

The New Online Bidder's Registration System!

How to do business with the City of Columbia *online*

As of March 4th, 2009 the City's new Online Bidder's Registration System will go live!

***Take advantage
of this
new application!***

We are waiting for you to register your business!!!

The Bidder's Registration System allows any business to register with the City and be placed in the bidder database.

The following businesses apply: Any vendor/supplier, general contractor, subcontractor, and any other business providing goods and services. The Online Bidder's Registration System will provide suppliers with e-mail notifications of solicitations and allow vendors/suppliers, contractors, etc., the opportunity to submit bids online.

Current City vendors/suppliers and contractors who have not registered in this new system, will now be able to re-register their company and create their new account. Businesses must have a valid e-mail address to begin the registration process.

Register your company with the City of Columbia.

Don't miss this opportunity!

Visit
[www.columbiasc.net/
purchasing/87](http://www.columbiasc.net/purchasing/87)

**Register your
business
online
NOW!!!**

The screenshot shows a website header with navigation links: HOME, ABOUT THE CITY, CITY DEPARTMENTS, CITY COUNCIL, ONLINE SERVICES, BUSINESS SERVICES, FAQ, LINKS, CONTACT. Below the header is a search bar labeled 'City Search' with a 'GO' button. The main content area is titled 'Choose your selection' and includes a sidebar with links: 'About Purchasing' (with sub-links for 'How to do business with the City of Columbia', 'Bid Requests', 'Awards & Cancellations', 'RFP's and RFQ's', and 'Instrucciones en Espanol') and 'Bidders Registration'. The main text area is titled 'Purchasing Online Bidder's Registration.' and contains the following text: '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 as possible that are interested in providing goods and services to the city. We now offer a new *Online Bidder's Registration!* Step 1: Download and read the instructions for the Online Bidder's Registration System. [Download Instructions](#) Step 2: Click the link below to access the Online Bidder's Registration System. [Click Here to access the website.](#)

How to Register as a Vendor

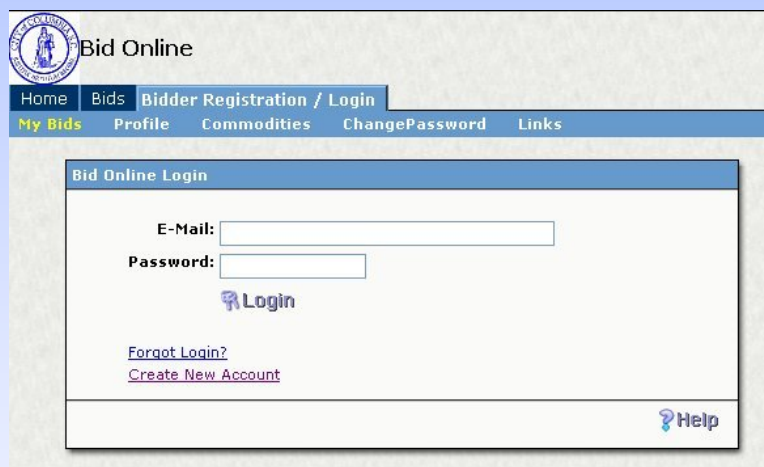
Welcome to the City of Columbia's Purchasing Online Bidder's Registration Home Page. On the Home Page you can click on the link in Step 2 to go to Bid Online Home Page to register. Before you get started, you will need the following:

- A. Company Name
- B. Tax ID/ Social Security Number
- C. Contact Name
- D. Email Address
- E. Password (You must create)

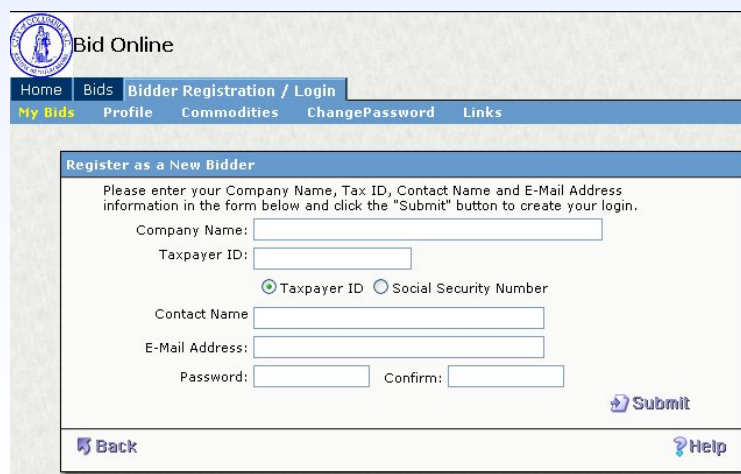
1. Click on **Bidder Registration/Login**.



2. After clicking on Bidder Registration/Login, click on **Create New Account** and begin entering company information.



3. Once you have entered all the information click **Submit**



4. Once you have clicked Submit you will need to click on the **Profile** Tab at the top of the page. After you have filled in the information click Save at the bottom of the page, at the top of the page, next to the **Help** link, you will see a message stating **“Profile has been successfully saved.”**

5. After saving your information you will need to click on the **Commodities** tab to pick your Commodity Preferences. You will have to click Add Code for your Commodity Preference(s) to save.

Once you have finished adding your Commodity Preferences, you are finished. Click Logoff to exit.

Congratulations you are now a bidder with the City of Columbia!



How to Do Business With the City of Columbia Online

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 as possible that are 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, Columbia SC 29201.
E-mail: purchasing@columbiasc.net

The Purchasing Division handles routine Purchases for goods and services.

Phone: (803) 545-3470

Fax: (803) 733-8408

The City of Columbia 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 complete registration online to be placed on the City's Bidder List. The City of Columbia utilizes the 5-digit NIGP codes to classify vendors according to specific products and services. When completing an application to be placed on the bid list, vendors must list all applicable NIGP codes. You can download a copy of instructions or continue registering online by visiting the City's website at www.columbiasc.net/purchasing/87. You can register online by visiting the City's Website at www.columbiasc.net/purchasing, then Bidder Registration on the left hand side of the Website.

Procurement Methods

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

In addition to being advertised on this Website, information of all formal bids will be published in the "South Carolina Business Opportunities" (SCBO). This bi-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 IFB when sealed bidding is neither practical nor advantageous to the City. RFPs will be advertised in the same manner as IFBs.

Bid Tabulations

Bid tabulations will be furnished upon written request with a self - addressed, stamped envelope. Bid tabulations will not be furnished until such time as an award has been made. Bid tabulations will not be provided via telephone or fax.

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, emerging and disadvantaged businesses to successfully participate in the full array of opportunities available in the City of Columbia. Please contact OBO for assistance in doing business under the Subcontractor Outreach Program and the Mentor Protégé Program.

Office of Business Opportunities

Phone: (803) 545-3950

www.columbiacool.biz

"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"

FREE Workshops & Training Available For Online Bidder's Registration System!

Training sessions will be provided on the use of our new Online Bidder's Registration System.

Learn how this new system can benefit your business.

Training sessions will be held at the Eau Claire Print Building (3907 Ensor Avenue) on:

February 12, 2009, 2-5pm

February 19, 2009, 2-5pm

February 26, 2009, 2-5pm

March 4, 2009, 2-5pm

For more information call the Purchasing Department at 545-3470.