

**HORRY COUNTY, SOUTH CAROLINA**

**HOW TO DO BUSINESS  
WITH  
HORRY COUNTY GOVERNMENT**

## **WELCOME TO HORRY COUNTY GOVERNMENT**

The purpose of this pamphlet is to make available to the vendor community the basic information needed to access and participate in the procurement processes of Horry County Government. The procurement process is administered by the Procurement Department. The Horry County Procurement Office serves as the County's central procurement office and contract office. We hope that the information included in this pamphlet will provide vendors useful and timely information when considering doing business with Horry County Government. We welcome you and your comments.

## **OUR MISSION**

Our mission is to provide for increased public confidence in the procedures followed in public procurement, to ensure fair and equitable treatment of all persons who deal with the procurement system of this county, to provide increased economy in Procurement activities and to maximize to the fullest extent practicable the purchasing value of public funds of this County, to foster effective broad-based competition within the free enterprise system, to provide safeguards for the maintenance of a procurement system of quality and integrity.

## **HOW TO LOCATE THE PROCUREMENT OFFICE**

Office of Procurement  
3230 Highway 319  
PO Box 2195 (for mailing)  
Conway, South Carolina 29526  
Telephone (843) 915-5380  
Fax: (843) 365-9861  
Web site: [www.horrycounty.org](http://www.horrycounty.org)

## **HOW TO REGISTER AS A VENDOR TO HORRY COUNTY**

Vendors interested in providing goods and services to Horry County must complete a Vendor Application and return it to the Procurement department. The application can be downloaded from the County's website ([www.horrycounty.org](http://www.horrycounty.org)) Once the application is received, the Procurement department will enter your business information into our database for future bids and proposals. Being on the Vendor mailing list does not guarantee that you will be contacted for every bid or proposal issued by Horry County. It is the vendor's responsibility to notify Procurement if at any time there is a change in the information that was provided. Vendors must still review the local newspapers, appropriate trade journals, and the County's web site for listings of bid/proposal solicitations.

## **THE HORRY COUNTY PROCUREMENT CODE is 13-00.**

All bids are advertised in the SC Business Opportunities Newsletter, the local newspaper, SUN NEWS, and the county website.

## **LEVELS OF COMPETITION:**

### **Procurements less than \$10,000**

#### **SMALL PURCHASES**

For all purchases up to \$2,000, Requests for Quotes may be solicited verbally.

For all purchases exceeding \$2,000 and up to \$10,000, Request for Quotes must be solicited and received in writing.

### **Procurements more than \$10,000**

#### **COMPETITIVE SEALED BIDS**

Competitive sealed bidding is the preferred method for the procurement of supplies, services, or construction exceeding \$10,000.00. The Invitation for Bids includes specifications and all applicable terms and conditions. Award is made to the lowest responsive and responsible bidder whose bid meets the requirements as set forth in the Invitation for Bids.

#### **COMPETITIVE SEALED PROPOSALS**

Competitive sealed proposals are utilized when it is determined that competitive sealed bidding is not necessarily advantageous in the County's best interest. Request for Proposals states the relative importance of factors to be considered in the evaluation of proposals. Where evaluation factors involve the relative abilities of offerors to perform, and where quality factors include technical and performance capability and the content of the technical proposal and whether the primary consideration in determining award may not be price, use of competitive sealed proposals is the appropriate procurement method. Competitive sealed proposal alterations in the nature of a proposal, and in prices, may be made after proposals are opened. Such changes are not allowed under competitive sealed bidding.

#### **PROFESSIONAL SERVICES**

Services of lawyers, architects, engineers, or land surveyors can be procured for less than \$15,000 through solicitation of statements of qualifications. A minimum of three firms may be considered. A price or fee shall not be solicited until the most qualified firm is chosen and only the most qualified firm will be requested to submit a price. If a fair and reasonable price cannot be reached, negotiations can be terminated and begun with the next qualified firm. This process will continue until a contract can be negotiated and acceptable to the County.

## **EVALUATION OF QUOTES, BIDS, AND RFP OFFERS**

Responses are received in the Procurement office and are promptly stamped to indicate the date and hour they are received. Envelopes must be identified and marked as a bid response and are not opened until the designated date and time as stated in the solicitation. Horry County will assume no responsibility for unmarked or improperly marked envelopes. Responses received after the designated opening date and time will not be considered. Responses are evaluated based on the requirements as set forth in the solicitation.

## **NOTIFICATION OF CONTRACT AWARD**

A notification of award is mailed to the awarded vendor. Upon execution of a contract, the remaining vendors are mailed a letter informing them of the awarded vendor.

## **PAYMENT TERMS**

Payment is made within thirty- (30) days after satisfactory receipt of goods or services.

## **HORRY COUNTY BUSINESS LICENSE**

Every person engaged in business within the limits of the County of Horry, South Carolina, but outside the corporate limits of any municipality, is required to pay an annual license fee for doing business with the County and must obtain a business license. Vendors may contact the Business License department at 843-915-5620.