



Our Mission Statement

“Our mission is to provide excellent 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 the highest standards of integrity and ethical conduct”

Contact Information

City of Columbia
Department of
Procurement & Contracts
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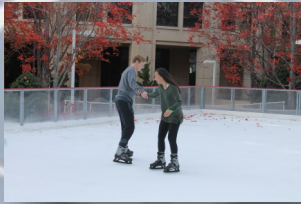
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Junior Buyer
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*How to Do
Business with the
City of Columbia's
Department of Procurement & Contracts*





Building Columbia one Procurement at a time!



General Information

One of the main objectives of the City of Columbia is to streamline and simplify the procurement process while also providing open access to competitive bid opportunities. In our continued effort to foster competition, we strive to maximize the participation of vendors and contractors who are interested in providing goods and services to the City. Many of our bid solicitations are posted through our online service, eBidcolumbiasc, at

<https://columbiasc.ionwave.net>

The Department of Procurement & Contracts is open Monday – Friday, 8:30 AM to 5:00 PM.

Our Department is located at 1800 Main Street, 2nd Floor, Columbia SC 29201

The City's Department of Procurement and Contracts handles routine to complex purchases of goods and contracts. This includes, but is not limited to police, fire and other emergency service related needs, procurements and contracts for water, wastewater and stormwater engineering and utility needs, etc. Phone: (803) 545-3470

Email: procurement@columbiasc.net

Purchases of vehicle parts and repairs are handled by Fleet Services and the Dept. of Procurement & Contracts.

Phone: (803) 545-3890

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



How to Become a Registered 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 commodity descriptions listed under the commodities tab.

Vendors can register online by visiting our eBid system at <https://columbiasc.ionwave.net>. Click on Supplier Registration.

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 daily statewide publication lists proposed procurements involving goods, services, information technology and construction.

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



Submitting Sealed Bids, RFPs and RFQs

All Bid and RFP/RFQ responses must be submitted online using eBidcolumbiasc:

<https://columbiasc.ionwave.net>

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

Bid Tabulations, Statement of Award and Intent to Award Notices

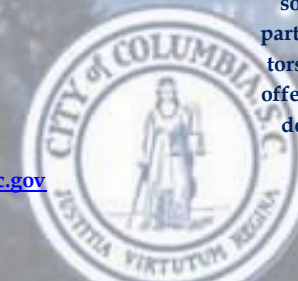
Bid tabulations and Intent to Award or Statement of Award notices will be posted on our eBid system at <https://columbiasc.ionwave.net> shortly after the closing date. To view these notices, please click on the Closed Bids tab and select the desired solicitation. Click on the appropriate documents and then click download to view.

Payment to Vendors

Upon receipt of a correctly initiated order and invoice, the internal 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

Accountspayable@columbiasc.gov



We Are Columbia

Local Business Enterprise (LBE) Policy

The City of Columbia strongly encourages the use of local businesses in an effort to support and empower local community efforts and to further economic growth. The LBE program is designed to further our outreach efforts to ensure that local businesses are provided an opportunity to fully participate in the procurement process to bid on contracts and other bid opportunities. Please review the LBE Policy for additional information regarding this program. The Policy can be reviewed and downloaded from the City of Columbia's website.

After reviewing the Policy, if you are interested in applying for LBE Certification, please review and complete the LBE Qualification Statement and submit to the Compliance Office. Additional information and the form can be downloaded from our City of Columbia website at www.columbiasc.gov

OBO Compliance Office

Phone: (803) 545-4185

City's Commitment to Utilizing Disadvantaged Business Enterprises (DBEs)

It is the goal of the City of Columbia, SC to maximize opportunities for historically Disadvantaged Enterprise Businesses (DBEs) including, but not limited to, Small Businesses (SBEs), Minority Businesses (MBEs), Women-Owned Businesses (WBEs). The City has implemented an overall citywide 15% goal to encourage socially and economically disadvantaged business participation. This goal extends to bidders, subcontractors and suppliers on its procurement and contracting offerings. Additional information and the form can be downloaded from our City of Columbia website at www.columbiasc.net/OBO.

Office of Business Opportunities

Phone: (803) 545-4185

COLUMBIA

Run. Grow. Transform.