

# 2024 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 (M/WBE)? In FY 2022-2023, the City awarded over \$30 million to M/WBEs.

KALENNA P. GINYARD, Program Compliance Specialist

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



We Are Columbia

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

# A Message from Director, AYESHA DRIGGERS

The City of Columbia's Office of Business Opportunities (OBO) is excited to present the 2024 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 (M/WBE) 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 M/WBE 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 M/WBEs have on the social and economic vitality of the local community, the City of Columbia has also implemented programs such as our Columbia Disadvantaged Business Enterprise (CDBE), Local Business Enterprise (LBE), and our Mentor Protégé Programs (MPP) 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!



**Ayesha Driggers, MPA**  
**Director, City of Columbia's**  
**Office of Business Opportunities**



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# MINORITY BUSINESS OPPORTUNITIES DIRECTORY

## City of Columbia & Community Partners

### City of Columbia

#### **911 COMMUNICATIONS (EMERGENCY COMMUNICATIONS)**

Dominique Jacobs, Administrative Coordinator  
(803) 376-3763  
Email: Dominique.Jacobs@columbiasc.gov

Matthew Crook, Administrative Specialist  
(803) 545-3705  
Email: Matthew.Crook@columbiasc.gov

Website: [www.columbiasc.gov/911](http://www.columbiasc.gov/911)

*Office Supplies*

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#### **ADMINISTRATION - BUDGET & PROGRAM MANAGEMENT**

Ruby Hampton, Administrative Coordinator  
(803) 545-3146  
Email: Ruby.Hampton@columbiasc.gov

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

*Office Supplies, Printing Supplies, Catering*

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#### **ADMINISTRATION - CITY CLERK/CONSTITUENT SERVICES/RECORDS MANAGEMENT**

Erika Hammond, City Clerk  
(803) 545-3045  
Email: cityclerk@columbiasc.gov

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

*Office Supplies, Document Scanning, and Document  
Shredding Services Are Needed*

#### **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, Catering*

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#### **ADMINISTRATION - GOVERNMENT AFFAIRS**

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

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

*Office Supplies, Printing Supplies (Business Cards)*

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#### **ADMINISTRATION - OFFICE OF VIOLENT CRIME PREVENTION**

Trevon Fordham, Director  
(803) 545-3031  
Email: Trevon.Fordham@columbiasc.gov

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

*Office supplies, Printing (printed materials and  
promotional items), and Marketing & Swag items*

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#### **BUSINESS LICENSE**

Angela Tarrant, Deputy Administrator  
(803) 545-3341  
Email: Angela.Tarrant@columbiasc.gov

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

*Office Supplies, Printing, Uniforms, Office Furniture, Office  
Equipment*

## CITY ATTORNEY'S OFFICE

Jennifer Hendrix, Office Manager  
(803) 737-4242  
Email: Jennifer.Hendrix@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, Document Destruction (Secure Shredding)*

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## COLUMBIA CANAL & LAKE MURRAY WATER PLANT

Sidney (Trey) Varn, Water Plants Operations Manager  
(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, Pressure Relief Valves and Parts, Environmentally Safe Herbicides, Safety Supplies/PPE (goggles, goggles, ear protection, hard hats, respiratory protection, boots), HVAC Repair/Service, Fence Repair*

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## COMMUNITY DEVELOPMENT

Scott Hirt, Administrative Specialist  
(803) 545-3082  
Email: Scott.Hirt@columbiasc.gov

Rodney Gornto, Grants Coordinator  
(803) 545-3034  
Email: Rodney.Gornto@columbiasc.gov

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

*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, Construction Worker Supplies, Snacks/Drinks for Events*

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## ECONOMIC DEVELOPMENT

Brenda Jones, Administrative Specialist  
(803) 734-2700  
Email: Brenda.Jones@columbiasc.gov

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

*Office Supplies, Printing Services, Catering, Photography, Advertising*

## EMERGENCY MANAGEMENT

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

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

*COVID-19 PPE (N95 Masks, Surgical Masks, Medical Gloves, etc.), Air Purifiers, Sanitizer, Bottled Water, Additional goods and services based upon the type of emergency*

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## ENGINEERING

Michelle Brazell, Assistant Engineering Administrator  
(803) 545-3246  
Email: Michelle.Brazell@columbiasc.gov

Website: [columbiascwater.net](http://columbiascwater.net)

*Office Supplies, Engineering Consulting Services, Printing Services, Construction, Appraisals*

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## FINANCE DEPARTMENT

Kimberly McKethan, Senior Accounting Tech  
(803) 545-3493  
Email: Kimberly.Mckethan@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: [colafire.net](http://colafire.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 and Framing, Work Uniforms (BDU Pants, Dress Shoes), Fire Equipment (Fire Hoses, Nozzles, Axes)*

## FLEET SERVICES

Dothan Wells, Parts Specialist Supervisor  
(803) 545-3807  
Email: Dothan.Wells@columbiasc.gov

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

*Auto/Truck Parts and Equipment, Automotive Cleaners, Degreasers, Shop Supplies*

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## HUMAN RESOURCES

Tiniece Jarvis, Director  
(803) 545-3008  
Email: Tiniece.Javis@columbiasc.gov

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

*Office Supplies and Printing Supplies*

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## INFORMATION TECHNOLOGY

Sylvia White, Chief Information Officer  
(803) 737-4210  
Email: Sylvia.White@columbiasc.gov

Teresa Colbert, Executive Assistant  
(803) 737-4210  
Email: Teresa.Colbert@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*

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## METRO WASTEWATER TREATMENT PLANT

Andrea K. Green, Administrative Manager  
(803) 545-0182  
Email: Andrea.Green@columbiasc.gov

Website: [columbiascwater.net](http://columbiascwater.net)

*Heavy Machinery/Equipment, Small Hand Tools, Electrical & Lighting Supplies, Hardware & Building Materials, Cleaning & Sanitation Supplies*

## OFFICE OF BUSINESS OPPORTUNITIES

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

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

*Catering, Marketing, Advertising, Printing, Office Supplies, Instructors, Creative Design, Event Rental Spaces, Decorators, Specialty Supplies, Small Office Furniture, Consulting Services, Human Services, Plaques, Cameras, Computers and Equipment, Software, Printers, Landscapers, Car Detailing, Accounting Consultants, Videos & Photography, Promotional Items, Safety Gear and Boots*

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## PARKING OPERATIONS

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

Tori Salvant, Deputy Director  
(803) 545-3059  
Email: Tori.Salvant@columbiasc.gov

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

*Office Supplies and Printing*

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## PARKS & RECREATION

Octavia Anderson, Material Control Clerk, Senior  
(803) 545-3079  
Email: Octavia.Anderson@columbiasc.gov

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

*Cleaning Supplies, Safety Supplies, Entertainment (game tables)*

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## PARKS & RECREATION - GROUNDS & MAINTENANCE

Tom Beasley, Parks Superintendent  
(803) 457-5741  
Email: Tom.Beasley@columbiasc.gov

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

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

## **PAYMENT CENTER DIVISION**

Galena Alford, Payment Center Administrator  
(803) 545-3360  
Email: Galena.Alford@columbiasc.gov

Website: [finance.columbiasc.gov/payment-center](http://finance.columbiasc.gov/payment-center)

*Office Supplies*

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## **PLANNING & DEVELOPMENT SERVICES**

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

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

*Office Supplies, Printing Services, Uniforms, Shredding Services*

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## **POLICE DEPARTMENT**

Patrick Goodwin, Material Control Clerk, Senior  
(803) 545-3571  
Email: Patrick.Goodwin@columbiasc.gov

Website: [columbiapd.net](http://columbiapd.net)

*Office supplies, Printing (promotional items), Safety Supplies (gloves, goggles, vests, rain jackets), Uniforms, Boots, Handcuffs, Lights, Holsters, Traffic Cones, Cleaning Supplies, Personal Protection Equipment*

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## **PROCUREMENT & CONTRACTS**

Anita Higgins, Procurement Manager  
(803) 545-4359  
Email: Anita.Higgins@columbiasc.gov

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

*Goods and supplies, Information Technology, General Services & Repairs, Fleet/Vehicle Purchases & Services, Professional Services, Construction Services, Utility Operations, Engineering Procurements*

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## **PUBLIC RELATIONS**

Veronica Walker, Constituent Services Liaison  
(803) 545-3258  
Email: Veronica.Walker@columbiasc.gov

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

*Printing Supplies, Advertising Materials, Software Services*

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## **PUBLIC WORKS**

Robert Anderson, Director  
(803) 545-3782  
Email: Robert.Anderson@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 Supplies, 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, Surgical Instruments*

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## **PUBLIC WORKS - FORESTRY AND BEAUTIFICATION**

Brian Neiger, Superintendent  
(803) 545-3862  
Email: Brian.Neiger@columbiasc.gov

Wendy Bell, Lead Administrative Assistant  
(803) 545-3860  
Email: Wendy.Bell@columbiasc.gov

Website: [publicworks.columbiasc.gov/forestry-and-beautification](http://publicworks.columbiasc.gov/forestry-and-beautification)

*COVID-19 PPE, Office Supplies, Small Power Equipment, Plant Material, Irrigation and Herbicide, Landscaping, Tree Removal and Pruning*

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## **SAFETY & RISK MANAGEMENT**

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

Wateka Smith, Safety Compliance Manager  
(803) 545-3935  
Email: Wateka.Smith@columbiasc.gov

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

*COVID-19/PPE Supplies, Surgical Masks, KN-95 Masks, N-95 Masks, 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, Social Distancing Signage*

## **SOLID WASTE**

Angel Putnam, Lead Administrative Assistant  
(803) 545-3801  
Email: Angel.Putnam@columbiasc.gov

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

*Safety Supplies, Hard Hats, Gloves, Safety Glasses, Rakes, Shovels, Safety Vests, Rain Suits, Litter Containers, Litter Grabbers, Two-Gallon Water Coolers, Sanitation Products, Office Supplies*

## **SUPPORT SERVICES**

Stacey Dixon, Support Services Administrator  
(803) 545-3105  
Email: Stacey.Dixon@columbiasc.gov

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

*Office Products, Uniforms, Janitorial Services, HVAC Services, Electrical Services, Pest Control, Fencing Services, Construction Services, Lawn Care Services, Glass Repair, Window Tinting, Fire Alarm Services, Security Alarm Services, Portable Restroom Services, Window Blinds/Covers, Mailing Equipment, Signs/Banners*

## **UTILITIES**

Angela McCullough, Special Projects Administrator  
(803) 255-8160  
Email: Angela.McCullough@columbiasc.gov

Website: [columbiascwater.net](http://columbiascwater.net)

*Water and Sewer Services*

## **WASTEWATER MAINTENANCE**

Ashley Gallentine, Senior Material Control Clerk  
(803) 545-3429  
Email: Ashley.Gallentine@columbiasc.gov

Website: [columbiascwater.net](http://columbiascwater.net)

*Fencing, Plumbing, Small Hand Tools and Machinery, Hauling, Landscaping, Tree Removal, Asbestor Removal, Pre-engineered Construction Services, Equipment Maintenance, Office Supplies, Safety Supplies, Printing Services, Paving and Asphalt Services, Traffic Control, Pipe, Fittings, Hydrants, Etc.*

## **WATER DISTRIBUTION & MAINTENANCE**

Ebouni Moultrie, Administrative Specialist  
(803) 545-3886  
Email: Ebouni.Moultrie@columbiasc.gov

Website: [columbiascwater.net](http://columbiascwater.net)

*Office & Printing Supplies, Fencing, Plumbing, Small Hand Tools, Heavy Machinery, Hauling, Landscaping, Asbestos Removal, Tree Removal, Janitorial Services, Utility Operations, PPE*

# **Community Partners**

## **COLUMBIA METROPOLITAN AIRPORT**

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

Website: [flycae.com/procurement-bids](http://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, Drug Testing*

## **DOMINION ENERGY**

S. Dallas Simmons, Supplier Diversity Program Manager  
(804) 787-5978  
Email: s.dallas.simmons@dominionenergy.com

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

*Everything needed to provide reliable, affordable, and clean energy to our 7 million customers in 13 states.*

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## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY (OSBO)**

Pamela Green, Manager  
(803) 576-1540  
Email: [osbo@richlandcountysc.gov](mailto:osbo@richlandcountysc.gov)

Website: [richlandcountysc.gov/osbo](http://richlandcountysc.gov/osbo)

*General Contractors, Engineers, Architects, Traffic Controllers, Asphalt, Waste Management Haulers, DHEC Certified Haulers, Tree Trimmers*

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## **RICHLAND COUNTY SCHOOL DISTRICT ONE**

Lashonda Outing, Director of Procurement, Warehouse and Printing Services  
(803) 231-7033  
Email: [Lashonda.outing@richlandone.org](mailto:Lashonda.outing@richlandone.org)

Website: [www.richlandone.org/Page/306](http://www.richlandone.org/Page/306)

*Information on current solicitations can be found on Richland One's website: [www.richlandone.org/Page/306](http://www.richlandone.org/Page/306)*

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## **RICHLAND COUNTY SCHOOL DISTRICT TWO**

Procurement  
Email: [procurement@richland2.org](mailto:procurement@richland2.org)

Website: [www.richland2.org](http://www.richland2.org)

*Office Supplies, School Supplies, Maintenance Supplies, Equipment, Various Maintenance Services, Textbooks, Educational Materials*

## **SAVANNAH RIVER NUCLEAR SOLUTIONS**

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

*Gaskets and Gasket Materials, Plastics and Smear Cloth, Site-wide Janitorial Services, Plastic Suits, Miscellaneous Air Filers*

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## **SOUTH CAROLINA DEPARTMENT OF COMMERCE**

Clarissa Belton, Deputy Director - Administration  
(803) 737-0416  
Email: [cbelton@sccommerce.com](mailto:cbelton@sccommerce.com)

Website: [www.sccommerce.com](http://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.*

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## **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)**

Emmett Kirwan, Procurement  
(803) 737-0676  
Email: [KirwanEl@scdot.org](mailto:KirwanEl@scdot.org)

Website: [www.scdot.org/business/business-landing.aspx](http://www.scdot.org/business/business-landing.aspx)

*Supplies, Services, Information Technology, Consultant Services, Construction Services*

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## **TN DEVELOPMENT CORPORATION**

Marsheika Armstrong, Housing District Manager  
(803) 545-3769  
Email: [Marsheika.Armstrong@columbiasc.gov](mailto:Marsheika.Armstrong@columbiasc.gov)

Website: [development.columbiasc.gov/tn-development-corporation/](http://development.columbiasc.gov/tn-development-corporation/)

*Carpet & Flooring Replacement, Catering, Cleaning Supplies, Electricians, General Contractors, General Maintenance Supplies, HVAC Repairs and Maintenance, Janitorial Services, Landscaping, Office Supplies, Painting & Supplies, Pest Control, Pressure Washing, Plumbing Repairs, Roof Maintenance, Signage, Tree Removal, Small Hand Tools, Asbestos Removal, and Marketing/Promotional Items*

## **VORTEX SERVICES, LLC**

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

Website: www.vortexcompanies.com

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

## **Technical Assistance & Business Development**

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

Shauna Cooper, Director  
(803) 705-4641  
Email: info@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 (CVMSDC)**

Dominique Milton, President & Chief Engagement Officer  
(704) 549-1000  
Email: info@cvmsdc.org

Website: www.cvmsdc.org

*CVMSDC is an advocacy group designed to help minority business owners with certification, development, and connection to supply chain opportunities.*

### **CITY OF COLUMBIA'S OFFICE OF BUSINESS OPPORTUNITIES**

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

Website: obo.columbiasc.gov

*Small Business Technical Assistance and Training, Title VI Compliance*

### **CITY OF COLUMBIA'S OFFICE OF BUSINESS OPPORTUNITIES (CONTINUED)**

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

Website: obo.columbiasc.gov

*Small Business Technical Assistance/eBid Setup for Small Business Assistance, City of Columbia Citywide M/WBE Utilization*

Cassandra Fletcher  
(803) 545-4185  
Email: Cassandra.Fletcher@columbiasc.gov

Website: obo.columbiasc.gov

Latonya Germany  
(803) 545-3049  
Email: Latonya.Germany@columbiasc.gov

Website: obo.columbiasc.gov

*Columbia Disadvantaged Business Enterprise (CDBE), Local Business Enterprise (LBE), Mentor Protege Program (MPP)*

### **DESA, INC.**

Diane E. Sumpter, President & CEO  
(803) 730-6466  
Email: info@desainc.com

Website: www.desainc.com

*Engineering Services, Strategic Business Development, Administrative Management*

### **MIDLANDS SCORE**

Dave Precht  
(803) 521-2504  
Email: david.precht@scorevolunteer.org

Website: www.score.org/midlands

*SCORE's mission is to foster vibrant small business communities through mentoring and education. We offer complimentary services for business start-ups and on-going businesses for business planning, cash flow analyses, marketing, funding, etc. to match your needs. We also offer workshops and webinars on a variety of topics.*

## **RICHLAND COUNTY OFFICE OF SMALL BUSINESS OPPORTUNITY (OSBO)**

Pamela Green, Manager  
(803) 576-1540  
Email: [osbo@richlandcountysc.gov](mailto:osbo@richlandcountysc.gov)

Website: [www.richlandcountysc.gov/osbo](http://www.richlandcountysc.gov/osbo)

*Small Local Business Enterprise (SLBE)*

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## **SC APEX ACCELERATOR**

Ron Conner, Program Manager  
(803) 521-2344  
Email: [conner.apex@sc.edu](mailto:conner.apex@sc.edu)

Jeff Hubbard, Administrative Coordinator  
(803) 521-2344  
Email: [hubbard.apex@sc.edu](mailto:hubbard.apex@sc.edu)

Tenell Felder, Communications and Marketing Manager  
(803) 521-2344  
Email: [felder.apex@sc.edu](mailto:felder.apex@sc.edu)

Website: [www.scaccelerator.org](http://www.scaccelerator.org)

*SC APEX Accelerator assists large and small South Carolina businesses with government contracting. We provide individualized assistance to clients, helping them navigate the federal, state and local government marketplace.*

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

Jasmin Goodwin, Small and Minority Business Program Coordinator  
(803) 832-8166  
Email: [JGoodwin@cma.sc.gov](mailto:JGoodwin@cma.sc.gov)

Website: [cma.sc.gov](http://cma.sc.gov)

*Small and Minority Business Directory*

## **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)**

Gary Linn, Director of DBE Mega Projects, Compliance & Technical Assistance  
(803) 737-1717  
Email: [LinnGS@scdot.org](mailto:LinnGS@scdot.org)

Website: [www.scdot.org/business/bus-development-dbe-certification.aspx](http://www.scdot.org/business/bus-development-dbe-certification.aspx)

*Technical assistance and business development services offered to firms certified in the Disadvantaged Business Enterprise (DBE) Program.*

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## **SOUTH CAROLINA OFFICE OF SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION (SMBCC)**

Johnny Burch, Administrative Staff  
(803) 734-5044 or (803) 734-5010  
Email: [Johnny.Burch@admin.sc.gov](mailto:Johnny.Burch@admin.sc.gov)

Website: [osmba.sc.gov](http://osmba.sc.gov)

*State certification for small and minority businesses.*

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## **SOUTH CAROLINA SMALL BUSINESS DEVELOPMENT CENTER (SBDC)**

Bob Jones, Business Consultant  
(803) 777-5118  
Email: [uscsbdc@mailbox.sc.edu](mailto:uscsbdc@mailbox.sc.edu)

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

*Small Business Technical Assistance Provider*

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## **U.S. SMALL BUSINESS ADMINISTRATION (SOUTH CAROLINA DISTRICT OFFICE)**

Angela Brewer, Business Opportunity Specialist  
(803) 765-5907  
Email: [Angela.Brewer@sba.gov](mailto:Angela.Brewer@sba.gov)

Frank Anderson, Lender Relations Specialist & District International Trade Officer  
(803) 253-3018  
Email: [Frank.Anderson@sba.gov](mailto:Frank.Anderson@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 CDBE 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.

## Columbia Disadvantaged 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 and CDBE, contact:



### OBO Compliance

OBO Compliance Office

Office: (803)545-3950

[OBCompliance@columbiasc.gov](mailto:OBCompliance@columbiasc.gov)

*The City of Columbia ("City") is determined to establish and firmly enforce a clear policy against discrimination in a City-related business on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability. As a result, the City has established policies to not engage in City-related business with firms that discriminate in their solicitation, selection, or treatment of vendors, suppliers, contractors, subcontractors, or business customers. These policies are the Commercial Non-Discrimination Policy and the Non-Discrimination Contracting Policy.*

*The City had a Disparity Study completed in 2006 that found minority and women owned businesses (MWBs) were substantially underutilized in prime contracting in a majority of procurements in the following areas: (1) construction, (2) architecture and engineering consultants, (3) professional services, (4) goods and supplies, and (5) other services. The 2006 Disparity Study also found that MWBs were substantially underutilized in subcontracting in a majority of procurements in those same five areas.*

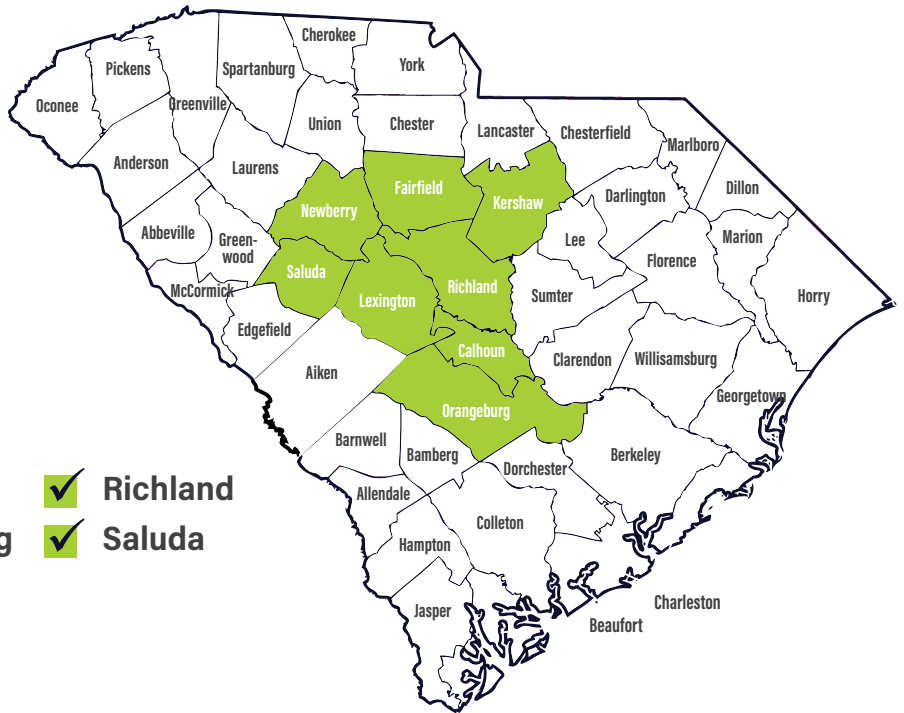
# LOCAL BUSINESS PREFERENCE POLICY

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   | ✓ Lexington  | ✓ Richland |
| ✓ Fairfield | ✓ Orangeburg | ✓ Saluda   |
| ✓ Kershaw   | ✓ Newberry   |            |



## 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

[OBCompliance@columbiasc.gov](mailto: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

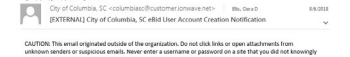
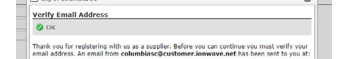
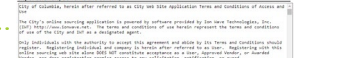
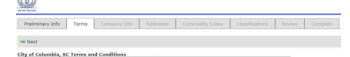
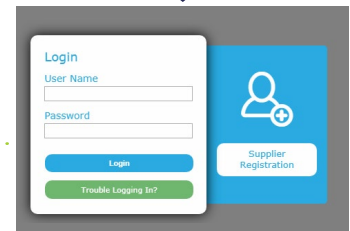
After receiving the email, please follow the instructions to continue the registration process using the **USER NAME** and **PASSWORD** created from Step #5.

## 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.





**We Are Columbia**

## **DANIEL J. RICKENMANN, MAYOR**

### **CITY OF COLUMBIA'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, Managing Principal - MOTA Design, Construction, Development  
Dr. Louis Lynn, President - ENVIRO AgScience  
Vanessa Mota, Owner - Mota Enterprises, LLC  
Terris S. Riley, Principal - NewVenue Technologies, Inc.  
Ronald Taylor, Contractor - Taylor Brothers Construction Company  
Roscoe Wilson, Jr., CEO - RC Wilson Group  
Allen Brown, Senior Loan Officer - South Carolina Community Loan Fund  
Kadenia Williams Jarvis, Founder & Chief Financial Officer - Jarvis Financial Services, LLC  
Cheryl Salley, Founder, CEO, and Consultant - Treadwater Solutions, LLC

## **TERESA WILSON, CITY MANAGER**

### **CITY MANAGER'S MENTOR PROTÉGÉ PROGRAM ADVISORY COUNCIL**

Janet Deep, 4D Engineering  
Wayne Bye, McClam & Associates, Inc.  
Adrian Williams, Atlantic South Consulting  
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



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We Are Columbia

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