



The City of Myrtle Beach: Financial Services Department *Purchasing Division FAQs*

"How can I register as a vendor for the city?" Interested vendors and suppliers should submit a vendor application on the [Vendor Registration](#) webpage.

"How can I obtain a copy of the current contract or bid tabulation?" Vendors can access copies of current contracts and tabulations from the [Current Bid Solicitations](#) webpage. Or, contact the [Purchasing Division](#) directly.

"Can I submit a bid electronically?" No, the division does not accept bids electronically. Instead, bids must be submitted in hard-copy form to the Purchasing Division in a sealed envelope.

"How do I know when a bid solicitation is open?" Visit the [Current Bid Solicitations](#) webpage and search by solicitation.

"How will I be notified if I am the successful vendor or bidder?" The successful vendors or bidders of an annual contract receive notification of the award by telephone or an email from the city's Purchasing Division. Contracts for goods or non-professional services exceeding \$25,000 in price must be awarded to the lowest responsible bidder, or to the bidder who provides goods or nonprofessional services at the best value for the city.

"Can I change my bid?" Sealed bids cannot be changed by the city or the bidder once they have been opened and read aloud. The city may seek clarification in some instances, but not to change or alter the bid submitted. Submit bids that reflect the best price offer and the delivery times that you can meet. Some solicitations include penalties/liquidated damages for late delivery of products. Ability to perform under contract will be subject to evaluation and may affect future awards.

"Can I make an appointment to show my product to Purchasing Division staff?" Yes! The team is available to review new product or services options, but by appointment only. Call the division to request an appointment at 843-918-2170.

"What is the Local Vendor Preference (LVP) Program?" Established by ordinance, the Local Vendor Preference Program allows the city to grant contracting preferences to local businesses in circumstances when price alone determines the winning bid for personal property, non-professional services and construction services, and when the procurement is governed by the Myrtle Beach Local Government Code. Under the program, a business within Myrtle Beach city limits, Horry County or surrounding counties (known as the NESAs area) will be evaluated at a lower percentage than the actual amount of the bid, provided they meet all the requirements. The vendor must have maintained the following:

1. A current City of Myrtle Beach Business License a minimum of ninety (90) days prior to the bid date.
2. A physical address within the defined boundaries for a period of at least one (1) year.



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3. A majority of full-time employees and managers conducting work from this office.

Additionally, provisions were included in the original ordinance granting preferences to local businesses for professional service contracts that are not governed by statute. Here are the exceptions....

1. The LVP Program does not apply to any contract funded in whole or in part by the federal government, or where the city acts as a conduit for federal money.
2. The LVP Program does not apply to contracts where the Managing Department or City Council has determined that it would not be in the best interest of the city.

"What do I need in terms of business licensure and insurance?" Any vendor doing business within the city limits of Myrtle Beach is required by law to have a current City of Myrtle Beach Business License. And, any vendor doing business on city property is required to have a Certificate of Insurance on file that meets all city requirements as defined by law.