



March 18, 2020

To our Valued City of Columbia Business Partners,

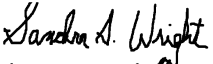
The staff and management of the City of Columbia's Department of Procurement and Contracts would like to officially notify you regarding some important changes to our current business processes. Due to some recent building renovations and also COVID-19 concerns, access to our office located at 1800 Main Street is officially closed for daily public access. All bid responses and proposals must be submitted online until further notice. These measures are taken to further protect the health and safety for our citizens and valued business partners. Although we have temporarily suspended face-to-face vendor visits, we are still Open for Virtual Business and look forward to hearing from you! Our team remains committed to serving the needs of our customers so please continue to review our website for upcoming bid opportunities and other important announcements. If you have any questions, please do not hesitate to contact us!

During this time, we are broadening our use of electronic communications so we appreciate your patience and understanding during this transition period. Effective immediately, all pre-bid and pre-proposals meetings will be conducted via audio and/or video conferencing tools. Instructions on how to participate in these meetings using these features will be located on our e-procurement bidding portal (eBidColumbiaSC) at <https://columbiasc.ionwave.net/Login.aspx>. We will also include this information in our future solicitations for each respective procurement released from our office.

In addition, the City has a critical need for several supply items and a few are listed below. If you can supply any of these items, please contact Beth Marsh, Acting Procurement Manager, at [Elizabeth.Marsh@columbiasc.gov](mailto:Elizabeth.Marsh@columbiasc.gov) or (803) 545-4470.

Hand Sanitizers, all sizes – minimum 60 % alcohol  
N95 Face Masks  
Disinfectant Wipes  
Disinfectant Spray  
Germicide for Emergency Responder Gear  
Germicide for Non-Porous Surfaces

We look forward to working with you in the days ahead!

  
Sandra A. Wright, CPPB  
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