



Town of Meggett

Harry V. "Buster" Herrington III, Mayor

Stephanie Smith, Town Administrator
Ali Ravenel, Town Clerk
W. Andrew Gowder, Jr., Town Attorney

Tommy Butler, Mayor Pro-Tem
Tom Hutto, Council Member
Keith McCarty, Council Member
Angela Watts, Council Member

BID# 2019-02: Town Auditor

You are invited to submit a bid in accordance with the requirements of this solicitation as contained herein. It is requested that your Bid be submitted to the Town of Meggett ("TOWN") no later than 12:00 PM on Tuesday, September 17, 2019, at which time respondents to this request will be publicly identified and recorded in the presence of one or more witnesses. All sealed bids will be opened at a Town Council Meeting, open to the public, in the South Carolina Produce Association Building next to the Meggett Town Hall at 7 pm on September 23, 2019. Due to the possibility of negotiation with all offerors, the contents of any bid shall not be disclosed at the time of opening and shall not be considered public information until after contract award is made. The bid must be signed by an official authorized to bind the offeror and it shall contain a statement to the effect that the bid is firm for a period of at least 120 days from the closing date of submission of bid. The bid must be submitted inside a sealed envelope showing the above bid title, bid number, and closing date, and time.

This Bid does not commit the Town to award a contract, to pay any cost incurred in the preparation of a bid, or to procure or contract for the articles of goods or services. The Town reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with all qualified offerors, or to cancel in part or in its entirety this bid if it is in the best interest of the Town to do so.

I. General Information

- a. Bids will be considered as specified herein or as attached hereto all under the terms and conditions of this Bid.
- b. Bids must be made in official name of the firm or individual under which business is conducted (showing official business address and contact phone number) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the Bid.
- c. Offerors are to include all applicable requested information. Information submitted should be sufficient in detail to substantiate that services offered meet or exceed the specifications.

II. Scope of Services Requested

- a. The purpose of this document is to solicit bids from qualified companies for auditing services.
- b. Applicants must be licensed by the State of South Carolina as a Certified Public Accountant.
- c. Proposals should include a copy of your resume, experience working as an Auditor for governmental municipalities, appropriate references, and proposed pay rate and fee schedule.
- d. No Bids will be considered after the Bid Closing Date.

- e. Questions during the bidding process shall be considered and shall be addressed to Mrs. Stephanie Smith in writing either by mail (4776 Highway 165, Meggett, SC 29449) or e-mail (slsmith@townofmeggettsc.org) no later than 4 business days prior to the bid due date. All questions and answers will be posted online no later than 24 hours after they are submitted. ALL MAILED QUESTIONS MUST BE RECEIVED NO LATER THAN THE 4 BUSINESS DAYS PRIOR TO THE BID DUE DATE, NOT POST MARKED.

III. Award Criteria

The selected bidder will be contacted on September 24, 2019 after all qualified sealed bids are opened and considered in a Town Council Meeting on September 23, 2019 at 7 pm. The winning bid will be awarded to the most reasonable bid provided by a qualified company that can begin work on the earliest date, pending such bid is received.