



# Dillon County

South Carolina

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**Teneil Price, Purchasing**

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## Purchasing: How to do Business with Dillon County Government

The Dillon County Government welcomes the opportunity to work with vendors to meet the procurement needs of the County through a competitive bidding process.

Please begin by downloading our brochure, "[How to do Business with Purchasing.](#)"

### How to Become a Vendor

1. Vendors wishing to do business with the Dillon County Government must first complete the [Vendor Information Form](#) and [IRS Form W-9](#)
2. Complete and return these two documents to the Dillon County Government, Finance Department, Purchasing Division
3. You can find more information and links to forms on our [Vendor Information Page](#)
4. You can provide Electronic Funds Transfer information by completing and sending in the [EFT Form by clicking here.](#)

### Important Tips

#### Sales Tax

The Dillon County Government pays South Carolina Sales and Use Tax and is not Tax-Exempt. Taxes, although not shown on the Purchase Order, should be included on the Vendor's invoice.

#### Additional Sales Tax Info & Guidance:

[South Carolina Department of Revenue Sales Tax Guide & Information](#)

[South Carolina Sales & Use Taxes By County](#)

## [2021 South Carolina Sales Tax Update](#)

### **Invoices**

A completed [Vendor Information Form](#) and an [IRS Form W-9](#) must be received for Invoice Payment. Questions regarding Invoices should be directed to the Purchasing Department.

### **Purchasing**

A Purchase Order or Contract will not be issued to a Vendor until a completed [Vendor Information Form](#) and an [IRS Form W-9](#) has been completed. Questions about Purchase Orders should be directed to the Purchasing Department.

### **Statutory Requirements**

Each County in South Carolina may have its own procurement policies or ordinances, but the State of South Carolina has a mandatory procurement code that all jurisdictions must follow. To learn more about the [SC Procurement Code click here.](#)

#### **Additional Procurement Resources:**

[Dillon County Code of Ordinances](#)

[South Carolina Budget & Control Board](#)

[South Carolina Code of Laws Pertaining To Procurement](#)

[South Carolina Office of Procurement Services](#)

### **County Services**

The Dillon County Government takes pride in providing the following services:

- Planning and Zoning Services
- Fire and Police Protection
- Parks and Recreation Activities and Facilities
- Street Maintenance
- Solid Waste Collection and Disposal
- Other County Departments, Programs and Services

Visit <http://www.dilloncountysc.org/> for additional information about Dillon County Government programs and services.

### **Gifts and Favors from Vendors**

It is unlawful for any vendor who has a current contract with the Dillon County Government or has performed under a contract within the past year or anticipates bidding on a contract in the future to give gifts or favors to any employee of the Dillon County Government who is charged with preparing plans, specifications, or estimates for public contracts, awarding or administering such contracts, or inspecting or supervising construction. It is also unlawful for a County employee to willfully receive or accept such gifts or favors.

#### **Additional Information**

[South Carolina Ethics Commission](#)

[SC Public Employee Ethics Guide](#)

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### **Supplier Services**

The Dillon County Government uses a modified centralized purchasing process. Suppliers are encouraged to contact the Purchasing Coordinator for an introduction meeting to present the products and services your business offers.

Suppliers are welcome to market their products directly to Departments.

Appointments are strongly encouraged. A full list of each County Department can be found on the County Government website at [www.dilloncountysc.org](http://www.dilloncountysc.org).

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### **Responding to Bids**

The Invitation for Bid (IFB), Request for Proposal, (RFP) or Request for Quotation (RFQ), Request for Qualifications (RFQ) provides all the necessary instructions and a complete description of the requirement with specifications and terms and conditions to enable the preparation of a bid or proposal.

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### **Responsibility of Bidders**

Prospective suppliers should be financially sound and able to perform fully according to the specifications, delivery requirements, services and other stipulations contained in the Bid at the prices bid.

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**Bid Requirements**

- Vendors are responsible for reading the bid document and understanding its contents. Vendors who have previously submitted bids for the same commodity of service should not presume that the specifications, terms and conditions are the same. We strongly encourage carefully reading of the entire bid document.
  - Bids requiring price lists, product literature, or other information must be provided in accordance with the instructions outlined in the bid document.
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**Bid Delivery**

Bids will be received at the address shown in the Bid Document on or before the date and exact time specified. The bid will not be considered if delivered after this time. It is the vendor's responsibility to make sure that the bid is submitted on time at the proper location

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**Signatures**

All solicitation documents must be properly signed and executed where designated. Failure to properly execute a bid will result in that bid not being considered for award.

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**Conferences and Site Inspections**

Such requirements are intended to supply vendors with valuable information or visual inspection, which can help to ensure completeness and accuracy of contracts.

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**Terms and Conditions**

All solicitation documents are subject to the specified terms and conditions.

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**Bid Bonds and Deposits**

- Formal bids or proposals will not be considered or accepted unless accompanied by a deposit equal to no less than 5% (five percent) of the proposal amount.
- Deposits must be included with the bid and may be provided in cash, cashier's check, certified check, or a bid bond by a surety licensed in North Carolina.

- The deposit will be retained if the successful bidder fails to execute the contract within 10-days after the award.
- Bid deposits of unsuccessful bidders will be returned following an award of the specific contract.

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### **Purchase Order and Shipment**

All purchases must be authorized through the issuance of a Dillon County Government Purchase Order. All deliveries should be F.O.B. destination, vendor expense.

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### **Invoicing and Payment**

- All invoices should be submitted in accordance with the “bill to” instructions included on the purchase order
- Payment terms are normally “net 30 days”
- Applicable sales and use tax should be added to the invoices as a separate line item

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### **Complaints to Vendors**

- County Departments are encouraged to directly contact the vendor in an effort to resolve any dissatisfaction with product, warranty or service performance
- When problems are not resolved to the user’s satisfaction, the Department contacts the Purchasing Coordinator who then contacts the vendor immediately to resolve the complaint
- Vendors who do not act responsibly to quickly resolve legitimate complaints may be removed from contracts and / or prohibited from bidding on future contracts with the Dillon County Government

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### **Filing Protests**

- All protests must be submitted in writing
- Vendor protests regarding contract awards should be addressed to the Purchasing Coordinator as soon as possible

### **Contact**

For Additional Assistance or Questions, please contact:

#### **Teneil Price, Purchasing**

401 W Main Street, Suite 201  
P O Box 349  
Dillon, SC 29536

**Phone:** (843) 841-8824

**Fax:** (843) 841-8830

**Hours of Operation:** 8:30 am-5:00 pm (Monday-Friday)

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### **Viewers**

Free viewers are required for some of the attached documents and links.  
They can be downloaded for free by clicking on each icon or text below.



[Acrobat Reader](#)



[Windows Media  
Player](#)



[PowerPoint  
Viewer](#)



[Word Viewer](#)



[Excel Viewer](#)