

# 2020 CITY *of* COLUMBIA

## *Minority*

## BUSINESS OPPORTUNITIES

## *Directory*

## CITY OF COLUMBIA DEPARTMENTS

## & COMMUNITY PARTNERS

Did you know the City of Columbia has a 15% city-wide goal to utilize minority and women owned business enterprises (MWBE)? In 2019, the City awarded over \$35 million to MWBEs. Do you want to become part of that number? If so, please contact the City of Columbia today.

KALENNA P. GINYARD, Program Coordinator, Supplier Diversity

1401 Main St., 4th Floor, Columbia, SC 29201 / [Kalenna.Ginyard@columbiasc.gov](mailto:Kalenna.Ginyard@columbiasc.gov) / 803.545.3960

[WWW.COLUMBIASC.GOV/OBO](http://WWW.COLUMBIASC.GOV/OBO)



@Columbiaobo



We Are Columbia



INVESTIONCOLUMBIA



# A Message from Director, MELISSA L. LINDLER

The City of Columbia's Office of Business Opportunities (OBO) is excited to present the 2020 Minority Business Opportunities Directory. The purpose of the Minority Business Opportunities Directory is to support our Supplier Diversity Strategy by providing minority and women owned business enterprises (MWBE) with an opportunity to introduce their various products and services while directly interacting with city departments and key purchasing officials.

In 2015, our City Manager, Teresa Wilson, demonstrated her commitment to the inclusion of small and diverse groups in the procurement of city goods and services, by approving a 10% city-wide MWBE goal. After exceeding the initial goal of 10% in 2019, the city-wide goal was raised to 15%.

To support this effort, OBO developed a Supplier Diversity Strategy that leverages, engages and values the human and cultural differences that makes the City of Columbia a *World Class City*.

The City of Columbia's Supplier Diversity Strategy:

- **Promotes the innovation and development of new products, services, and solutions;**
- **Provides multiple diverse channels from which to procure goods and services;**
- **Allows small businesses to take advantage of new opportunities for business expansion into new and emerging markets based on the shifting and growing needs of the city; and**
- **Showcases the City of Columbia's interest in and commitment to the economic growth of all communities.**

Understanding the important impact that MWBEs have on the social and economic vitality of the local community, the City of Columbia has also implemented programs such as our Columbia Disadvantage Business Enterprise, Subcontractor Outreach and our Mentor Protégé Programs to assist in the cultivation and growth of diverse businesses and ensure they are given equal access to participate in all areas of procurement.

We hope that you will use this information as a tool to strengthen your business, expand your network, and possibly become one of our great community partners!



**Melissa L. Lindler, MPA**  
**Director**  
**Office of Business Opportunities**



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# MINORITY BUSINESS OPPORTUNITIES DIRECTORY

## City of Columbia & Community Partners

### City of Columbia

#### 911 COMMUNICATIONS

Ms. Denise Felder  
(803) 988-8005  
Email: Denise.Felder@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Phone Cords; Heavy Duty Furniture; Headsets;  
and Miscellaneous Office Supplies*

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#### ADMINISTRATION - DEVELOPMENT

Assistant City Manager Missy Gentry  
(803) 545-3037  
Email: Missy.Gentry@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing Supplies; and Catering*

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#### ADMINISTRATION - BUDGET & PROGRAM MANAGEMENT

Ms. Ruby Hampton  
(803) 545-3146  
Email: Ruby.Hampton@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing Supplies; and Catering*

#### ADMINISTRATION - CITIZEN'S SUPPORT SERVICES

Ms. Chanique Belton  
(803) 545-3061  
Email: Chanique.Belton@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing Supplies; and Catering*

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#### ADMINISTRATION - GOVERNMENT AFFAIRS

Ms. Whanna Bouknight  
(803) 545-3044  
Email: Whanna.Bouknight@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; and Printing Supplies (Business  
Cards)*

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#### BUSINESS LICENSE

Ms. LaTeal Johnson  
(803) 545-3341  
Email: Lateal.Johnson@columbiasc.gov

Website: [www.columbiasc.net/business-licensing](http://www.columbiasc.net/business-licensing)

*Office Supplies; Printing Supplies; Uniforms; and  
Shredding Services*

## **COLUMBIA CANAL & LAKE MURRAY WATER PLANT**

Mr. Trey Varn  
(803) 749-5854  
Email: Sidney.Varn@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Pumps and Parts; Motors and Parts; Water Treatment Chemicals; Cleaning Products; Office Products; Food Grade Lubricants; Chemical Feed; Equipment; Paints and Painting Supplies; Miscellaneous Tools; Air Compressors and Parts; and Environmentally Safe Herbicides*

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## **COMMUNITY DEVELOPMENT**

Ms. Pelicia Bethea  
(803) 545-3373  
Email: Pelicia.Bethea@columbiasc.gov

Ms. Shirley Gilliard  
(803)545-3373  
Email: Shirley.Gilliard@columbiasc.gov

Website: [www.columbiasc.gov/cd](http://www.columbiasc.gov/cd)

*Office Supplies; Copy Paper (all colors); Mailing Envelopes (all sizes); Organizers (all sizes); Batteries and Keyboards for Desktop Computers and Mouse; Promotional Items for Events*

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## **CITY ATTORNEY'S OFFICE**

Ms. Shari Ardis  
(803) 737-4242  
Email: Shari.Ardis@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing and Binding Services (Large Documents, Court Briefs, Exhibits, etc.); Catering, Promotional Items (Shirts, Jackets, Sweaters, etc.); Court Reporters; Title Abstractors; and Document Destruction (Secure Shredding)*

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## **ECONOMIC DEVELOPMENT**

Ms. Brenda Jones  
(803) 734-2700  
Email: Brenda.Jones@columbiasc.gov

Website: [www.choosecolumbiasc.com](http://www.choosecolumbiasc.com)

*Office Supplies; and Specialty Services*

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## **EMERGENCY MANAGEMENT**

Mr. Harry Tinsley  
(803) 545-4296  
Email: Harry.Tinsley@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Computers; Electronics; and Small Office Furniture*

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## **FINANCE DEPARTMENT**

Ms. Bridget Garcia  
(803) 545-3490  
Email: Bridget.Garcia@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies*

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## **FIRE DEPARTMENT**

Assistant Chief Mickey Folsom  
(803) 545-3730  
Email: Mickey.Folsom@columbiasc.gov

Logistic Chief Alpod Williams  
(803) 733-8593  
Email: Alpod.Williams@columbiasc.gov

Website: <https://colafire.net>; <https://crfr.net>

*Office Supplies; Printing (Brochures, Promotional Items); Medical Supplies (First Aid Kits); Safety Supplies (Gloves, Goggles, Vests, Rain Jackets); Cleaning Supplies; Specialty Uniforms; Boots; Signs; Framing; Work Uniforms (BDU Pants, Dress Shoes); and Fire Equipment (Fire Hoses, Nozzles, Axes)*

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## HUMAN RESOURCES

Ms. Terri Hooper  
(803) 545-3004  
Email: Terri.Hooper@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; and Printing Supplies*

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## INFORMATION TECHNOLOGY

Mr. Cory Williams  
(803) 737-4264  
Email: Cory.Williams@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Technical Consulting (Network, Active Directory, Security, SharePoint, etc.); E-Waste; Printing Services; Technical Training (Windows 10, Microsoft Office); Web Services; and Technical Training*

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## OFFICE OF BUSINESS OPPORTUNITIES

Ms. Tonya Porter DeBerry  
(803) 545-3953  
Email: Tonya.PorterDeberry@columbiasc.gov

Website: [www.columbiasc.gov/obo](http://www.columbiasc.gov/obo)

*Office Supplies; Consulting; Advertising & Marketing; Printing Services; Catering; Promotional Items; and Videos & Photography*

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## PARKING OPERATIONS

Ms. Elle Matney  
(803) 545-3070  
Email: Elle.Matney@columbiasc.gov

Website: [www.columbiasc.net/parking](http://www.columbiasc.net/parking)

*Office Supplies; and Printing*

## PARKS & RECREATION

Mr. Kenneth Rolle  
(803) 545-3079  
Email: Kenneth.Rolle@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Cleaning Supplies; Safety Supplies; and Entertainment (Game tables)*

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## PARKS & RECREATION

Mr. Tom Beasley  
(803) 457-5741  
Email: Tom.Beasley@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Electrical Supplies; Carpentry; Landscaping & Motorized Equipment (i.e. Pressure Washers, Lawn Blowers, ATV's, and Small Hand Tools); Painting Supplies; and Building & Hardware Supplies*

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## PAYMENT CENTER DIVISION

Ms. Galena Alford  
(803) 545-3360  
Email: Galena.Alford@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Toner; Credit Card Thermal; Paper; and Receipt Paper*

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## PLANNING & DEVELOPMENT SERVICES

Ms. Krista Hampton  
(803) 545-3425  
Email: Krista.Hampton@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; and Printing*

## **POLICE DEPARTMENT**

Mr. Patrick N. Goodwin  
(803) 545-3571  
Email: Patrick.Goodwin@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing (Promotional Items); Safety Supplies (Gloves, Goggles, Vests, Rain Jackets); Uniforms; (Boots, Handcuffs, Lights, Holsters); Traffic Cones; Cleaning Supplies; and Personal Protection Equipment*

---

## **PROCUREMENT & CONTRACTS**

Ms. Elizabeth (Beth) Marsh  
(803) 394-0944  
Email: Elizabeth.Marsh@columbiasc.gov

Website: [columbiasc.gov/procurement-contracts](http://columbiasc.gov/procurement-contracts)

*Office Supplies & Equipment; Fire & Police Safety Supplies and Equipment; General Repair Parts & Services; Computer Software, Hardware, and Peripherals; Safety Clothing/Uniforms; Consultant Services; Fuel and Auto Parts; Fleet Related Items or Services; Architectural & Engineering Services; Road Work & Traffic Control Devices; Audio Visual Equipment, TVs, Cameras, etc.; Chemicals; Emergency Supplies; Vehicles; Building & Grounds Maintenance; Catering Services; Hardware & Building Supplies; Office Furniture; Hand Tools; Janitorial Supplies; Printing; Signage; etc.*

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## **PUBLIC RELATIONS DEPARTMENT**

Ms. Veronica Walker  
(803) 545-3258  
Email: Veronica.Walker@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Printing & Office Supplies; Xerox Copy & Supplies; Computer Equipment/Hardware; Computer Licenses; Advertising; Promotional Items; and Banners & Pop-up Banners*

## **PUBLIC WORKS**

Ms. Gina Sample  
(803) 545-3786  
Email: Gina.Sample@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Printing Supplies; ID Supplies General Automotive Equipment; Gasoline & Diesel; Computer Items; Printer Cartridges; Electrical Supplies; Equipment; Traffic Control Supplies; Signage; Paint; Asphalt Concrete; Safety Supplies; Hand Tools; Hardware Items; Cleaning Supplies; Printing Services; Office Equipment; Heavy Equipment; Spray Paint; General Building Maintenance Materials; HVAC Repairs & Maintenance; Door Hardware & Supplies; Roof Maintenance & Replacement; Janitorial Services; Painting & Supplies; Electrical Repairs & Materials; Plumbing Repairs & Materials; Environmental Testing; Carpet Replacement; Pest Control; Cleaning Supplies; Animal Medication; Animal Control Equipment; Uniforms; Animal Food; Specialty Foods (Rabbits, Gerbils, Ferrets, etc.); Surgical Supplies; and Surgical Instruments*

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## **PUBLIC WORKS (FORESTRY)**

Mr. Caleb King  
(803) 545-3860 (office); (803)315-2587 (cell)  
Email: Caleb.King@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Landscaping Services; Tree Removal Services; Office Supplies; Plant & Tree Nurseries; (Annuals, Perennials, Trees, etc...); Landscaping & Forestry Tools and Equipment*

## **SAFETY & RISK MANAGEMENT**

Mr. H. Demetrius Rumph  
(803) 545-4365  
Email: Hubert.Rumph@columbiasc.gov

Ms. Wateka Smith  
(803) 545-3935  
Email: Wateka.Smith@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

### **COVID-19/PPE Supplies:**

*Surgical Mask; KN-95 Mask; N-95 Mask; Gaiters; Nitrile Gloves (all sizes); Face Shields; Hand Sanitizer (all types); Disinfectant Wipes; Disinfectant Spray; Building Disinfectant; Hospital Disposable Gowns; Thermometers; Temperature Control Devices/Equipment; COVID-19 Preventative Signage; Plexiglass Barriers; and Social Distancing Signage*

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## **UTILITIES AND ENGINEERING**

Michelle Brazell  
(803) 545-3246  
Email: Michelle.Brazell@columbiasc.gov

Website: <https://columbiascwater.net/>

*Office Supplies; Engineering Consulting Services; Printing Services; Construction; and Appraisals*

## **WASTEWATER MAINTENANCE**

Ms. Jody Harley  
(803) 545-3913  
Email: Jody.Harley@columbiasc.gov

Ms. Dee Dee Crisostomo  
(803) 545-0207  
Email: DD.Crisostomo@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Fencing; Plumbing; Electricians; Small Hand Tools and Machinery; Hauling; Silt Fence Installation; Landscaping; Wildlife Control; Asbestos Removal; Tree Removal; and Pre-engineered Construction Services*

## **WATER CUSTOMER SERVICE**

Ms. Chasity Cosby  
(803)376-3073  
Email: Chasity.Cosby@columbiasc.gov

Website: <https://columbiascwater.net>

*Office supplies (paper, pens, notebooks, etc.)*

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## **WATER (METRO WASTEWATER)**

Ms. Tomorray Albert  
(803) 545-0182  
Email: Tomorray.Albert@columbiasc.gov

Website: [www.columbiasc.gov](http://www.columbiasc.gov)

*Office Supplies; Office Furniture; Small Hand Tools; Hardware & Building Material; Electrical & Lighting Supplies; Medical Supplies (First Aid) Pipes, Fittings, Hydrants, etc.; Safety Clothing & Supplies; Equipment Lease/Rental; Awards & Trophies; and Promotional Items*

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## **Community Partners**

### **COLUMBIA METROPOLITAN AIRPORT**

Ms. Lakisha Darby  
(803)822-7834  
Email: L.Darby@flycae.com

Website: <https://flycae.com/procurement-bids/>

*Office Supplies & Equipment; Janitorial Services; Promotional Items; Lamps & Ballasts; Automotive/ Lawnmower Parts; Oils/ Lubricants/ Fuel; Light Bulbs; HVAC Filters; First-Aid/Safety Supplies; Catering; and Drug Testing*

## **DOMINION ENERGY**

Mr. S. Dallas Simmons  
(804)787-5978  
Email: S.Dallas.Simmons@dominionenergy.com

Website: [www.dominionenergy.com](http://www.dominionenergy.com)

*Electric Transmission; Overhead Construction; Electric Substation Construction; Right-of-Way Site Access and Road Building; Site Preparation (Clearing & Grading); Landscaping; Environmental Services; Solar Operations & Maintenance; Traffic Control Services; Gas Distribution Services; Gas Surveying; Gas Locating Services; Gas Plastic Pipe Replacement; General Construction Services (Carpet, Drywall, Painting, etc.); and Facilities Construction & Maintenance*

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## **SAVANNAH RIVER NUCLEAR SOLUTIONS**

Mr. J. Alex Agyemang  
1-800-888-7986  
Email: SupplierDevelopment@srs.gov

Website: [www.savannahrivernuclearsolutions.com](http://www.savannahrivernuclearsolutions.com)

*Gaskets and Gasket Materials; Plastics and Smear Cloth; Site-wide Janitorial; Plastic Suits; and Miscellaneous Air Filters*

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## **RICHLAND COUNTY PROCUREMENT DEPARTMENT**

Ms. Toya Thomson  
(803)576-2130  
Email: Procurement@richlandcountysc.gov

Website: <http://www.richlandcountysc.gov/Businesses/Procurement-Contracting>

*Construction; Demolition; Professional Services; On-call services; Maintenance; Repairs; etc.*

## **RICHLAND COUNTY SCHOOL DISTRICT ONE**

Mr. Travis Braddy, Procurement Manager or  
Ms. Lashonda Outing, Director of Procurement  
Services  
(803)231-7033  
Email: Travis.Braddy@richlandone.org

Website: <https://www.richlandone.org/Page/306>

*Information on current soliciations can be found on Richland One's website:  
<https://www.richlandone.org/Page/306>*

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## **RICHLAND COUNTY SCHOOL DISTRICT TWO**

Ms. Delores Coleman  
803-787-1910  
Email: Procurement@richland2.org

Website: <https://www.richland2.org/Departments/Business-Services/Procurement>

*Information on current soliciations can be found on Richland Two's website:  
<https://www.richland2.org/Departments/Business-Services/Procurement>*

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## **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION PROCUREMENT DEPARTMENT**

Mr. Emmett Kirwan (Procurement Director)  
(803)737-0676  
Email: KirwanEI@scdot.org

Website: <https://www.scdot.org/business/business-landing.aspx>

*Supplies; Services; Information Technology; Consultant Services; and Construction Services*

## **VORTEX SERVICES, LLC**

Ms. Mary Cate Cruce  
(770)864-3971  
Email: mcruce@vortexcompanies.com

Website: vortexcompanies.com

*Underground Utilities (Point Repairs, Manhole Installation), Fencing, Pavement, Restoration*

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## **Technical Assistance & Business Development**

### **BENEDICT COLLEGE WOMEN'S BUSINESS CENTER**

Ms. Cheryl Salley  
(803) 705-4641  
Email: CSalley@bcwbc.org

Website: www.bcwbc.org

*Small, Women, and Minority-Owned Business Development; and Small Business Technical Assistance Provider*

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### **CAROLINAS VIRGINIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

Ms. Dominique Milton  
(843) 751-3981  
Email: Dominique.Milton@cvmsdc.org

Website: www.cvmsdc.org

*Ethnic Minority (MBE) National Certification; and Supplier Development*

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## **CITY OF COLUMBIA, OFFICE OF BUSINESS OPPORTUNITIES**

Ms. Ayesha Driggers  
(803) 545-3955  
Email: Ayesha.Driggers@columbiasc.gov

Website: www.columbiasc.gov/obo

*Small Business Technical Assistance Provider*

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## **CITY OF COLUMBIA, OFFICE OF BUSINESS OPPORTUNITIES**

Ms. Juliet Nelly  
(803)545-4185  
Email: Juliet.Nelly@columbiasc.gov

Website: www.columbiasc.gov/obo

*Columbia Disadvantage Business Enterprise (CDBE); Local Business Enterprise (LBE); and Mentor Protégé Program (MPP)*

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## **CITY OF COLUMBIA, OFFICE OF BUSINESS OPPORTUNITIES**

Ms. Kalenna Ginyard  
(803) 545-3960  
Email: Kalenna.Ginyard@columbiasc.gov

Website: www.columbiasc.gov/obo

*Small Business Technical Assistance/E-Bid Setup for Small Business Assistance*

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## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY**

Ms. Erica Wade  
(803) 576-1540  
Email: Wade.Erica@richlandcountysc.gov

Website: www.richlandcountysc.gov/osbo

*Small Local Business Enterprise (SLBE)*

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## **SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION**

Ms. Pamela Green  
(803) 734-5044  
Email: Pamela.Green@admin.sc.gov

Mr. Johnny Burch  
(803) 734-5044  
Email: Johnny.Burch@admin.sc.gov

Website: <http://smbcc.sc.gov/>

*M/WBE Certification; and Small Business Technical Assistance Provider*

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## **SOUTH CAROLINA COMMISSION ON MINORITY AFFAIRS**

Mr. Andrew Smalls  
(803) 832-8246 (office)/(803) 563-1977 (cell)  
Email: ASmalls@cma.sc.gov

Website: <https://cma.sc.gov/>

*Small and Minority Business Directory*

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## **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Ms. Syrees Gillens-Oliver (DBE Certifications Manager)  
(803) 737-4449  
Email: OliverSG@scdot.org

Website: <https://www.scdot.org/business/business-landing.aspx>

*DBE Certification*

## **SOUTH CAROLINA SMALL BUSINESS DEVELOPMENT CENTER**

Mr. Allen Brown  
(803) 777-1020  
Email: Browna89@mailbox.sc.edu

Website: [www.scsbdc.com](http://www.scsbdc.com)

*Small Business Technical Assistance Provider*

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## **UNITED STATES SMALL BUSINESS ADMINISTRATION**

Ms. Angela Brewer  
(803) 765-5907  
Email: Angela.Brewer@sba.gov

Website: [www.sba.gov/sc](http://www.sba.gov/sc)

*SBA 8(a) Program; Federal Contracts*

# THE CITY OF COLUMBIA OFFERS A VARIETY OF PROGRAMS DESIGNED TO HELP SMALL, LOCAL, AND DBE FIRMS COMPETE SUCCESSFULLY FOR CITY CONTRACTS.

## Mentor-Protégé Program (MPP)

The Mentor-Protégé Program (MPP) is designed to provide minority-owned, women-owned, and small business enterprises (M/W/SBE's) assistance and operational strategies that will improve their ability to compete in water-sewer and other construction projects with the City of Columbia. The City also seeks to increase the capacity and number of local firms competing for water/sewer capital improvement projects. The ultimate objective of the program is to develop M/W/SBE firms that are capable of participating in the industry as fully independent and viable firms.

## Subcontractor Outreach Program (SOP)

The City of Columbia is committed to maximizing subcontracting opportunities for all qualified and available firms interested in participating in City of Columbia projects. The Subcontractor Outreach Program (SOP) requires twenty percent (20%) minimum subcontractor participation. Bidders assist the City in implementing this policy by taking reasonable steps to ensure all qualified businesses, including Disadvantaged Business Enterprises (DBEs) and Disabled Veteran Business Enterprises (DVBEs) have equal opportunity to compete for and participate in City contracts.

## Columbia Disadvantage Business Enterprise (CDBE)

It is the policy of the City that Disadvantaged Business Enterprises (DBEs) shall be afforded the opportunity to participate fully in its overall procurement process. The objectives of the CDBE Policy are to: (a) take specific steps to ensure non-discriminatory practices and results in the future and (b) fully involve CDBEs in the City's procurement process. The CDBE Utilization Policy shall be used when the City Manager has placed a mandatory CDBE subcontractor goal on a project. A Columbia Disadvantaged Business Enterprise (CDBE) is defined as (1) a certified business (2) that has an office in the Columbia-Orangeburg- Newberry Combined Statistical Area for one year; and (3) is a socially and/or economically disadvantaged business.

**For More Information about MPP, SOP, and CDBE, contact:**



### Juliet Nelly

Compliance Administrator

*Responsible for administering the Mentor Protégé Program, Subcontractor Outreach Program, Local Business Enterprise, and CDBE Programs.*

**Office** | 803.545.4185

Juliet.Nelly@columbiasc.gov

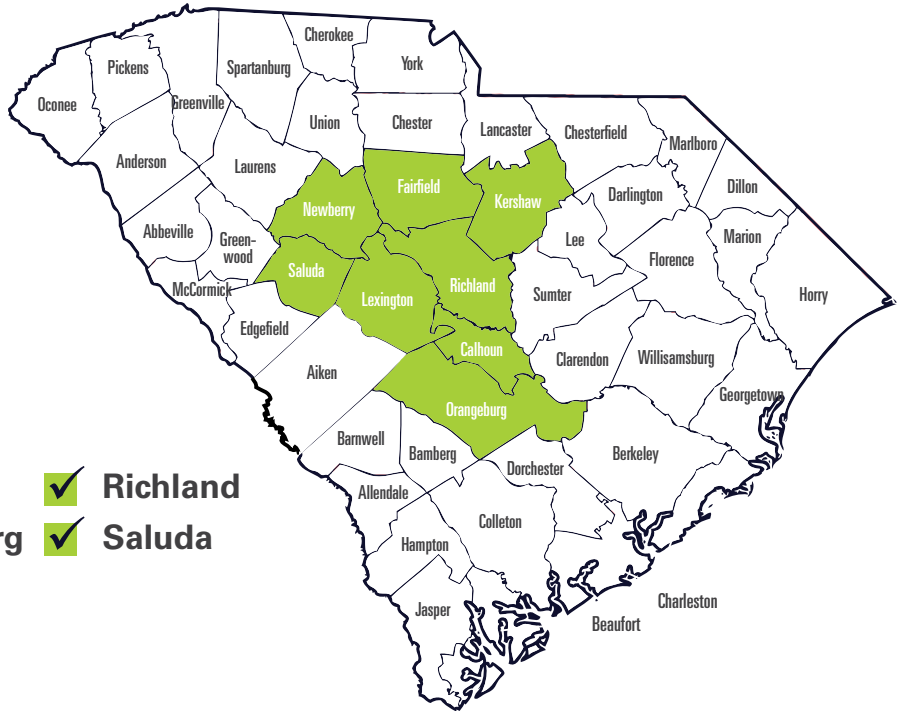
# LOCAL BUSINESS PREFERENCE POLICY

The City of Columbia is committed to maximizing contracting opportunities for local businesses.

## What's considered LOCAL?

Any business with a home office in the following counties:

- ✓ Calhoun
- ✓ Fairfield
- ✓ Kershaw
- ✓ Lexington
- ✓ Orangeburg
- ✓ Newberry
- ✓ Richland
- ✓ Saluda



## How does the LBE work?

Generally, when services/products go out for bid, contracts are awarded to the lowest responsible and responsive bidder. For the purpose of determining the lowest responsible and responsive bidder on a contract, the City shall evaluate any bid submitted by an LBE by discounting its bid by up to 5% of its actual bid amount (up to a maximum dollar value not to exceed \$500,000). If the 5% discount results in an LBE bidder being ranked as the lowest responsible and responsive bidder, then the LBE bidder will be given the opportunity to accept the contract award at the same dollar amount bid by the lowest non-LBE bidder. (LBEs competing for professional service contracts qualify for 5 additional points in the evaluation of their submittals.)

## When does it apply?

Generally, the LBE preference applies to contracts over \$5,000.

## For more specific information regarding the LBE Program, contact:



### OBO Compliance Office

Office | 803.545.4185  
OBCompliance@columbiasc.gov

# BECOMING A REGISTERED SUPPLIER USING THE EBID SYSTEM

## WHAT IS EBID?

- An online bidding system which eliminated traditional paper bids and replaces them with an electronic process via the internet
- Utilized for vendor management
- The general public is able to view current and cancelled bids; however, to submit a bid one must be registered

## HOW DO YOU BECOME A REGISTERED VENDOR?

1. Go to <https://columbiasc.ionwave.net>
2. Click on supplier registration
3. Enter in your Company name and phone number, then click Next.
4. Review & accept the terms & conditions by checking the box, then click Next.
5. Complete all fields. One is not able to proceed forward until all fields marked with an asterisk are complete.

Under User Information, the password **MUST** be 8 characters long including a special character i.e : #, @,

Click Save and Next

6. A verification email will be sent to your email

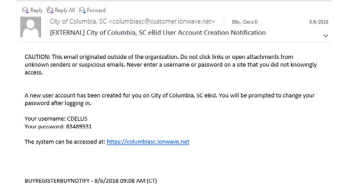
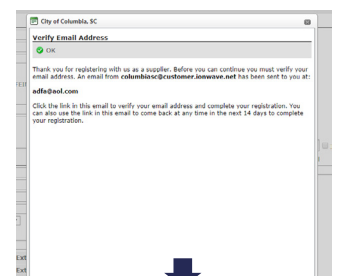
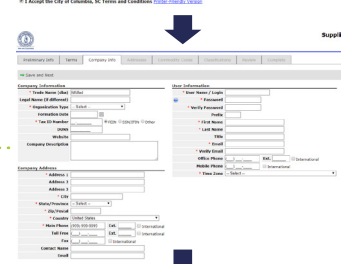
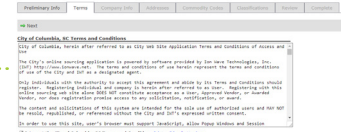
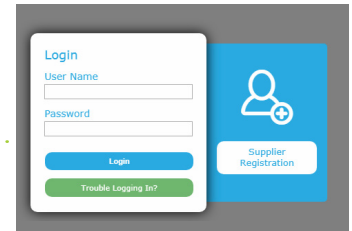
After receiving the email, please follow the instructions to continue the registration process using the **USER NAME** and **PASSWORD** created from **Step #5**.

## WHAT ARE COMMODITY CODES?

- Defined as a system of words and numbers designed to identify and list commodities or services by classes and subclasses
- It is important to register your account with the correct codes so you will be automatically notified of any new solicitation that pertains to the services your company provides

## SPECIAL CLASSIFICATIONS

- Under Choose One Classification, you can select the classification that describes who is the primary owner of your business. Only choose the classification of the sole owner of the business. If your business has more than one owner, choose the classification based on the owner who owns 51% or more of the business.
- Under Choose All That Apply, select the active DBE (Disadvantaged Business Enterprise) Certification that your company has. When you select a certification, please provide proof of that certification (copy of certification or copy of letter from certifying entity). If you do not have any of the certifications listed, select None of the above classifications apply to my business.



# STEPHEN K. BENJAMIN, MAYOR

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Jimmy Chao, President - Chao and Associates, Inc.  
Todd Corley, Co-Owner - Corley Construction  
Cynthia Hardy, President - OnPoint Media, LLC  
Karen R. Jenkins, President/CEO - KRJ Consulting, LLC  
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Dr. Louis Lynn, President - ENVIRO AgScience  
Vanessa Mota, Owner - Mota Enterprises, LLC  
Dahli N. Myers, Principal - Myers, LLC-Business Lawyers  
Terris S. Riley, Principal - NewVenue Technologies, Inc.  
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Ronald Taylor, Contractor - Taylor Brothers Construction Company  
Roscoe Wilson, Jr., CEO - RC Wilson Group  
Boyd Summers, Executive Vice President - The Congaree Group LLC  
Allen Brown, Midlands Coordinator and Business Consultant - South Carolina Small Business Development Center

# TERESA WILSON, CITY MANAGER

## CITY MANAGER'S MENTOR PROTÉGÉ PROGRAM ADVISORY COUNCIL

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**We Are Columbia**