



We Are Columbia

Bid Online Software Tutorial

How to Register

Before you get started, you will need the following:

- A. Company Name
- B. Tax ID/ Social Security Number
- C. Contact Name
- D. Email Address
- E. Password (You must create)
- F. Information for the following Certification(s) IF applicable:
 - MWBE
 - DBE
 - SBE

*Please include the Certification Number and Expiration Date for each type of Certification above.

How to Register

Once you have all your needed information to register go to:

www.columbiasc.net

Next, click on **Online Services** then click on **Bid Online**.

This will bring you to the **City of Columbia's Bidder's Registration Home Page**.

The screenshot shows the 'BID ONLINE' website for the City of Columbia, SC. The page has a navigation menu with links for Home, Bids, Registration/Login, Vendor Search, Bid Tabulations, Links, FAQs, and Feedback. The main content area is divided into three sections: 'Welcome', 'Recent Bids', and 'Recent Awards'. The 'Welcome' section includes a message about the bidding process, a note about browser compatibility (Internet Explorer 7 or higher), and buttons for 'Login or Register' and 'Registration Help'. The 'Recent Bids' section contains a table of current bids with columns for Description, Open Date, and Close Date. The 'Recent Awards' section lists various items that have been awarded, such as firefighter gloves, dump trucks, and utility vehicles.

BID ONLINE
City of Columbia, SC

Home Bids Registration/Login Vendor Search Bid Tabulations Links FAQs Feedback

Welcome

Welcome to the City of Columbia's Bid Online web site. We hope that you find this site useful and consider submitting your bid.

Please use Internet Explorer (IE) 7 or higher. IE 9 and 10 may need COMPATIBILITY MODE enabled.

Login or Register:

Registration Help:

Please feel free to browse our currently open bids using the **Bids** tab above. If you wish to begin the login process please click the **Registration/Login** tab above.

The City of Columbia encourages an open bidding process.
[Visit Purchasing's website](#)
[View City of Columbia's Procurement Regulation](#)

Recent Bids

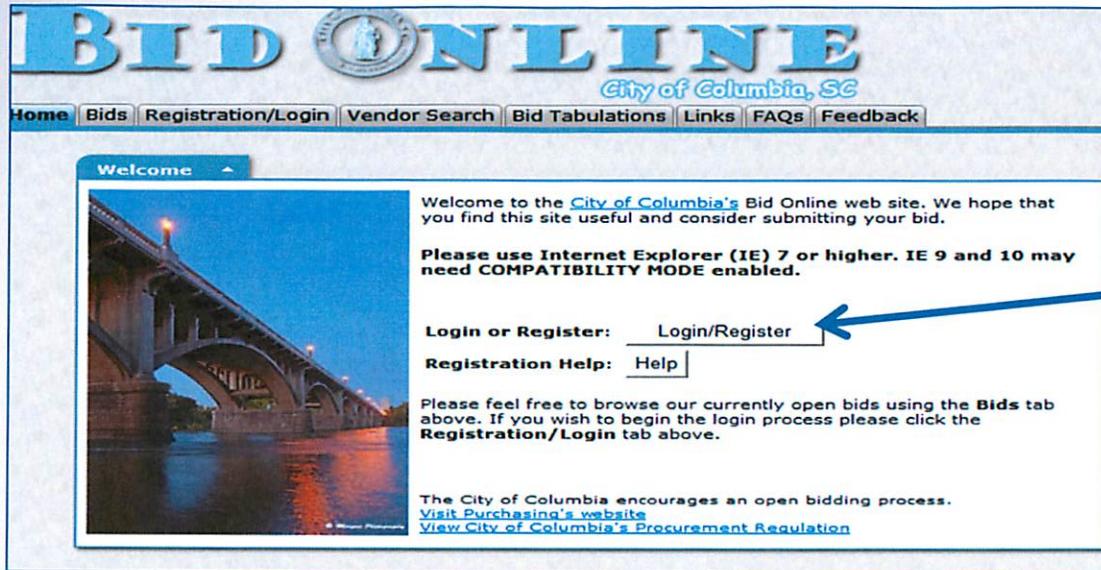
Description	Open Date	Close Date
SALUDA RIVER BASIN 06 AND 13 REHABILITATION	3/21/2014 2:15:00 PM EST	4/10/2014 2:00:00 PM EST
Support Services RFO	3/18/2014 4:45:00 PM EST	4/8/2014 11:00:00 AM EST
General Engineering Services RFO	3/17/2014 5:00:00 PM EST	4/8/2014 10:30:00 AM EST
Baily Street Project	3/14/2014 4:50:00 PM EST	4/2/2014 1:00:00 PM EST
Mowers, Tractors and Cutters	3/12/2014 5:00:00 PM EST	4/2/2014 2:00:00 PM EST
Intermediate Hybrid Sedan Vehicles	3/5/2014 11:55:00 AM EST	3/26/2014 3:00:00 PM EST

Recent Awards

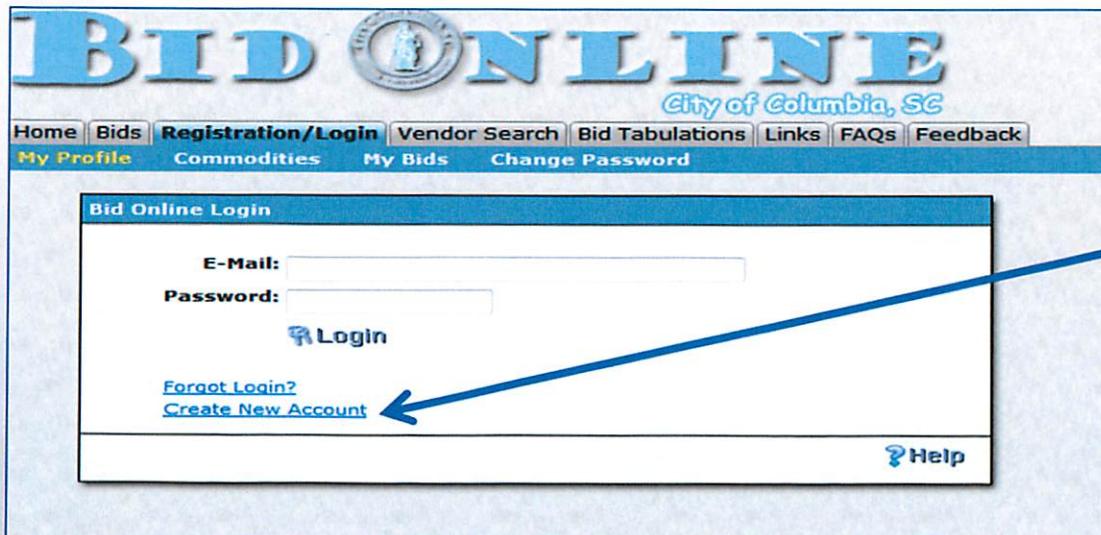
- [Shelby Structural Firefighter Gloves](#)
- [Tandem Dump Truck](#)
- [Kubota Utility Vehicles](#)
- [Law Enforcement Motorcycles](#)
- [Annual Safety Inspection for Aerial Devices](#)
- [14 Guemsey Drive Repairs](#)
- [Voice and Data Cabling Services](#)
- [Mass Evacuation Bus](#)
- [10.5 CY Concrete Mixer Truck](#)
- [Tandem Dump Truck w/ Steerable Drop Axle](#)

How to Register

1. Please click on **Login/ Register**.



2. Then, Click on **Create New Account** and enter company information.



How to Register

BID ONLINE
City of Columbia, SC

Home | Bids | Registration/Login | Vendor Search | Bid Tabulations | Links | FAQs | Feedback
My Profile | Commodities | My Bids | Change Password

Register as a New Bidder

Please enter your Company Name, Tax ID, Contact Name and E-Mail Address information in the form below and click the "Submit" button to create your login.

Company Name: _____
Taxpayer ID: _____
 Taxpayer ID Social Security Number
Contact Name: _____
E-Mail Address: _____
Password: _____
Confirm: _____

3. Once requested information is entered, click **Submit**.

4. Now you should be at the **My Profile** tab.

- Include the Ownership Status, MWBE/DBE/SBE Certified IF applicable.
- In order for your company's information to come up in the city of Columbia's "Vendor Search" field, please select **Yes** under "Allow my company information to be viewed by the public?"

BID ONLINE
City of Columbia, SC

Home | Bids | Registration/Login | Vendor Search | Bid Tabulations | Links | FAQs | Feedback
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Bidder Profile

Please be sure to click the Save button if you make changes on this screen.

Company Information

Company Name: _____
Taxpayer ID: _____ **Tax ID is Required**
 Taxpayer ID Social Security Number
Company URL: fddfdg
Business License: _____
Expiration Date: _____

After you have filled in the information please click **Save** at the bottom of the page, if saved successfully, at the top of the page, next to the help link, you will see a message stating "Profile has been successfully saved."

NOTE: To add Commodity Preferences to your profile, please click on [Commodities](#).

How to Register

After saving your information, click on the **Commodities** tab to pick your Commodity Preferences. You will have to click Add Code for your Commodity Preference(s). **To receive notices for Contractor and Subcontractor opportunities, select code 913. To receive notices for Professional Services opportunities, select codes 906, 907, 912, 918, 925, and 926. To receive notices for Construction Services opportunities, select codes 910-63, 912-00, 913-00, 913-45, 913-60, 913-81, 913-92, 968-95, 968-96, and 720-82. You are also welcome and encouraged to select any other code/s that your company offers in the Commodities section.**

Please Note: You can add and delete codes to this profile at any time. However, please ensure to have ALL the codes that your company offers so you can be notified via email when an item under this code is posted as a new Solicitation.

Commodity Preferences [Help](#)

Add Commodity Preference - Use the shift or ctrl keys to select multiple commodity codes at once. Click the help link above for more details.

Sort Lists by Code?

Currently Selected Code(s):

- 005 ABRASIVES
- 010 ACOUSTICAL TILE, INSULATING MATERIALS, AND
- 015 ADDRESSING, COPYING, MICROGRAPH, AND SPIRIT
- 019 AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS,
- 022 AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
- 020 AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND
- 025 AIR COMPRESSORS AND ACCESSORIES
- 031 AIR CONDITIONING, HEATING, AND VENTILATING
- 035 AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND

Search Commodity Code Descriptions

Search Results Currently Selected Code(s): [Add Code\(s\)](#)

Current Commodity Preferences Code	Description
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Once you have added all your Commodity Preferences, you are finished. Click **Logoff** to exit.

How To Submit

BID ONLINE
City of Columbia, SC

Home **Bids** Registration/Login Vendor Search Bid Tabulations Links FAQs Feedback

Open Bids **Awards**

Bid Information [? Help](#)

3/17/2014 5:00:00 PM - 4/8/2014 10:30:00 AM
Bid Number: COLUMBIA-GL-ENRFQ0003B-13-14
Description: General Engineering Services RFQ

Bid Items

Commodity	Product	Quantity	Description
918-00	91800	1	2014-2015 General Engineering Services RFQ (solicitation) ENGRFQ0003B-13-14

Attachments

[General Engineering Services RFQ](#)
[Attachments A-D to General Engineering Services RF](#)

Actions

[Respond To Bid](#)
[View Bid Response Details](#)
[Bid Attachments](#)
[Bid Shipments](#)
[Bid Q&A](#)
[Cancel Bid Response](#)

[Back](#)

1. Click on **"Bids"** tab.
2. Click on **"Open Bids"** and select the solicitation of interest.
3. Click on **"Bid Attachments"** link to upload your formal submittal package and all other supporting documents. Make sure to name your file in the description field when attaching a document as this seems to be a required field. *There is a 30 mg file size limitation per attachment.
4. Click on **"Respond to Bid"** link to answer preliminary questions that will be prompted for you to complete. It will prompt you to "Submit" after answering all questions.
5. Click on **"View Bid Response Details"** link to confirm your status. It should say "Started" or "Submitted." You can print this page for your records.

How To Ask a Question Through Bid Online

BID ONLINE
City of Columbia, SC

Home **Bids** Registration/Login Vendor Search Bid Tabulations Links FAQs Feedback

Open Bids Bid Awards

Bid Information [? Help](#)

3/17/2014 5:00:00 PM - 4/8/2014 10:30:00 AM
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Attachments
[General Engineering Services RFO](#)
[Attachments A-D to General Engineering Services RF](#)

Actions
[Respond To Bid](#)
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[Bid Attachments](#)
[Bid Shipments](#)
[Bid Q&A](#)
[Cancel Bid Response](#)

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1. Click on "Bid Q&A" tab.

Questions?



We Are Columbia
