Welcome to the City of Myrtle Beach
Purchasing Division
Financial Services Department

Welcome to the City of Myrtle Beach Purchasing Division under the Department of Financial Services. Purchasing is comprised of the manager, a team of professional buyers and warehouse specialists, and senior office support staff. We know vendors need clear, timely information on policies and procedures for doing business with the City. This guide summarizes the key facts you need to know to be involved in the City’s purchasing process.

Again, welcome and we look forward to you joining with the Myrtle Beach community.

John Cowan,
Manager, Purchasing Division

Mission Statement

The Purchasing Division supports the City’s mission and goals through dedicated teamwork and exemplary customer service, all while being good stewards of public funds and maximizing the use of all resources. We are committed to providing the City with purchasing policies and practices that foster an ethical, responsive, and efficient environment that recognizes the Financial Services Department’s obligations to both our external and internal customers. The Division is determined to accomplish all of the above while treating every person with respect and dignity, providing a great work environment for employees, and a fair and competitive environment for vendors.

Source Selection Methods

The City encourages all of its departments to undertake all procurement actions in the most competitive and fair manner available. The table below illustrates the general process required.

<table>
<thead>
<tr>
<th>Purchase Requirement</th>
<th>Public Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $2,500</td>
<td>N/A</td>
</tr>
<tr>
<td>$2,500.01 - $7,500</td>
<td>3 Quotes by designated City employees</td>
</tr>
<tr>
<td>$7,500.01 - $25,000</td>
<td>3 Quotes by Purchasing staff</td>
</tr>
<tr>
<td>$25,000.01 and Over</td>
<td>IFB/RFP</td>
</tr>
</tbody>
</table>

IFB – Invitation for Bid (sealed)
RFP – Request for Proposal (sealed)
RFQ – Request for Qualifications (sealed)

Vendors are encouraged to view our Procurement Ordinance at http://www.cityofmyrtlebeach.com/purchasingcode.html

Procurement may also be processed by other methods in accordance with our city ordinance, such as emergency and sole source purchases.

Local Vendor Preference

Vendors may qualify for our Local Vendor Preference (LVP). When evaluating quoted prices, the LVP gives a percentage preference to vendors who maintain a physical location in one of three areas: City of Myrtle Beach (5%), Horry County (4%), Northeast Strategic Alliance [NESA] Area (3%). A detailed application is issued with each eligible solicitation. If you qualify, please be sure to read and complete the application in full to be considered for our LVP.

Taxes

The City of Myrtle Beach is required to pay local and state taxes on all purchases. Any purchases that are exempt will be indicated and documentation will be furnished at the time of purchase. The current tax rate is 9%.

Formal bids and proposals can be accessed via the City website at www.cityofmyrtlebeach.com. In the blue bar at the top, click on “Services.” In the drop-down menu, click on “Bids & Purchasing.” At about mid-page, click on “Vendor Registration.” This will enroll you in our Vendor Registry. If you are already listed in our Vendor Registry, you may click on “Current Bids and Solicitations” (instead of Vendor Registration.)
Purchasing Division Office Hours
Monday through Friday
8:00am to 5:00pm
(excluding City holidays)

Vendors must schedule buyer/warehouse appointments in advance.

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Purchasing Division
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http://www.cityofmyrtlebeach.com/purchasing.html

Safety – comes first
Excellence – constantly improving
Respect – for others and ourselves
Value – the individual and the organization
Integrity – fairness and honesty
Communication and courtesy – to all
Education – knowledge to help

Did you know??? All Buyers in the City of Myrtle Beach Purchasing Division are members of the National Institute of Governmental Purchasing (NIGP) and the South Carolina Association of Governmental Purchasing Officials (SCAGPO.)

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