



# Baldwin County Commission

## Legislation Details (With Text)

**File #:** 22-1479      **Version:** 1  
**Type:** Consent      **Status:** Agenda Ready  
**File created:** 9/6/2022      **In control:** Baldwin County Commission Regular  
**On agenda:** 9/20/2022      **Final action:**  
**Title:** Competitive Bid #WG22-59 - Provision of Baldwin County Cigarette Stamps for the Baldwin County Commission

**Indexes:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/20/2022	1	Baldwin County Commission Regular		

**Meeting Type:** BCC Regular Meeting

**Meeting Date:** 9/20/2022

**Item Status:** New

**From:** Wanda Gautney, Purchasing Director / Ron Cink, Budget Director / Interim County Administrator / Heather Gwynn, Sales Tax Coordinator

**Submitted by:** Wanda Gautney, Purchasing Director

### ITEM TITLE

Competitive Bid #WG22-59 - Provision of Baldwin County Cigarette Stamps for the Baldwin County Commission

### STAFF RECOMMENDATION

Award Bid #WG22-59 - Provision of Baldwin County Cigarette Stamps to the lowest bidder, **Ashton Potter (USA) Ltd.**, as follows:

Bid #2 - Three (3) year period

Amount Bid: \$1,102.50 per case

Minimum Order Quantity: 25 cases

Quantity at which a price discount will be applied: N/A

### BACKGROUND INFORMATION

**Background:** Bids were opened in the Purchasing Conference Room on August 24, 2022, at 2:00 P.M. Two (2) bids were received. The lowest bidder, Ashton Potter (USA) Ltd., had several exceptions to the bid specifications. Sales Tax Department staff has reviewed the exceptions and are making the request that the Commission award the bid to the lowest bidder, Ashton Potter (USA) Ltd., for the provision of the Baldwin County Cigarette Stamps as per the attached Bid Tabulation.

**Previous Commission action/date:**

08/02/2022 meeting: 1) Approved the specifications and authorized the Purchasing Director to place a competitive bid for the Provision of Cigarette Stamps; and 2) Further, authorized the Chairman/Purchasing Division Commissioner for the Baldwin County Commission to approve any necessary addendums or clarifications if required after the bid is advertised.

**FINANCIAL IMPACT**

**Total cost of recommendation:** approximately \$73,000.00 for 3 years

**Budget line item(s) to be used:** 10055210.52110

**If this is not a budgeted expenditure, does the recommendation create a need for funding?**  
N/A

**LEGAL IMPACT**

**Is legal review necessary for this staff recommendation and related documents?**  
N/A

**Reviewed/approved by:** N/A

**Additional comments:** N/A

**ADVERTISING REQUIREMENTS**

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**Is advertising required for this recommendation?** N/A

**If the proof of publication affidavit is not attached, list the reason:** N/A

**FOLLOW UP IMPLEMENTATION**

**For time-sensitive follow up, select deadline date for follow up:** 09/20/2022

**Individual(s) responsible for follow up:** Wanda Gautney, Purchasing Director

**Action required (list contact persons/addresses if documents are to be mailed or emailed):**  
Letter to Bidders

**Additional instructions/notes:** N/A