

RICHLAND COUNTY FINANCE DEPARTMENT PROCUREMENT DIVISION

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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.

REQUIRED:

1. 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>

2. 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.
3. A current up-to-date certificate of insurance is required to be uploaded as part of the registration process.
4. The Vendor Declaration is required to be signed and uploaded, verifying the person creating the account on behalf of the entity is authorized to do so.

OPTIONAL*:

5. 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.

6. Richland County Business Service License when working in the unincorporated areas of the County, located should be uploaded if applicable. 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"

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

7. If you are a vendor who is registered with the Richland County Office of Small Business Opportunities as a Small Local Business Enterprise or Emerging Small Local Business Enterprise, you may upload your certification.

*Although certain documents are not "required" to upload during the vendor registration process these documents, as well as any other deemed necessary by the Office of Procurement, may be required prior to the award of any contract.

Questions may be directed to: procurement@richlandcountysc.gov