

2021 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

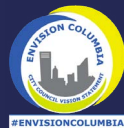
1401 Main St., 4th Floor, Columbia, SC 29201 / Kalenna.Ginyard@columbiasc.gov / 803.545.3960

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

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

ADMINISTRATION - DEVELOPMENT

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

Website: www.columbiasc.gov

Office Supplies; Printing Supplies; and Catering

ADMINISTRATION - BUDGET & PROGRAM MANAGEMENT

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

Website: 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

Office Supplies; Printing Supplies; and Catering

ADMINISTRATION - GOVERNMENT AFFAIRS

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

Website: www.columbiasc.gov

Office Supplies; and Printing Supplies (Business Cards)

BUSINESS LICENSE

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

Website: 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

*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*

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

*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*

CITY ATTORNEY'S OFFICE

Ms. Jennifer Hendrix
(803)737-4242
Email: Jennifer.Hendrix@columbiasc.gov

Website: 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)*

ECONOMIC DEVELOPMENT

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

Website: www.choosecolumbiasc.com

Office Supplies; and Specialty Services

EMERGENCY MANAGEMENT

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

Website: www.columbiasc.gov

Computers; Electronics; and Small Office Furniture

FINANCE DEPARTMENT

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

Website: www.columbiasc.gov

Office Supplies

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)*

HUMAN RESOURCES

Ms. Tiniece Javis
(803)545-3008
Email: Tiniece.Javis@columbiasc.gov

Website: www.columbiasc.gov

Office Supplies; and Printing Supplies

INFORMATION TECHNOLOGY

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

Website: 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*

OFFICE OF BUSINESS OPPORTUNITIES

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

Website: www.columbiasc.gov/obo

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

PARKING OPERATIONS

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

Website: 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

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

PARKS & RECREATION

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

Website: 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

PAYMENT CENTER DIVISION

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

Website: www.columbiasc.gov

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

PLANNING & DEVELOPMENT SERVICES

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

Website: 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

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

Mrs. Sandra Middleton
(803)545-3475
Email: Sandra.Middleton@columbiasc.gov

Website: 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.*

PUBLIC RELATIONS DEPARTMENT

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

Website: www.columbiasc.gov

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

PUBLIC WORKS

Mr. Robert Anderson
(803)545-3782
Email: Robert.Anderson@columbiasc.gov

Website: 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*

PUBLIC WORKS (FORESTRY)

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

Website: 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

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

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

Mr. 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

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.)

WATER (METRO WASTEWATER)

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

Website: 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

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

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

SAVANNAH RIVER NUCLEAR SOLUTIONS

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

Website: www.savannahrivernuclearsolutions.com

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

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>*

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>*

SOUTH CAROLINA DEPARTMENT OF COMMERCE

Clarissa Belton, Controller
(803) 737-0416
Email: cbelton@sccommerce.com

Website: www.sccommerce.com

SCDOC procures goods and services for the following (this list includes but not limited to the following): catering services, consulting services, office supplies, photography services, printing/copying Services, promotional supplies, translation services, and transportation services.

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*

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*

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*

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 and Training;
Title VI Compliance*

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; City of Columbia Citywide
MWBE Utilization & Supplier Diversity*

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)

SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION

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

SOUTH CAROLINA COMMISSION ON MINORITY AFFAIRS

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

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

Small and Minority Business Directory

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

Small Business Technical Assistance Provider

UNITED STATES SMALL BUSINESS ADMINISTRATION

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

Website: 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:



OBO Compliance

OBO Compliance Office

Office: (803)545-3950

OBOCompliance@columbiasc.gov

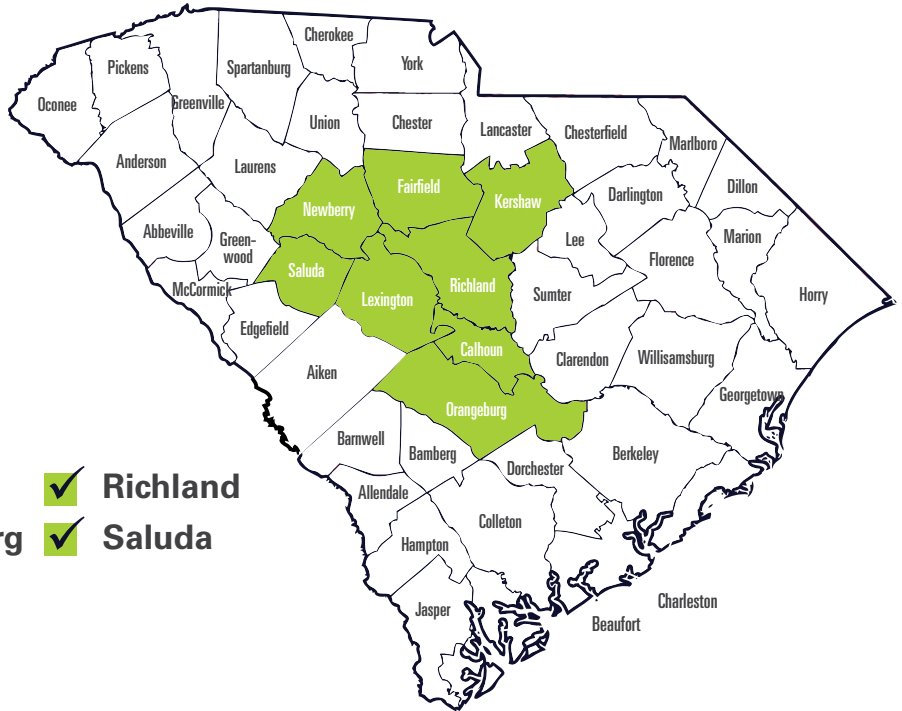
LOCAL BUSINESS PREFERENCE POLICY

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

OBO Compliance Office
Office: (803)545-3950
OBOCompliance@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

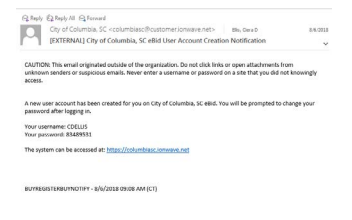
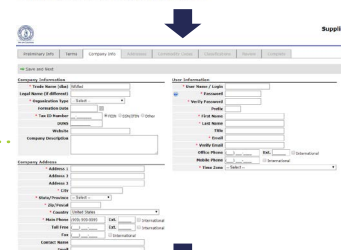
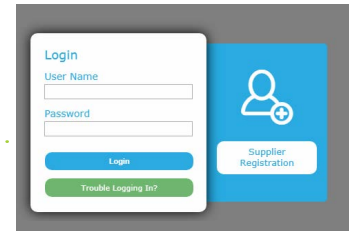
After receiving the email, please follow the instructions to continue the registration process using the **USER NAME** and **PASSWORD** created from **Step #5**.

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

MAYOR'S MINORITY BUSINESS ADVISORY COUNCIL

Greg Davis, Director & Chairman - SC Department of Transportation
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
Anthony Lawrence, Executive VP and Architect - Brownstone Construction Group
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.
Cheryl Salley, Director - Benedict College Women's Business Center
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

Angie Logan, Michael Baker International
Janet Deep, 4D Engineering
Wayne Bye, McClam & Associates, Inc.
Adrian Williams, Atlantic South Consulting
Bill Davis, Weston & Sampson
Marguerite McClam, Palmetto Engineering Group
Karen Winslow-McClam, G.H. Smith Construction
Tom Haselden, AECOM
Cheryl Goody, Lake Murray Utility
Todd Corley, Corley Construction
Calvin Wise, CASE Consulting



We Are Columbia