



Richland County Office of Procurement Vendor Registration packet; the information provided to this office will be utilized to develop a list of suppliers from whom to solicit formal and informal solicitations.

If it is the desire of your company to participate in the County's open, competitive and inclusive participation process the following documents must be submitted:

- 1) Richland County Vendor Application Form
<http://www.richlandcountysc.gov> located under "Vendor Information"
- 2) A signed Request for Taxpayer Identification Number and Certification (W-9 form) <http://www.irs.gov>
- 3) A current up-to-date certificate of insurance indicating proof of insurance;
- 4) Registration with the SC Department of Labor, Licensing and Regulation, Division of Professional and Occupational Licensing Boards (POL), Office of Board Services (OBS) when required for services being provided; visit and register at: <http://www.llr.state.sc.us>
- 6) Richland County Business Service License when working in the unincorporated areas of the County, located at: <http://www.richlandcountysc.gov/Government/Departments/Licensing-Registration/Business-Service-Center>

Required documents should be submitted electronically at:
procurement@richlandcountysc.gov

Please indicate all areas of specialization for which participation is desired by inserting them in the spaces provided. The Vendor Application form must be completed in its entirety. If there is a question, which does not apply to your firm, please indicate not applicable (N/A). If the area provided to list specialization is not sufficient, just list your areas of expertise on a separate sheet.

The County advertises in the South Carolina Business Opportunity (SCBO)

<https://scbo.sc.gov/online-edition>

and at: <http://www.richlandcountysc.gov/Businesses/Procurement-Contracting/solicitations>

For submittal of documents and questions, please email us at:

procurement@richlandcountysc.gov