

City of Columbia

Purchasing Division

NEWSLETTER



SPECIAL POINTS OF INTEREST:

- Split Requisitions
- Direct Payment
- **NEW** Threshold Amounts
- Food For Thought

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On July 1, 2009 the Purchasing Department launched the City of Columbia's new Bid Online System. This new system will allow vendors to register and maintain their company information as well as update their commodity codes, and allow them to view and submit their bid responses electronically. Bid Online has a lot to offer vendors, including bid tabulations, complete access to the City of Columbia's vendor database and a list of all current bids, cancellation and award information.

Along with being able to access information quickly,

“Bid Online”

Bid Online will also send any registered vendor an email notification when a bid that may interest them is published, depending on how they are registered. Bid Online will also notify vendors of any amendments and cancellations. Since the City of Columbia is now using the Bid Online System, the Purchasing Department will no longer be accepting paper bids from vendors. All vendors must be registered on the Bid Online System and submit their responses electronically.

On June 9, 2009 the Purchasing Department invited a few vendors to

come in and test our new Bid Online System to obtain their feedback on what they thought about the system. One of the vendors stated,



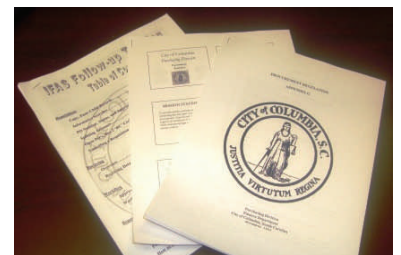
“This system is user friendly.”

During the training we had the opportunity to answer questions and concerns from a vendor's perspective. Since we starting using Bid Online we have 1,206 registered bidders, of which 314 are minority owned businesses.

Procurement Training Schedule

(Dates subject to change)

- August 14, 2009 **Time: 9 A.M.-12 P.M. & 1 P.M.-4 P.M.**
 - September 11, 2009 **Location: 1401 Main Street 10th Floor**
 - October 9, 2009 **Who's Invited: Open to all COC Employees**
- Contact: Nicole Wyche or Jacquetta Wilson**



Split Requisition

Split requisitions are a big topic this fiscal year, because every department has a different understanding of split requisitions.

A split requisition is where two or more requisitions are used to avoid the threshold requirement of the Procurement Regulation. A department cannot split the purchase of like items using the same vendor to avoid threshold requirements.

For example: An end-user submits two requisitions for office supplies to the same

vendor for \$599.99 to avoid having to get a second quote. Both requisitions total \$1,199.98, and under the Procurement Regulation, a second quote is needed.

This fiscal year the Purchasing Department will be on the look out for split requisitions. When you are entering your purchase request, make sure that you are not entering two requisitions for the same vendor for like items. If this happens your buyer will either reject your request or

have you combine your purchase request and obtain another quote,

If you find yourself in this situation or have any questions please contact your buyers.



Direct Pay

The City of Columbia is starting a new process called Direct Pay. Direct Payments were designed to authorize payments for specific items without the use of a purchase order. Thus, the proper use of this system can lead to a decrease in paperwork and a faster turn around time while maintaining adequate control over the purchasing function. It is important to remember that when using direct pay it does NOT exempt the purchase from the requirement of the City of Columbia's Appendix G (Policies and Procedures, Procurement Code).

If the City of Columbia has a signed contract with a vendor it CANNOT be paid using Direct Pay. You will still need to put in a purchase request. For example: If the contract is for twelve (12) months at \$450.00 a month, your purchase request should state a quantity

of twelve (12) and the amount should be \$450.00. This way you can receive a quantity of one (1) each month instead of a dollar amount.

Only the items listed below are approved for payment using direct payment. If you have any questions regarding items that are not listed, contact your buyer.

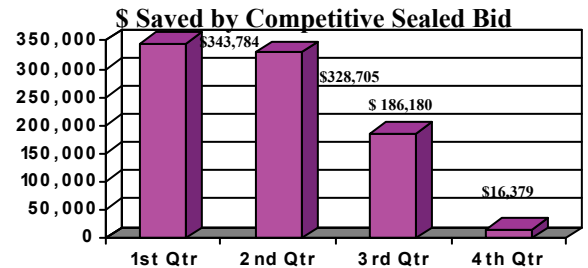
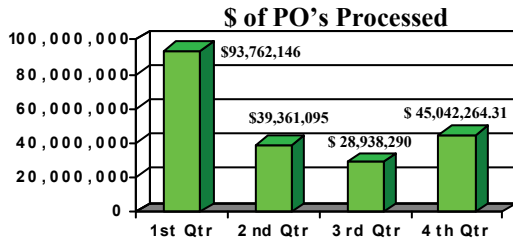
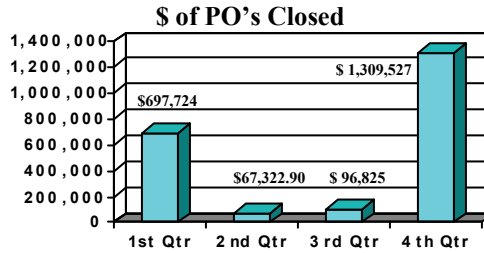
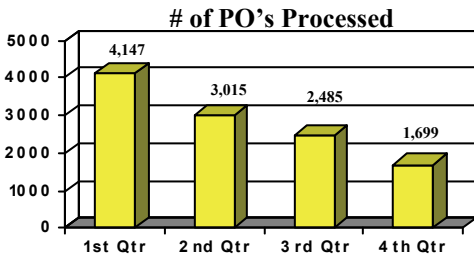
- Advertising
- Freight/Express mail to include Federal Express, DHL, etc
- Gas and electricity, water, and sewer services provided by public utilities.
- Auto Licenses and registration
- Notary Fees
- Petty cash reimbursement
- US Postal services postage and box rental
- Professional dues, registration and membership fees
- Published books, periodicals, and technical pamphlets, less than \$1500
- Telephone services landline, cellular and digital

- services
- Auto Licenses and registration
- Notary Fees
- Publications received at a seminar or training session not exceeding \$1500
- Conference facility rental, including equipment and material rental by facility
- Employee Tuition reimbursement
- Subscription renewals not to exceed one year
- Education and training provided by the State of South Carolina
- Refund to customers
- Loans
- Umpires
- Volunteer Firefighters
- DHEC Permits
- Easements
- Legal Settlements
- Travel

If you have any questions concerning a Direct Payment you can contact the Accounts Payable Division at 545-3183.

Fourth Quarter Report

(April 1, 2009— June 30, 2009)



NEW Threshold Amounts

Starting this fiscal year, 2009/2010, the Purchasing Department was able to increase the City of Columbia threshold amount from \$500.00 to \$1,000.00. End-users will now be allowed to purchase up to \$1,000.00 using one (1) quote as long as the quote is fair and reasonable. The Purchasing Department understands that the cost of items are steadily rising and we are hoping this increase will help our end-users get what they need in a timely manner without

having to struggle with additional quotes for what they consider to be small purchases.

Procurements less than \$1,000.00
 *Approved without requiring competitive quotes
 *Ensure "price is fair and reasonable"
 *Distributed equitably among qualified suppliers

Procurement between \$1,000.01 to \$5,000.00
 *Quotes from a minimum of two (2) qualified suppliers (written or verbal)
 *Quotes documented and attached to Purchase Order
 *Procurement approved by Purchasing Agent

Procurement between \$5,000.01 to \$10,000.00

*Require formal sealed bids from a minimum of (3) qualified suppliers
 *Quotes documented and attached to Purchase Order
 *Procurement approved by the City Manager

Procurements \$10,000.01 and higher
 *Bids should be advertised on the city website, in the S.C. Business Opportunities (SCBO) publication and The State Newspaper
 *Evaluation results sent to City Council for approval
 *Purchasing issues Purchase Order after notification of approval by City Council



Food for Thought - Low Fat Raspberry Summer Sensation

Prep Time: 15 minutes
 Ready In: 3 hrs 25 minutes
 Make: 12 servings

INGREDIENTS

- 1 pt. (2 cups) raspberry sorbet, softened
- 1 pkg. (1 oz.) JELL-O Vanilla Flavor Fat Free Sugar Free Instant Pudding
- 1 cup cold fat-free milk
- 1 tub (8 oz.) COOL WHIP Sugar Free Whipped Topping, thawed
- 1 cup raspberries

DIRECTIONS

Line A 9 X 5 loaf pan with foil.
 Spoon sorbet into prepared pan, freeze for 10 minutes

Beat pudding mix and milk with whisk for 12 min. Stir in cool whip spread over sorbet.



Freeze for 3 hours or until firm. Un-mold onto plate; remove foil. Let it stand for 10 minutes to soften slightly before slicing to serve. Top with berries.





City of Columbia

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**“One Mission,
One Message,
One Columbia”**

Mission Statement

“Our mission is to provide 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 high standards of integrity and ethical conduct ”

Purchasing Contact Information

Josephine Taylor 545-3472

Finance, Fire, Human Resources, Risk Management, Development Services, Planning, ESAC, Printing, Animal Services, Parking Services

Gail Nettles 545-3469

Information Technology, Training Administration, Community Development, Community Services, OBO/EZ, Water Customer Service, Commerce and Development Corp., Economic Development, City Hall Administration, Mayor & City Council, Legal, Municipal Courts, Public Relations, Computers, Utilities and Engineering and Construction Management

Charlene Pelzer 545-3473

Communications Center, Homeland Security, Fleet Services, Park and Recreation, Police, Purchasing, Rental Uniforms, Safety Shoes, Mobile Phone, Furniture, Annual Auctions, City Clerk, Vehicles, Pagers Charges, Drug Screenings and Solid Waste

Randy Elswick 545-3474

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