

## NON-DISCRIMINATION IN CONTRACTING POLICY

IN CARRYING OUT THE SERVICE, THE CONTRACTOR SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, AGE, DISABILITY OR OTHER HANDICAP, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE, AND LOCAL LAWS ("PROTECTED CHARACTERISTICS"). THE CONTRACTOR SHALL TAKE AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO THEIR PROTECTED CHARACTERISTICS. SUCH ACTION INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING: EMPLOYMENT, PROMOTION, DEMOTION, TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF, TERMINATION, RATES OF PAY OR OTHER FORMS OF COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR SHALL POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A NOTICE PROVIDED BY THE GOVERNMENT SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION POLICY. THE CONTRACTOR SHALL INCORPORATE THESE NON-DISCRIMINATION REQUIREMENTS IN ALL SUBCONTRACTS FOR SERVICE WORK.

THE CITY OF COLUMBIA'S PROCUREMENT PROCESS ADHERES TO A PROCUREMENT POLICY APPROVED BY CITY COUNCIL. THE CITY'S PROCUREMENT CODE IS LOCATED AT:

[HTTPS://LIBRARY.MUNICODE.COM/SC/COLUMBIA/CODES/CODE\\_OF\\_ORDINANCES?NODEID=COOR\\_CH2AD](https://library.municode.com/sc/columbia/codes/code_of_ordinances?nodeid=coor_ch2ad)  
(CHAPTER 2—ADMINISTRATION)



1800 Main Street, 2nd Floor  
Columbia, SC 29201  
[www.ColumbiaSC.gov](http://www.ColumbiaSC.gov)



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



(803) 545-3470



# PROCUREMENT & CONTRACTS

A GUIDE FOR  
PROSPECTIVE VENDORS  
AND CONTRACTORS

*"OUR MISSION IS TO PROVIDE EXCELLENT CUSTOMER SERVICE WHILE PROMOTING FAIR AND OPEN COMPETITION IN THE PROCUREMENT OF GOODS AND SERVICES NECESSARY TO SUPPORT ALL OPERATIONS OF THE CITY OF COLUMBIA WHILE MAINTAINING THE HIGHEST STANDARDS OF INTEGRITY AND ETHICAL CONDUCT"*

## WHY REGISTER?

### Benefits

- View procurement opportunities;
- Share your classification info;
- Submit Bid, RFP, and RFQu responses;
- View Bid tabulations, and Award info

Visit our website

<https://columbiasc.ionwave.net>  
to register.



Formal procurements with a value of \$25,000 or greater are posted through eBid.

Respondents may submit a response on or before the date and time specified in the solicitation. Quotes may be requested by phone, or email for small procurements with a value less than \$25,000, but may also be posted on our eBid site.

## OUR COMMITMENT & GOALS

**15% City-wide goal to utilize minority and women-owned business enterprises**

**Committed to utilizing Disadvantaged Business Enterprises**

**Local Business Preference Policy**

**Programs designed to help Small, Local, and Disadvantaged Business Enterprises compete successfully for City Contracts**

*For more information on any of these programs, contact:  
Office of Business Opportunities  
803.545.3950*

The Department of Procurement & Contracts handles routine to complex purchases of goods, and contracts. This includes but is not limited to:

- Police
- Fire
- Parks & Rec
- Parking Operations
- Fleet Services
- HR
- Engineering

The City of Columbia Utilizes Request for Proposals (RFP), or Request for Qualifications (RFQu)

# DISCOVER

**Vist our eProcurement Site known as eBid, and Explore the City's Opportunities by Registering as a Vendor!**