

Welcome to the City of Myrtle Beach Procurement Division! We are a team dedicated to our values of Accountability, Leadership, Integrity, Service, and Transparency. We encourage all contractors, vendors, and small businesses to reach out so that we may seek opportunities to work together. This guide serves as your starting point with the key facts that you need to know to be involved in our City’s procurement process.

Again, we welcome you and invite you to participate with us in building our Myrtle Beach community.

Ann Sowers, CPPB, NIGP-CPP
 Manager, Procurement Division



Mission Statement

To bridge City goals with vendor resources to achieve the best value for our community

Vision Statement

To continually advance our procurement practices to the highest level through collaborative relationships, efficient processes, and outstanding service

Source Selection Methods

The City upholds fair and open competition by following the process for each dollar threshold outlined in the table below.

Purchase	Requirement	Public Notice
Up to \$2,500	Purchased directly by designated City employees	N/A
\$2,500.01 - \$7,500	3 Quotes by designated City employees	N/A
\$7,500.01 - \$24,999.01	3 Quotes by Procurement staff	Online sources
\$25,000 and Over	IFB/RFP RFQ as appropriate	Legal Ad Online sources

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>

Goods and services may also be obtained by other methods in accordance with our City ordinance, such as emergency and sole source purchases.

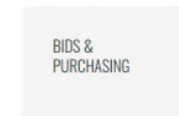
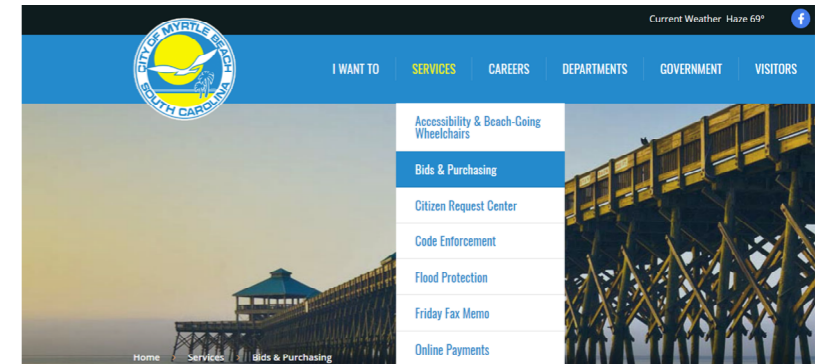
Local Vendor Preference

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 [NESAs] 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 “New and existing vendors can register here.” This will enroll you with Vendor Registry. If you are already listed with Vendor Registry, you may click on “Current bid postings are available online here” to see active opportunities or to research previous awards.



BIDS & PURCHASING

BID SYSTEM & VENDOR REGISTRATION

The City of Myrtle Beach has a new online system for posting bids and proposal requests, as well as for vendor registration

[Current bid postings are available online here.](#)
[New and existing vendors can register here.](#)

If you need assistance, please call the Vendor Registry Support Team number at 844-802-9202.



Procurement Division Office Hours

Monday through Friday
8:00am to 5:00pm
(excluding City holidays)

Vendors must schedule buyer/warehouse appointments in advance.

Contact Information

David Bernstein, Buyer	843-918-2171
dbernstein@cityofmyrtlebeach.com	
Robert Colvin, Warehouse Specialist	843-918-2175
rcolvin@cityofmyrtlebeach.com	
Lynda Greenough, Buyer	843-918-2184
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Brandon Hancock, Buyer	843-918-2173
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Gina Hanzel, Senior Office Assistant	843-918-2176
ghanzel@cityofmyrtlebeach.com	
Amy Lovett, Warehouse Specialist	843-918-2174
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Myrtle Beach, SC 29577
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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

Vendor’s Guide to Doing Business with the City of Myrtle Beach



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

First in Service

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