



INVITATION FOR BID

TOWN OF SOUTH CONGAREE MEDIA MANAGEMENT SERVICES

The Town of South Congaree is hereby issuing this Invitation to Bid the Communications Management for the Town of South Congaree. This includes the following areas of management: Website, Social Media, and Town Digital Sign.

IFB Number: MMS-2020-0701

Bid Due Date: July 1, 2020 at 2:00 PM

Bids will be received at the Town Hall in the Town of South Congaree, South Carolina until the time specified above.

No bid may be submitted after the bid date and time. It is the sole responsibility of the bidder to ensure that the bid arrives in the correct place on time.

- Bids may be delivered to Patt Shull, Town Clerk at 119 West Berry Road, West Columbia, SC 29172 prior to the appointed time of the bid due date and time. The Town is not responsible for bids delayed in the mail, or
- Bids may be emailed to pshull@southconagree.org prior to appointed time of the bid opening. Subject line must include the following: **IFB Number: MMS-2020-0701 - Bid Due Date: July 1, 2020 at 2:00 PM**

ADDRESSED TO:	Town of South Congaree Attn: Patt Shull
MAILING ADDRESS:	119 West Berry Road, West Columbia , SC 29172
OFFICE PHONE:	803-755-2760 Ext. 101
Questions, E-MAIL:	pshull@southconagree.org
MARK ENVELOPE:	Invitation for Bids No. MMS-2020-0701 Media Specialist
MANAGEMENT ITEMS:	Town Digital Message Board (Sign), Town Media (Facebook, Twitter and Instagram) and Town Website

To Receive the Bid Package please email – pshull@southconagree.org