



Department Of Public Utilities

City of Orangeburg
1016 Russell Street
P.O. Box 1057
Orangeburg, SC 29116
(803) 268-4000 Fax (803) 531-3803
www.orbgdpu.com

We appreciate your business with the **Department of Public Utilities (Department)**. We hope this guide will benefit you as a vendor. Our aim is to promote a climate for good business relationships. This guide will outline our procurement and invoicing guidelines.

All vendors must supply the following:

- **IRS form W-9**
- **Contractor Affidavit (SC Illegal Immigration Reform Act)**
- **Vendor Information Form**

Vendors performing any service on the Department's premises or utility system shall procure and maintain at all times the following insurance with minimum limits equal to the amount indicated below. The Department reserves the right to approve the insurance as acceptable and adequate. Should any of the policies be cancelled before the expiration date, a written notice must be delivered to the Department.

- **General Liability Insurance: Minimum requirement: \$1,000,000 per occurrence.**
- **Workers' Compensation and Employers' Liability Insurance: Minimum requirement: \$500,000 each.**
- **Contractor Affidavit (Safety, Insurance and Hold Harmless Requirement)**

Purchasing

- A Purchase Order properly numbered and signed by a Department Director or the Manager is required for all purchases over \$5,000.
 - Manager, Warren Harley
 - Directors: Joshua Nexsen, Wade Holmes, Dave Durgin, Eric Odom, Richard Labrador
- Purchases not authorized by a Purchase Order, such as purchases via internet, mail, telephone, email or walk-in must contain the purchaser's full name and employee number upon invoicing.

Shipping

- All items must be shipped FOB Orangeburg, SC unless otherwise instructed in writing on the Purchase Order.
- All quotes provided to DPU **must contain freight charges or freight charges will not be paid.**
- All shipping labels and bill of lading must contain a valid PURCHASE ORDER number when authorized by a PURCHASE ORDER.
- All shipping labels and bill of lading not authorized by a PURCHASE ORDER must contain the purchaser's full name and employee number.
- Unless otherwise authorized by a Department Director or PURCHASE ORDER, all items are to be shipped to:

**DPU Operations Center
350 Sprinkle Ave
Orangeburg, SC 29115**

Invoicing and Payments

Invoices should be mailed within 15 business days after delivery of goods and/or performance of services to:

**Department Of Public Utilities or dpu-ap@orbgdpu.com
Attn: Accounts Payable
P.O. Box 1057
Orangeburg, SC 29116**

Invoices not sent to Accounts Payable are not considered to be properly submitted and will result in delay of payment.

Vendors can normally expect payment within 30 days of billing provided that proper invoicing requirements have been followed as listed below:

- A Purchase Order properly numbered and signed by an authorized approver is required for all invoices over \$5,000.
- All invoices must contain a valid PURCHASE ORDER number when authorized by a PURCHASE ORDER.
- All invoices not authorized by a PURCHASE ORDER must contain the purchaser's full name and employee number,
or the invoice will be returned.

Thank you in advance for your cooperation.

Sincerely,

Julie Spell

Accounts Payable

803.268.4055

Fax: 803.268.4098