

City Purchasing Update

City Council Workshop

January 27, 2020

Formal Bid Solicitation Receipt Procedures

- All companies that are submitting bids or proposals are logged in as a guest and directed to OMB: Purchasing, on the 7th floor of City Hall.
- All bids are received at the front desk and an adhesive sticker is attached to the bid or proposal with a time and date stamp to verify that the bid was submitted in compliance with the time and date deadlines. Late bids are not accepted.
- Once time and date stamped, the bid or proposal is taken to Purchasing and is
 - Logged in on the bid or proposal log, and
 - Placed in the bid or proposal file for that solicitation

Formal Bid Solicitation Opening Procedures

- On the date and before the time of the opening, the Purchasing staff maintains availability to make sure all solicitations are time/date stamped and logged in up until the time deadline.
- All solicitations received in compliance with the time and date deadline are taken to the conference room and are opened publicly at the exact time, date and location published in the solicitation.
- All solicitations are always opened in the presence of a witness.
- All opened solicitations are immediately manually tabulated.
- All manual tabulations are entered into a spreadsheet and posted to the City's website by the close of business on the date of the opening.

Minority/Women Business Enterprise (MWBE) Program

M/WBE Program Development / Adoption

- The City of Greenville developed an M/WBE Utilization Plan in the form of OMB 5: Minority/Women Business Enterprise Program.
 - Council approval established through Resolution 2006-42
 - Signed into action by previous City Manager on February 1, 2007

M/WBE Program Mission /Intent

- OMB 5: Minority/Women Business Enterprise Program addresses specifically:
 - Information exchange related to barriers such as difficulty in obtaining financing
 - Bonding and insurance requirements
 - Pre-bid conferences for M/WBE sub-contractor opportunities
 - Requiring prompt payment to M/WBE sub-contractors
 - Scoping projects to create opportunities for M/WBE's
 - RFP points allocation for certified M/WBE's

M/WBE Program Website

MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE PROGRAM

ABOUT THE PROGRAM

To promote free competition and equal opportunity, the City of Greenville, through its Purchasing Division, is committed to assisting small, minority-owned and woman-owned businesses in becoming active vendors with the City of Greenville.

The City of Greenville encourages and invites small, woman, and/or minority owned businesses located inside and outside the city limits to participate in the City's procurement process.

CITY POLICIES

View a summary of program policies to further understand preference opportunities and eligibility requirements.



INTENT

DEFINITIONS

PREFERENCE IN SCORING

INTENT

Business firms owned and operated by minority and women persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist woman- and minority-owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that woman- and minority-owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's procurement process.

ROD GRAY

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Minority Business Liaison Officer

PURCHASING DIVISION

Physical Address

206 S Main Street
7th Floor
Greenville, SC 29601

Mailing Address

Purchasing Division
P.O. Box 2207
Greenville, SC 29602

Phone: 864-467-4508

Fax: 864-467-4597

HOURS

(Except Holidays)
Monday through Friday
8 a.m. to 5 p.m.

[Directory](#)

QUICK LINK

- [SC Small & Minority Business Assistance](#)
- [View Bids and RFPs](#)

M/WBE Program Operations

- The Minority Business Liaison Officer for the City of Greenville is Rod Gray, Purchasing Administrator.
 - Develops and manages the program on a day-to-day basis
 - Develops procedures, when appropriate, to divide larger projects into smaller tasks to allow MBE participation
 - Works with prime contractors to encourage use and create opportunity for certified minority business sub-contractors
 - Disseminate procurement opportunities through minority publications and coordinate with local, minority advocates
 - Minority Economic Development Institute, Inc., (S.T. Peden, speden@mediiupstate.org)
 - Hispanic Chamber of Commerce (gnieves@schcc.org, rnieves@unicommedia.com)
 - Greenville Chamber (Dr. Nika White, nikawhiteconsulting@greenvillechamber.org)
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M/WBE Program Parameters

- OMB 5: Minority/Women Business Enterprise Program establishes that the only procurements addressed are “controllable procurements”, defined as:
 - “An agreement between the City and a contractor to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City”
 - The City adopted the State of South Carolina’s goal for participation of Minority/Women Business Enterprises of 10% of annual controllable, procurement expenditures. FY2019 MWBE participation at 12%.
 - Policy does not apply to
 - Awards with Federal/State grant funds or awards to non-profit that provides benefits to community
 - Emergency procurements
 - Sole source procurements

M/WBE Program Vendor Requirements

- The City does not certify Minority/Women Business Enterprises, but requires certification from :
 - Private business associations providing certification services
 - Governor's Office of Small and Minority Business Assistance
 - Other State or Federal agencies

M/WBE Efforts – Unity Park

- Added requirement to RFP for CMAR at Unity Park for the successful proponent to host a Vendor Fair for Unity Park to promote and encourage opportunity/participation from M/WBE contractors
 - First Vendor Fair for small, local, M/WBE firms took place on August 11, 2019 at the Greenville Water Community Room from 6:30 PM to 8:30 PM
 - Second Vendor Fair for Unity Park scheduled for January 29, 2020 at City Hall in the 1st floor Conference Room from 5:00 PM to 8:00 PM

M/WBE Efforts – Unity Park

- During interviews for short-listed firms for CMAR for Unity Park, stressed the importance of the creation of opportunity and the participation of the small, local and M/WBE vendors in the community through:
 - Communication to small, local and M/WBE firms
 - Communication through relevant, industry, minority publications
 - Communication and coordination with local, M/WBE advocates
 - Developing bid packages through phases of the project that do not create barriers based on capacity issues, when economics and schedule permits