Baldwin County Commission

Legislation Text

File #: 22-1479, **Version:** 1

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