

RICHLAND COUNTY FINANCE DEPARTMENT PROCUREMENT DIVISION

2020 Hampton Street, Suite 3064
Columbia, SC 29201
803-576-2130



Richland County Office of Procurement Vendor Registration Information

The County encourages open and inclusive participation in its competitive procurement process. If you are interested in registering as a vendor the following steps should be taken. Please note, this electronic registration process is effective September 1, 2020 and any prior paper vendor registration is void; information must be entered in the electronic vendor registration portal.

Use the link below to access the County's electronic vendor registration portal. Click "Create your free Bonfire account" under "New Vendor Registration"

<https://richlandcountysc.bonfirehub.com/login>

REQUIRED*:

*Although certain documents are noted as "required", you will be able to register without uploading them. Please be advised you will have to provide these documents, as well as any other deemed necessary by the Office of Procurement, **prior to the award of any contract**. For this reason, it is preferred these documents are provided at registration in order to establish a vendor's responsiveness to a solicitation.

1. A signed Request for Taxpayer Identification Number and Certification (W-9 form) www.irs.gov is required to be uploaded as part of the registration process.
2. A current up-to-date certificate of insurance is required to be uploaded as part of the registration process.
3. The Vendor Declaration requires a Yes/No response, with "Yes" verifying the person creating the account on behalf of the entity is authorized to do so.

OPTIONAL:

4. Registration with the SC Department of Labor, Licensing and Regulation, Division of Professional and Occupational Licensing Boards (POL), Office of Board Services (OBS) or any other special licensing may be uploaded as well.
5. Richland County Business License, when working in the unincorporated areas of the County, should be uploaded. If you are unsure if a business license is required, you may complete the Business License Assessment Survey found at the link below by clicking "Vendor Survey". This should be turned in to the Business Service Center via email bsc@richlandcountysc.gov or fax (803) 576-2289.

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

6. If you are a vendor who is registered with the **Richland County Office of Small Business Opportunities** as a Small Local Business Enterprise (SLBE) or Emerging Small Local Business (ESLBE) Enterprise, you may upload your certification. This is only applicable to Richland County small businesses registered as an SLBE/ESLBE. Contact the Office of Small Business Opportunities for more information- phone- 803-576-1540 email- osbo@richlandcountysc.gov or online: <http://www.richlandcountysc.gov/Government/Departments/OSBO/Home>

Questions may be directed to: procurement@richlandcountysc.gov