

To:
From:
Subject:
Date:

The City of Columbia Community Development Department, a recipient of federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Disaster Recovery funds, is seeking a qualified provider of Language Translation Services. Documents (see attached samples) will range in length and level of technical content including charts and graphs. The following deliverables will be translated from English into Spanish, including localization, and submitted to the Community Development Department in electronic format:

- Action Plan documents
- Public Notices
- Miscellaneous Content documents
- Editing Services
- Desktop Publishing (if applicable)

All respondents should clearly describe their organization or business including qualifications, experience, and the capacity to meet a 7-14 day turnaround. Please also submit one client reference for similar services provided in the last three (3) years and complete the attached Cost Proposal.

The initial term will be for one year with an annual option to extend for two years. Please note these services will be funded through the CDBG Disaster Recovery Program and all contracts are subject the laws and regulations of the attached CDBG Compliance Provisions for Professional Service Contracts (where applicable).

Please respond by email within four business days, or February 24, 2017.

Maya Gorman
CDBG Disaster Recovery Manager
T: 803-545-3383





LANGUAGE TRANSLATION COST PROPOSAL

Contact Name:	
Title:	
Phone Number:	
E-Mail Address:	
Vendor Name:	
Mailing Address:	

TRANSLATION FROM ENGLISH TO SPANISH

DOCUMENT	COST/WORD	TURNAROUND TIME	ESTIMATED COST
Action Plan			
Public Notices			
Miscellaneous Content			
Editing Services			
<i>Spanish Desktop Publishing</i>			
<i>Total</i>			

ATTENTION: Community Development Department
 Attn: Maya Gorman
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 Columbia, S.C. 29201
 T: 803-545-3383

Xpress Translate
POB 1096
Goose Creek, SC 29445
T: 843-608-8740 or 866-223-2069
info@xpresstranslate.com
<http://www.xpresstranslate.com/>

Core Languages
Stephen@corelanguages.com
Greenville: 864-326-5085

Palmetto Interpreters
1330 Richland Street
Columbia, SC 29201
T: 803-233-7251
Palmetto.interpreters@gmail.com

Southeast Spanish, Inc.
Knoxville, TN 37934
Dan.hickman@sespanish.com
T: 865-777-1177
<http://www.knoxvillespanish.com>

Communicate Language & Consulting
3400 Colonial Drive
Columbia, SC 29203
T: 803-400-1178
juliehuntis@hotmail.com (office administrator)

South Carolina Translation Services (unable to locate)
<http://ww.translationcompany.us>

Spanish Translation Services Company
T: 347-493-3907
<http://www.Spanish-translation.net>

Interpreters Unlimited
info@iugroup.com
T: 800-785-8634
<http://www.alborsalnet.com>

Certified Translation Services
Ed Crosby, President
One Harbison Way, Suite 105
Columbia, SC 29212
T: 800-730-9970 or 803-781-7017
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