

Horry County Government

PROCUREMENT DEPARTMENT

www.horrycounty.org



Horry County Office of Procurement

3230 Hwy. 319 E.

Conway, South Carolina 29526

Phone 843.915.5380 || Fax 843.365.9861

Effective September 8, 2021

(Supersedes Directive 001 issued October 1, 2013 and May 1, 2010)

PROCUREMENT DIRECTIVE NUMBER 001

REQUIREMENTS FOR OBTAINING QUOTES

In accordance with Horry County Procurement Regulation, Subchapter 10-2 Small Purchase Procedures, the following thresholds must be met if goods and/or services are not being purchased from an existing authorized contract.

Transactions up to \$10,000

One (1) written quote (or itemized receipt for p-card transactions)

Transactions \$10,000.01 to \$50,000.00

Three (3) written quotes (minimum)

Professional Services up to \$75,000.00

Must justify use of Procurement Directive 002 (unique, non-recurring need)


In addition, procurements and acquisitions must follow the Guiding Principles set forth in Subchapter 2-3-1 of the Horry County Procurement Regulation.

Assistant County Administrators or Department Directors may apply more stringent requirements for obtaining quotes.

Purchasing card single transaction limits (STL) will be approved on a case-by-case basis. Use the OnBase p-card application to request an increased STL.

This Procurement Directive remains in effect until superseded or rescinded in writing.

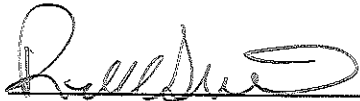
Recommended by Director of Procurement/Chief Procurement Official:


Kimberly Massie, CPPB

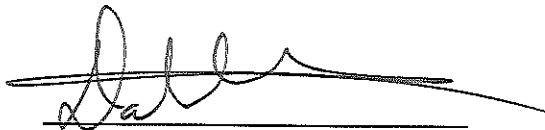
Supported by Horry County Executives:



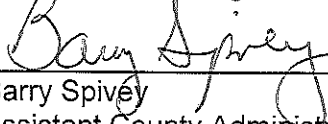
Arrigo Carotti
County Attorney



Randall Webster
Assistant County Administrator/
Public Safety



David Gilreath
Assistant County Administrator/
Infrastructure & Regulation



Barry Spivey
Assistant County Administrator/
Administration

Procurement Directive 001 is hereby approved by County Administrator, as authorized by Horry County Ordinance No. 02-10, superseded by Resolution R-101-2021:



Steve Gosnell
County Administrator/Chief Procurement Official