



**COUNTY COUNCIL OF BEAUFORT COUNTY
ENGINEERING DEPARTMENT**

2266 Boundary Street, Beaufort, South Carolina 29902
Post Office Drawer 1228, Beaufort, South Carolina 29901-1228
Telephone: 843-255-2700 Facsimile: 843-255-9420
Website: www.bcgov.net

A&E Registry Instructions

Dear Vendor:

The A&E Registry is a list of qualifying vendors that the County may utilize for goods and/or services for projects not exceeding \$50,000.00. Approval of your application does not guarantee that your business will be selected for a project. This list is for the County's convenience and selection so that it does not have to go out for bid for small projects.

The Request for Qualifications (RFQ) and the Vendor Registry Package can be found on the Engineering webpage (<http://www.bcgov.net/departments/Engineering-and-Infrastructure/Engineering/AE%20Registry/index.php>). The following information is required to be furnished in response to this Request for Qualifications and must be organized in the following manner in order for your business to be considered for the A&E Registry:

1. Letter of Transmittal –Please limit to five printed pages.
 - 1.1 Identify the disciplines or area of expertise for which you wish to be considered for future project work. Include all applicable South Carolina professional registrations.
 - 1.2 Briefly state your firm's ability to provide the required services in a timely manner.
 - 1.3 Briefly describe any unique qualifications of your firm.
 - 1.4 Give the names of the person(s) who will be authorized to make representations for your firm, give the title, address, telephone numbers and email address.
 - 1.5 State whether or not your firm has been involved in any litigation within the past five (5) years arising out of your performance. Explain fully if it has been involved in any litigation.
2. Federal Standard Form (SF) 330.
 - 2.1. Please provide completed and signed SF 330 form. Project experience should emphasize work done in the public sector.
 - 2.2 List any exceptions to this Request for Qualifications.
3. Vendors submitting responses to the A&E Registry RFQ should register their business on Beaufort County's Vendor Registry website also found on Engineering's webpage (<http://www.bcgov.net/departments/Finance/purchasing/vendor-registration.php>) to be considered as a vendor for Beaufort County.
4. Vendors should provide their complete RFQ response electronically via email to Diana Telford at dtelford@bcgov.net or Missy Easler at measler@bcgov.net, via U.S. mail to Engineering's mailing address, or in person at Engineering's physical address.
5. Please allow ten (10) business days from date of submittal to allow for review and approval of your application. You will be notified of the status at the time of the decision.

6. If your business is approved for the A&E Registry, your certification is good for three (3) years from the date of approval. You may renew your Vendor Registry after the three (3) years by resubmitting your package with an updated package. A Certificate of Insurance or Statement of Independent Contractor, along with a W-9, must be submitted to the Engineering Department on an **annual** basis. **Please note: you will not be notified of expiration of application, COI, Statement of Independent Contractor, or W-9.** It is up to you to keep these certifications current. If these certifications are not kept current, your business will be removed from the A&E Registry list.

7. For questions or concerns, you may contact the Beaufort County Engineering Department at 843-255-2700.