list shall be submitted in the format provided below. Any proposed changes from the list shall be submitted in writing to the Owner prior to initiation of any action, with the reason for proposed changes.

\* ALL COLUMNS ARE TO BE **COMPLETE** IN THE INFORMATION REQUESTED

\* MUST BE **TYPED** AND REFLECT ONLY THOSE PROVIDING A SERVICE **"NO LINE STRIKE THROUGH"**

Business w/ Address	Contact w/Phone	Services / Materials	\$ <b>VALUE AND</b> % * * *	SOP IF APPLICABLE DBE, DVBE, OBE	MPP IF APPLICABLE MBE, WBE, SBE

**TOTAL: \$** \_\_\_\_\_

Contractor \_\_\_\_\_

By \_\_\_\_\_

I certify this information is true and correct.

\_\_\_\_\_ Date

**Project: #WM4231 Canal Water Treatment Plant Clearwater and High Service  
Pump Station Rooms 2 & 3 Improvements**

**SUBCONTRACTING OUTREACH PROGRAM AGREEMENT**

I, \_\_\_\_\_, hereby certify that I am  
\_\_\_\_\_ of the named Contractor in the forgoing Bid; that  
I have read the requirements of the Contract Documents related to Subcontracting  
Outreach Program utilization for the Project, and hereby agree to comply with all  
requirements of the Contract Documents related to issuance of the **Notice of Award**.

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

**Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.**

\_\_\_\_\_  
(Notary Public Signature)

**My Commission Expires:** \_\_\_\_\_



# City of Columbia

## Subcontractor Qualification Statement

### Subcontracting Outreach Program (SOP)

I certify that **My Company** meets all of the following qualifications below to be an eligible Subcontractor, Vendor/Supplier, or Manufacturer for the Subcontracting Outreach Program (SOP).

Please check each box below:

Is a qualified Subcontractor, Vendor/Supplier, or Manufacturer, who is certified, or self-identified as a Disadvantaged Business Enterprise (**BDE**); Disabled Veteran Enterprise (**DVBE**); or an Other Business Enterprise (**OBE**) in compliance with the definitions, outlined in the Subcontractor Outreach Program Guidelines.

- Service category (Subcontractor – Vendor/Supplier – Manufacturer): \_\_\_\_\_
- Status (**DBE-DVBE-OBE**): \_\_\_\_\_
- For **DBE & DVBE** Certified Subcontractors, Vendor/Supplier, or Manufacturer:
  - Certifying Entity: (SBA: VETERANS AFFAIRS, SCDOT, GOVERNORS OFFICE, etc.): \_\_\_\_\_
    - \_\_\_\_\_
  - Certification Number: \_\_\_\_\_
    - **Attach a copy of the Certification to this document.**
  - **Check here if non-certified (self-identified).**

Will be performing a commercially useful function; executing a distinct element of work; performing, managing and supervising work.

- Category of work to be performed and/or product supplied \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is in good standing with State of South Carolina (must be in good standing with the State of South Carolina regarding payments of taxes and required business licenses).

Has a valid business license.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Current Business License Number** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

I certify by my signature below that all of the information given above is true and accurate to the best of my knowledge. I also recognize that by signing - any false information above may lead to penalties or sanctions.

**Owner's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_

**Notary Public for the State of** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

*To be completed by eligible Subcontractor, Vendor/Supplier, and/or Manufacturer*

**Please complete and submit this document to: Project Bidder with all other applicable forms.**



Project #WM4231 Canal Water Treatment Plant  
 Subcontracting Outreach Program  
 Documentation Form  
 To be Completed by Contractor

**This Section to be Completed  
 by City Staff**

Item	Indicator	Points Earned / Available		Documentation Attached		Date Approvable Documentation Received by City	Points Awarded by City
		To Be Awarded on a Pass/Fail Basis (Please circle as appropriate)		(Check Appropriate Box for Each Item)			
1	Achievement of Advisory DBE/DVBE/OBE subcontractor participation levels.	0	0				
2	Pre-Bid Meeting Attendance	0	5				
3	Identification of sufficient subcontracting work	0	10				
4	Broad Based Advertisement	0	10				
5	Written Notice to Subcontractors	0	10				
6	Follow-up to Initial Solicitations	0	10				
7	Provision of Plans, Specifications and Requirements	0	10				
8	Request for assistance from Recruitment / Placement Agencies	0	10				
9	Documentation of Subcontractor Negotiation	0	25				
10	Assistance with bonds, Credit Lines and Insurance	0	10				

Total Points Earned per Contractor \_\_\_\_\_

Company Name: \_\_\_\_\_

SC Contractor's License Number: \_\_\_\_\_

**TOTAL** \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Initials: \_\_\_\_\_

I have complied with the requirements of the Subcontracting Outreach Program. There is documentation to support awarding points as indicated above. Failure to provide approvable documentation in the designated time frame will result in failure to meet the requirements of the program, therefore, the bid will be rejected as non-responsive.

CONTRACTORS SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_





## City of Columbia Qualification Statement - Local Business Enterprise (LBE)

By checking all boxes below, I certify that **My Company** meets all of the following qualifications to be eligible for the local vendor preference. I understand qualifications *will* be researched and verified by the Compliance Team. The City reserves the right to audit the company's qualifications for the local vendor preference as the City deems necessary and re-certify the company at least once every four years. A company must be certified PRIOR to bid openings. **\*Items below with an asterisk require additional documentation that needs to be submitted along with the qualification statement.**

Is independently owned and operated (Ownership of a local business must be direct, independent, and by individuals and/or other businesses within the Columbia-Newberry CSA. Company owner must provide document verification of local residency. **\*Please provide a copy of the owners driver's License, or a utility bill, or a most current individual or corporate state and/or federal tax return.**

Is in good standing with State of South Carolina (LBE firm must be in good standing with the State of South Carolina regarding its payments of taxes and required business licenses).

Has a business license in one of the 7 counties making up the CSA jurisdiction. **\*Please provide a copy of your business license.**

Has at least one year of presence within the CSA Jurisdiction (LBE must have presence within any of the 7 CSA jurisdictions for at least one year prior to applying for LBE Certification issued by the City of Columbia).

*7 CSA Jurisdictions include: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Richland and Saluda.*

Has at least 50% of employees residing within any of the 7 CSA jurisdictions. **\*Please provide a list of all owner/employee addresses - Names are optional, give street address, city, state & zip. Please include full-time, part-time, and contract employees.**

**\*Please provide a copy of your companies w-9.**

**Note: Term of certification:** Certification is valid for a period of 4 years from issue date. 30 days prior to expiration the LBE firm may submit documentation to re-certify.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Type of Products or Services:** \_\_\_\_\_

**Please self-identify ownership as one: Minority**\_\_\_ **Women-owned**\_\_\_ **Other**\_\_\_ (tracking purposes only)

**Current Business License Number:** \_\_\_\_\_ **County?** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **COC Vendor #** \_\_\_\_\_

I certify with my signature below that all of the information given above is true and accurate to the best of my knowledge. I also recognize that by signing that any false information indicated above may lead to penalties or sanctions.

**Owner's Name:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

**NOTARY - Sworn to before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

**Notary Public for the State of** \_\_\_\_\_ **My Commission Expires:** \_\_\_\_\_

**Notary Name:** \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

Please submit this **ORIGINAL** document to:  
Department of Utilities and Engineering  
Attn: LBE Administrator / Team  
PO Box 147 / 1136 Washington Street, 5<sup>th</sup> Floor  
Columbia, SC 29217

Tel: (803) 545-3049  
Fax: (803) 545-4130  
Email: [agdriggers@columbiasc.net](mailto:agdriggers@columbiasc.net)

Qualified /  Not Qualified: \_\_\_\_\_ **Date:** \_\_\_\_\_

(Compliance Authorized Signature)