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Header @ 4

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1303449

Procurement Type: Central Master Agreement

Vendor ID: VS0000020425

Legal Name: Ashton Potter Ltd

Alias/DBA: Ashton Potter

Total Bid: \$117,058.50

Response Date: 11/28/2023

Response Time: 9:10

Responded By User ID: Gmzambory

First Name: Garth

Last Name: Zambory

Email: gmzambory@ashtonpotter.com

Phone: 5712763930

SO Doc Code: CRFQ

SO Dept: 0702

SO Doc ID: TAX2400000002

Published Date: 11/17/23

Close Date: 11/29/23

Close Time: 13:30

Status: Closed

Solicitation Description: Cigarette Tax Stamps

Total of Header Attachments: 4

Total of All Attachments: 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Item #1 - 3.1.1 Rolls of 30,000 for 20's	5000.0000	ROLL	23.400000	117000.00

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: Standard orders delivered within 45 working days after order is received.
Emergency orders delivered within 20 working days after order is received.

Extended Description:

Cigarette Tax Stamps in rolls of 30,000 for 20's

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Item #2 - Sheets of 150 for 20's	500.00000	SH	0.117000	58.50

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: Standard orders delivered within 45 working days after order is received.
Emergency orders delivered within 20 working days after order is received.

Extended Description:

Cigarette Tax Stamps in sheets of 150 for 20's

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ TAX24*02

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

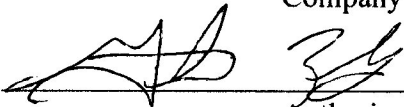
Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

ASHTON POTTER

Company


Authorized Signature
NOV 20/24

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
Revised 6/8/2012

Proposal

For the State of West Virginia

Department of Administration

Centralized Request for Quote

CRFQ 0702 TAX2400000002

Cigarette Tax Stamps



Ashton-Potter (USA) Ltd.
10 Curtwright Drive
Williamsville, New York 14221-7072 USA

Contact: Mr. Garth Zambory, Director of Sales, Government Documents
Phone: +1 (571) 276-3930
Fax: +1 (716) 633-2525
Email: gzambory@ashtonpotter.com

Restriction: This Proposal includes data that may not be duplicated, used, or disclosed outside the State of West Virginia, Department of Finance and may not be duplicated – in whole or in part – for any purpose other than to evaluate this Proposal. If, however, a contract is awarded to this tenderer as a result of – or in conjunction with – the submission of such data, the State of West Virginia, Department of Administration will have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the State of West Virginia, Department of Administration’s right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is identified with the restriction clause on each applicable sheet.



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General Information – Description of Services and Qualifications

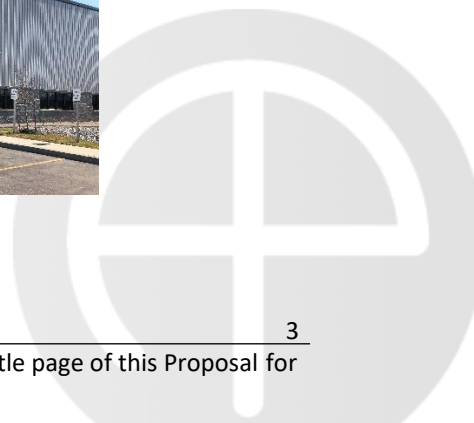
Ashton-Potter (USA) Ltd. (“Ashton Potter”) is pleased to have the opportunity to respond to the solicitation (“CRFQ”) for Cigarette Tax Stamps (“Tax Stamps”) for the State of West Virginia, Department of Administration (“State”).

Ashton Potter was formed in the 1920’s and over the past 50 years has become one of the world’s largest high-quality secure stamp and label manufacturers and produces a wide range of security printing products and support services. Ashton Potter’s core specializations include:

- High security printing solutions for:
 - Excise, fiscal, Taxation and tax stamps for governments worldwide
 - Fusion (also known as heat applied) and pressure-sensitive (“PSA”) formats
 - Secure vital record documents
 - Postage stamps and related products for postal administrations
 - Security printed products for government and industry
 - *ProLinc*®, an advanced SaaS-based software solution for track and trace and MES applications

Since 1991, Ashton Potter has been a key supplier for the United States Postal Service’s (“USPS”) Stamp Program. This is the largest stamp program in the world with a high standard of baseline technical requirements for its products and services which includes past performance, Quality Assurance, security and accountability, a broad range of production capabilities and capacities, management and organizational skills, technical prowess and support and training. It is worth noting that during the COVID-19 pandemic, Ashton Potter was classified as an essential business by its government customers and the State of New York. This enabled Ashton Potter to make all client deliveries on schedule.

Ashton Potter operates two highly secure state-of-the-art facilities in Williamsville, New York where all production is performed and virtually all purchased materials are sourced from US owned and/or based companies. At these facilities, over 12 billion PSA stamps and secure labels are produced annually with capacity for over 20 billion annually. Ashton Potter supplies 50% of the postage stamps in the United States and collectively with international customers produce 25% of the world’s total postage stamp volumes. In addition, several foreign government security documents including tax stamps are produced at these facilities.





10 Curtwright, Williamsville, New York, USA



40 Curtwright, Williamsville, New York, USA

The decision to enter the United States heat applied tax stamp market follows Ashton Potter's traditional approach of robust business development, capital investment and long-term commitment and has resulted in a tax stamp product which meets or exceeds the performance of other tax stamps currently available. Ashton Potter's Tax Stamps have been tested and certified by both leading manufacturers of cigarette tax stamp application machines. In short, Ashton Potter is fully committed to bringing existing knowledge and expertise to this market and we are committed to working with government agencies to provide the best quality product and customer support possible. Since entering the market, Ashton Potter has distinctively become the fastest growing supplier of heat applied tax stamps in the United States.

Ashton Potter's strength lies in the ability to cost effectively manage large, single-award, multi-year, multi-product contracts and programs for a range of customers worldwide. Encompassing a commitment to investment and considerable printing and finishing capacity, has enabled production levels to continually grow, customer base to broaden and product offerings to develop and expand into adjacent high security markets.

Ashton Potter has considerable printing experience and capabilities related to the manufacturing of security products and its high security manufacturing facilities offers a broad range of print methods including web offset, intaglio, offset/intaglio combination, flexography, gravure, rotary screen and digital in roll/coil, sheet and booklet formats. In addition, Ashton Potter offers its customers state-of-the-art digital prepress, in-house platemaking, a wide range of finishing technologies, secure technology manufacturing, automated processes, 100% electronic inspection, modern security and accountability systems and secure material destruction.

Since 1998, Ashton Potter has produced billions of excise, taxation and tax stamps for a number of foreign governments and most recently the addition of Fusion tax stamps for US state and local governments. In addition to Fusion tax stamps, Ashton Potter's experience includes intaglio, intaglio-offset combination and all offset printed which are used on a range of tobacco and alcohol products as well as soda, beer, and water. Current offerings have established extensive experience with different substrates including water activated gum ("WAG"), PSA, dry and formats including rolls and sheets which must be compatible with a variety of different surfaces (plastic, glass, cellophane etc.) and environmental conditions. Further, many existing contracts require support with supply chain track and trace software using QR codes making these stamps significantly more complex than Fusion tax stamps to produce. Given the range and large volume of stamps of all types produced over the years it is worth noting Ashton Potter has not received any material complaints from any of its customers for these tax stamp products.

Ashton Potter takes security and quality very seriously. Ashton Potter operates a Quality Management System which is certified to ISO 9001:2015 (re-certified in 2022) and both of its facilities are ISO 14298 and NASPO International ("NASPO") Class II certified for security printing management (re-certified in 2023). Currently, Ashton Potter is the only manufacturer of heat applied tax stamps for the US market



with these certificates while also holding facility security approvals from several Federal Government agencies and departments which are audited annually.

In addition to providing shipment of stamps to the State, Ashton Potter is also able to provide “Direct To Distributor” shipping services as we do for other clients. In this scenario, Ashton Potter holds all stamp inventory in our secure facilities and provides an online portal through which orders are placed for individual distributors and wholesalers. These orders can be entered directly by the distributors and wholesalers or by a State representative. If they are entered by a State representative, they immediately transition to the inventory picking, packing and shipping stage. If the order is entered by a distributor or wholesaler it remains pending until approved by a State representative. Only after such approval do such orders proceed to the inventory picking, packing and shipping stage. Ashton Potter will be pleased to discuss this shipping option in greater detail with the State upon request.

While Ashton Potter does not currently have a State of West Virginia Business License, we attest to the fact that we will obtain one if awarded this contract.

Ashton Potter acknowledges all sections of the General Terms and Conditions contained in the CRFQ document, together with Addendums #1 and #2.



1. Statement of Work and Technical Specifications

1.1. Purpose and Scope

Ashton Potter acknowledges the contents of this section of the CRFQ document. As evidence of our ability to perform the requirements of this contract we point out that we are currently producing, in house and without subcontractors, heat applied cigarette tax stamps for five (5) States as well as a significant number of local jurisdictions (Counties, Cities and Towns) in both Alabama and Virginia.

Ashton Potter welcomes representatives of the State to visit our secure facilities to verify our manufacturing capabilities.

1.2. Definitions

Ashton Potter acknowledges the contents of this section of the CRFQ document.

1.3. General Requirements

1.3.1 Contract Item #1 – Quantity: Rolls of 30,000 for 20s

1.3.1.1 Quantity and Price

Ashton Potter acknowledges that the specific quantity and denomination of stamps will be indicated by the State on their requisition. Our submitted pricing meets the State's requirement in that it is for rolls of stamps, manufactured and packed according to the State's specifications.

1.3.1.2 Type and Application

Ashton Potter's Tax Stamps utilize several state-of-the-art security features to provide maximum security against illegal counterfeiting.

Ashton Potter's Tax Stamps are heat applied and constructed in layers and consist of not less than five (5) impression layers, including the safety-tint lettering applied to a release type carrier. The specific number of impression layers depends on the number of colors in the Tax Stamp as well as the security features incorporated into the Tax Stamp.

Ashton Potter produces Tax Stamps on a modern flexographic ("flexo") printing press at a much higher resolution than is often found in the market today. Ashton Potter's Tax Stamps have been successfully tested and qualified by both manufacturers of stamping machines and are being used daily by distributors in at least a dozen (12) states. It is important to note these flexo printed Tax Stamps meet or exceed the security feature and operational needs of state and local governments. Ashton Potter's Tax Stamps have been designed for maximum transfer to the cigarette package and with a highly aggressive adhesive to ensure the Tax Stamps cannot be harvested from one package and reused on another. Ashton Potter's Tax Stamps have been reported to have superior adhesion when compared to gravure printed stamps. This adhesion has been tested and endorsed by both manufacturers of stamping equipment. Reference letters from both USI and Redstamp are included as Attachments to this Proposal.

All States using Tax Stamps from Ashton Potter have found the stamp quality to be as high, or higher than existing stamps in the market produced on a gravure press. The authenticity of



Ashton Potter's Tax Stamps has been successfully verified by all of our State government clients.

1.3.1.3 Size, Design and Colors

Ashton Potter's proposed Tax Stamps are approximately ½" x ½". All stamps shall contain no less than three (3) different and distinct colors. The safety tint is not considered to be one of these two colors. Half-tones, BenDay effects, shades, tints, or tones of a color are not considered separate and distinct colors.

Ashton Potter acknowledges that the State may wish to use different colors, or change colors during the term of the contract, including for the initial stamps. Ashton Potter can provide this at no additional cost to the State.

Suggested Tax Stamp designs have been included in the separate Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.1.4 Numbering

Ashton Potter's Tax Stamps will each have the five (5) digit roll number printed on their face.

Ashton Potter can also provide Tax Stamps where each stamp has a unique ten (10) digit serial number. The top five (5) digits will be the roll number and the bottom five (5) digits will be the stamp number on the roll.

1.3.1.5 Layout and Packing

Stamps for mechanical application will be provided in rolls of 30,000 stamps. There will be industry standard ascending and descending numbers at 300 stamp intervals for accounting purposes.

Each roll is packed individually in a cardboard box and securely labeled showing the quantity, denomination and roll number. Twenty-five (25) of these individual roll boxes are packed in corrugated boxes, with each such case security sealed and labeled showing quantity, denomination and serial (roll) numbers of the rolls contained therein.

1.3.1.6 Paper

Ashton Potter uses unique, safety tinted, mill controlled colored paper.

Public release of the name of the manufacturer of the paper would pose a significant risk of counterfeiting to the State and therefore this information is only provided in a separate Confidential Document that is not to be released as a result of a Public Records, or Freedom of Information Act, request.

Ashton Potter will render an accurate account of all paper used in the production of our Tax Stamps, including spoilage and verify such accounting record by affidavit to the State.

Ashton Potter's Tax Stamps contain a safety tint that under normal white light will have a light pink appearance and under LW UV light it will fluoresce. The safety tint appears of the face of each Tax Stamp and extends past the edges of the Tax Stamps, between the Tax Stamps. It



transfers to the cigarette package together with the Tax Stamp and cannot be photographically reproduced.

All spoiled paper and stamps are secured accounted for and stored within our secure facilities until destroyed in the presence of a duly authorized agent of the State. An affidavit of destruction is issued following such destruction.

A sample of the base paper has been submitted as required and was delivered on November 7, 2023. A roll of sample stamps has been submitted as required and was shipped FedEx overnight delivery on November 27, 2023.

The required affidavit from our paper manufacturer has been provided in the separate Confidential Document that is not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.1.7 Materials

Ashton Potter uses only the highest and best grade of material in the manufacture of Tax Stamps. This includes specific and appropriate chemicals to aid the Tax Account Administration in detecting counterfeit stamps.

1.3.1.8 Worksmanship

Ashton Potter will provide all Tax Stamps under this contract as genuine decalcomania transfer stamps of the highest quality. We will provide Tax Stamps using advanced flexographic technology at a very high resolution. These Tax Stamps have been found by other State clients to be more robust than the older, traditional gravure printed stamps, currently in the marketplace. Further, Ashton Potter's technology affords the wholesaler a higher transfer quality.

Ashton Potter guarantees that our Tax Stamps neither break up nor disintegrate before or during the normal process to transfer to the package or container, nor to be easily removed from cellophane, paper or foil. Defective stamps will be replaced at no cost to the State.

1.3.1.9 Production Control

Ashton Potter will provide all information requested in Section 3.1.1.9 of the CRFQ document upon request of the State as a Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.1.10 Inspection

Ashton Potter utilizes several layers of automated and manual inspection procedures at multiple points in the manufacture of our Tax Stamps to ensure that only stamps meeting the strict quality standards are approved and shipped to our clients.

Any Tax Stamps that are found upon receipt by the State to not be conforming to these specifications will be replaced at no cost to the State, following verification by Ashton Potter.



The Tax Account Administration, or its authorized representative, is welcome to access Ashton Potter's tax stamp production facility during the manufacturing of the State's Tax Stamps and at other prearranged times.

1.3.1.11 Under-Run

Ashton Potter maintains strict production controls and is careful to produce only the required number of Tax Stamps to fulfil client orders.

All production waste and imperfect stamps will be securely destroyed within Ashton Potter's secure facilities. An Affidavit of Destruction will be provided to the State within ten (10) business days of such destruction.

1.3.1.12 Disposal of Stone and Plates

Ashton Potter agrees with the requirements of Section 3.1.1.12 of the CRFQ.

1.3.1.13 Accounting

Ashton Potter is a NASPO Class II certified security printer and as such all materials used in the production of our Tax Stamps are accurately accounted for and securely stored in locked and access-controlled areas / containers. Ashton Potter welcomes the State to visit our facilities to inspect and approve our storage procedures.

Complete and accurate accounting of each and every stamp and all special paper as well as other special materials is accurately tracked through all phases of production, including our waste and spoiled stamps. Authorized representatives of the State are welcome to inspect our tax stamp production facilities and records upon request.

Details of our measures to closely monitor production and prevent the removal of any stamps or production material can be provided to the State upon request and shall be delivered as a Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.1.14 Stamp Applying Machines

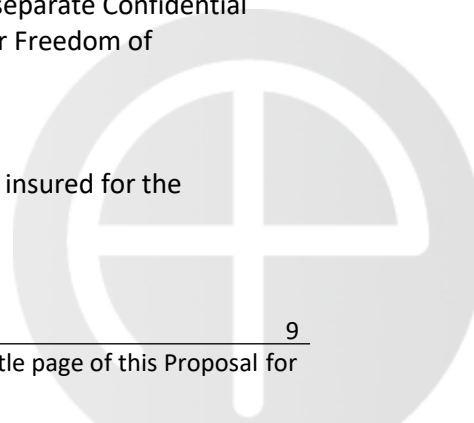
Ashton Potter does not manufacture, sell or lease stamp application equipment. Wholesalers and Distributors have their own, direct relationships with stamp application manufacturers. Ashton Potter provides guidance on best practices for applying our Tax Stamps with equipment from both of the US manufacturers of such equipment. We provide onsite training when necessary.

1.3.1.15 Protection

Ashton Potter is providing details on the proven security features we are proposing to use in the State's Tax Stamps to guarantee against illegal reproduction as a separate Confidential Document, that is not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.1.16 Shipment

Ashton Potter will ship all stamps by common carrier, at our expense, insured for the replacement value.





1.3.2 Contract Item #2 – Quantity: Sheets of 150 Stamps for 20s

1.3.2.1 Quantity and Price

Ashton Potter acknowledges that the specific quantity and denomination of stamps will be indicated by the State on their requisition. Our submitted pricing meets the State's requirement in that it is for rolls of stamps, manufactured and packed according to the State's specifications.

1.3.2.2 Type and Application

Ashton Potter's Tax Stamps utilize several state-of-the-art security features to provide maximum security against illegal counterfeiting.

Ashton Potter's Tax Stamps are heat applied and constructed in layers and consist of not less than five (5) impression layers, including the safety-tint lettering applied to a release type carrier. The specific number of impression layers depends on the number of colors in the Tax Stamp as well as the security features incorporated into the Tax Stamp.

Ashton Potter produces Tax Stamps on a modern flexographic ("flexo") printing press at a much higher resolution than is often found in the market today. Ashton Potter's Tax Stamps have been successfully tested and qualified by both manufacturers of stamping machines and are being used daily by distributors in at least a dozen (12) states. It is important to note these flexo printed Tax Stamps meet or exceed the security feature and operational needs of state and local governments. Ashton Potter's Tax Stamps have been designed for maximum transfer to the cigarette package and with a highly aggressive adhesive to ensure the Tax Stamps cannot be harvested from one package and reused on another. Ashton Potter's Tax Stamps have been reported to have superior adhesion when compared to gravure printed stamps. This adhesion has been tested and endorsed by both manufacturers of stamping equipment. Reference letters from both USI and Redstamp are included as Attachments to this Proposal.

All States using Tax Stamps from Ashton Potter have found the stamp quality to be as high, or higher than existing stamps in the market produced on a gravure press. The authenticity of Ashton Potter's Tax Stamps has been successfully verified by all of our State government clients.

1.3.2.3 Size, Design and Colors

Ashton Potter's proposed Tax Stamps are approximately ½" x ½". All stamps shall contain no less than three (3) different and distinct colors. The safety tint is not considered to be one of these two colors. Half-tones, BenDay effects, shades, tints, or tones of a color are not considered separate and distinct colors.

Ashton Potter acknowledges that the State may wish to use different colors, or change colors during the term of the contract, including for the initial stamps. Ashton Potter can provide this at no additional cost to the State.

Suggested Tax Stamp designs have been included in the separate Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.



1.3.2.4 Numbering

Ashton Potter's Tax Stamps will each have the five (5) digit pad number printed on their face.

Ashton Potter can also provide Tax Stamps where each stamp has a unique ten (10) digit serial number. The top five (5) digits will be the pad number and the bottom five (5) digits will be the stamp number on the pad.

1.3.2.5 Layout and Packing

Stamps for manual application will be provided in sheets of 150 stamps with ten (10) sheets making a pad.

Ten (10) pads are packed in a cardboard box and securely labeled showing the quantity, denomination and pad numbers.

1.3.2.6 Paper

Ashton Potter uses unique, safety tinted, mill controlled colored paper.

Public release of the name of the manufacturer of the paper would pose a significant risk of counterfeiting to the State and therefore this information is only provided in a separate Confidential Document that is not to be released as a result of a Public Records, or Freedom of Information Act, request.

Ashton Potter will render an accurate account of all paper used in the production of our Tax Stamps, including spoilage and verify such accounting record by affidavit to the State.

Ashton Potter's Tax Stamps contain a safety tint that under normal white light will have a light pink appearance and under LW UV light it will fluoresce. The safety tint appears on the face of each Tax Stamp and extends past the edges of the Tax Stamps, between the Tax Stamps. It transfers to the cigarette package together with the Tax Stamp and cannot be photographically reproduced.

All spoiled paper and stamps are secured, accounted for and stored within our secure facilities until destroyed in the presence of a duly authorized agent of the State. An affidavit of destruction is issued following such destruction.

A sample of the base paper has been submitted as required and was delivered on November 7, 2023. A roll of sample stamps has been submitted as required and was shipped FedEx overnight delivery on November 27, 2023.

The required affidavit from our paper manufacturer has been provided in the separate Confidential Document that is not to be released as a result of a Public Records, or Freedom of Information Act, request.



1.3.2.7 Materials

Ashton Potter uses only the highest and best grade of material in the manufacture of Tax Stamps. This includes specific and appropriate chemicals to aid the Tax Account Administration in detecting counterfeit stamps.

1.3.2.8 Workmanship

Ashton Potter will provide all Tax Stamps under this contract as genuine decalcomania transfer stamps of the highest quality. We will provide Tax Stamps using advanced flexographic technology at a very high resolution. These Tax Stamps have been found by other State clients to be more robust than the older, traditional gravure printed stamps, currently in the marketplace. Further, Ashton Potter's technology affords the wholesaler a higher transfer quality.

Ashton Potter guarantees that our Tax Stamps neither break up nor disintegrate before or during the normal process to transfer to the package or container, nor to be easily removed from cellophane, paper or foil. Defective stamps will be replaced at no cost to the State.

1.3.2.9 Production Control

Ashton Potter will provide all information requested in Section 3.1.1.9 of the CRFQ document upon request of the State as a Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.2.10 Inspection

Ashton Potter utilizes several layers of automated and manual inspection procedures at multiple points in the manufacture of our Tax Stamps to ensure that only stamps meeting the strict quality standards are approved and shipped to our clients.

Any Tax Stamps that are found upon receipt by the State to not be conforming to these specifications will be replaced at no cost to the State, following verification by Ashton Potter.

The Tax Account Administration, or its authorized representative, is welcome to access Ashton Potter's tax stamp production facility during the manufacturing of the State's Tax Stamps and at other prearranged times.

1.3.2.11 Under-Run

Ashton Potter maintains strict production controls and is careful to produce only the required number of Tax Stamps to fulfil client orders.

All production waste and imperfect stamps will be securely destroyed within Ashton Potter's secure facilities. An Affidavit of Destruction will be provided to the State within ten (10) business days of such destruction.

1.3.2.12 Disposal of Stone and Plates

Ashton Potter agrees with the requirements of Section 3.1.1.12 of the CRFQ.



1.3.2.13 Accounting

Ashton Potter is a NASPO Class II certified security printer and as such all materials used in the production of our Tax Stamps are accurately accounted for and securely stored in locked and access-controlled areas / containers. Ashton Potter welcomes the State to visit our facilities to inspect and approve our storage procedures.

Complete and accurate accounting of each and every stamp and all special paper as well as other special materials is accurately tracked through all phases of production, including our waste and spoiled stamps. Authorized representatives of the State are welcome to inspect our tax stamp production facilities and records upon request.

Details of our measures to closely monitor production and prevent the removal of any stamps or production material can be provided to the State upon request and shall be delivered as a Confidential Document, not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.2.14 Stamp Applying Machines

Ashton Potter does not manufacture, sell or lease stamp application equipment. Wholesalers and Distributors have their own, direct relationships with stamp application manufacturers. Ashton Potter provides guidance on best practices for applying our Tax Stamps with equipment from both of the US manufacturers of such equipment. We provide onsite training when necessary.

1.3.2.15 Protection

Ashton Potter is providing details on the proven security features we are proposing to use in the State's Tax Stamps to guarantee against illegal reproduction as a separate Confidential Document, that is not to be released as a result of a Public Records, or Freedom of Information Act, request.

1.3.2.16 Shipment

Ashton Potter will ship all stamps by common carrier, at our expense, insured for the replacement value.

1.4. Contract Award

1.4.1 Contract Award

Ashton Potter acknowledges Section 4.1 of the CRFQ.

1.4.2 Pricing Section

To supply proof to the satisfaction of the State that Ashton Potter's Tax Stamps are acceptable we would be pleased to arrange and attend a visit to a cigarette distributor in the Charleston, WV area to demonstrate the stamping of Ashton Potter's Tax Stamps.

1.5 Ordering and Payment

1.5.1 Ordering

Ashton Potter agrees to accept orders through wvOASIS, regular mail, facsimile, email or other forms of written communication.



1.5.2 Payment

Ashton Potter accepts EFT payments and each shipment of Tax Stamps shall be separately invoiced.

1.6 Delivery and Return

Ashton Potter will deliver all stamps to the State's address as defined in Section 6.1 of the CRFQ with deliveries to arrive prior to 10:00. Shipments will be delivered with the highest serial number first to the lowest serial number last. The carrier will deliver to the vault located in the basement.

Ashton Potter will provide a proof within ten (10) after contract award is received. Printing will only be undertaken following the State's approval of the proof.

Standard orders will be delivered within forty-five (45) business days after receipt of the order.

Emergency orders will be delivered within twenty (20) business days after receipt of the order.

Ashton Potter understands the absolute need for the State to receive deliveries on schedule. Ashton Potter has never missed making tax stamp deliveries on the schedule agreed with our government clients.

Ashton Potter's pricing includes all delivery charges for Standard orders. Shipping for Emergency orders shall be separately invoiced at cost.

Ashton Potter acknowledges the paragraphs in Section 6 of the CRFQ pertaining to Return of Unacceptable Items and Return Due to Agency Error.

1.7 Vendor Default

Ashton Potter acknowledges Section 7 of the CRFQ.

1.8 Miscellaneous

Ashton Potter acknowledges Section 8 of the CRFQ.

Our Contract Manager is Ms. Jill Benham.

T: (716) 633-2000

F: (716) 633-2525

Email: jbenham@ashtonpotter.com



ATTACHMENT A – Client List

Fusion Heat Applied Cigarette Tax Stamp Clients

US STATE GOVERNMENTS

- State of Kansas (Direct to Distributor shipping)
- Commonwealth of Kentucky
- State of Maine
- State of New Mexico (split contract with Meyercord Revenue)
- Commonwealth of Pennsylvania
- State of Texas

COUNTIES WITHIN THE COMMONWEALTH OF VIRGINIA

Caroline County	James City County	King George County
Montgomery County	Page County	Tazewell County

CITIES WITHIN THE COMMONWEALTH OF VIRGINIA

Bristol	Franklin	Harrisonburg
Lexington	Lynchburg	Newport News
Norton	Petersburg	Portsmouth
Radford	Roanoke	Salem
Suffolk	Virginia Beach	Waynesboro
Williamsburg		

TOWNS WITHIN THE COMMONWEALTH OF VIRGINIA

Amherst	Big Stone Gap	Blacksburg
Blackstone	Bluefield	Christiansburg
Clifton Forge	Crewe	Elkton
Gate City	Gordonsville	Goshen
Grundy	Honaker	Lebanon
Luray	Pound	Rich Creek
Richlands	Rocky Mount	South Hill
Stanley	Stephens City	Tappahannock
Tazewell	Weber City	Windsor
Wise	Woodstock	

JURISDICTIONS WITHIN THE STATE OF ALABAMA

Alabaster	Baldwin County	Citronelle
Daleville	Greenville	Lauderdale County
Millry		



ATTACHMENT B – Certifications

Following are images of the ISO and NASPO Certifications held by Ashton Potter.



Certificate of Registration

Ashton Potter (USA) Ltd dba
Ashton Potter Security Printers

10 Curtwright Drive, Williamsville, NY 14221-7072

have been assessed and approved to:

ISO 9001:2015

Quality Management System

The approved management system applies to the following scope:

Ashton Potter offers a fully accountable production environment that employs extensive print and finishing methods, coupled with security substrates, inks, technologies and mass serialization, producing unique, secure products.

Original Approval	30 th January 2017
Current Certificate	30 th January 2023
Certificate Expiry	30 th January 2024
Certificate Number	US4092

Signed: Certification Officer

This certificate remains valid while the holder maintains their administration systems in accordance with the standards and guidelines stated above, which will be audited annually by QAS International. The holder is entitled to display the above registration mark for the duration of this certificate, which should be returned to QAS International upon reasonable request.

Issuing Office: QAS International, 5 Technology Park, Colindale Lane, London, NW9 6EQ, UK
Tel: 020 3198788 • info@qas-international.com • <https://www.qas-international.com>







ATTACHMENT C – References from Industry

Following are letters of reference from both manufacturers of cigarette tax stamp application equipment along with a Wholesaler and Distributor Association consisting of companies licensed to apply cigarette tax stamps to cigarette packages.



3800 Patterson Ave SE, Grand Rapids, MI 49512
616-878-7771
www.redstampinc.com

April 13, 2023

To whom it may concern,

Redstamp Inc. is a leading manufacturer of cigarette tax stamping equipment that is used by authorized wholesalers across the country to, among other things, apply excise tax stamps to packs of cigarettes.

Redstamp and Ashton Potter have worked cooperatively to ensure that the Ashton Potter excise tax stamps and Redstamp tax stamping solutions are compatible. In addition, Redstamp has certified that the Ashton Potter stamps tested perform at or above industry standards for application and quality.

In addition, Ashton Potter has proven to be a diligent and cooperative partner in supporting the State's and authorized distributors engaged in excise tax stamping.

I appreciate your consideration of this letter and would welcome an opportunity to directly answer any questions regarding our endorsement of Ashton Potter.

Tim Vetter
President and CEO
Redstamp Inc.



4/17/2023

To Whom It May Concern,

United Silicone Inc builds sales and services thermal cigarette tax stamp machines for the application of thermal and digital stamps being affixed to cigarette tobacco products. Our equipment is throughout North America in both large and small distributors.

Ashton Potter Thermal Stamps, currently on the market, have been tested and are being used with highly favorable results for adhesion, transfer, and durability onto cigarette packs at multiple locations in NA.

Ashton Potter Thermal Stamps are compatible with all United Silicones Thermal Tax Stamp Machines.

Please feel free to contact me if you have any questions, are concerns.

Sincerely,

Lee Humphries

Lee Humphries
NA Sales and Service Manager
United Silicone Inc.
919-842-7643
lhumphries@itwids.com



Trusted Partner for Your Product Decorating Needs

United Silicone 4471 Walden Avenue, Lancaster, NY 14086

Tel +1 (716) 681 8222 Fax +1 (716) 681 8789

Email info@unitedsilicone.com

www.unitedsilicone.com www.itwids.com

A MEMBER OF



IDS

A Division
of ITW

*Virginia Wholesalers
and Distributors
Association*
INCORPORATED

4907 AUGUSTA AVENUE
RICHMOND, VIRGINIA 23230
PHONE (804) 254-9170
FAX (804) 355-8986

March 2022

To Whom it May Concern

The Virginia Wholesalers & Distributors Association (VWDA) represents member distributors and wholesalers in Virginia representing over 86% of the tobacco market. These members are active in the application of cigarette tax stamps from over 150 local jurisdictions and 4 regional tax boards.

In 2020, a number of members brought to the attention of VWDA, a new entrant into the heat applied cigarette tax stamp industry named Ashton-Potter (USA) Ltd. (Ashton Potter) headquartered in Williamsville, NY. VWDA reached out to Ashton Potter and from the outset, Ashton Potter has shown full support for VWDA initiatives and its members and as an Associate member has been a valuable resource for local tax stamping issues.

On the rare occasion when one of our members experienced difficulty with Ashton Potter's tax stamps, they have taken a very proactive and timely approach to support and rectify the problem and minimize the impact of any potential stamping disruption to our members, which is of paramount importance. Ashton Potter keeps both our members and VWDA informed of their actions, plans for resolution which, if necessary, include an on-site visit.

We are looking forward to continuing our relationship with Ashton Potter and the valuable contributions they make to VWDA as an Associate Member.

Regards

Jeff D. Smith, III

Executive VP

Virginia Wholesalers and Distributors Association

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of West Virginia State Tax Division to establish an open-end contract for heat iron applied decal cigarette stamps per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
TAX DIVISION OF PO BOX 11748		TAX DIVISION OF REVENUE CENTER	
CHARLESTON WV		1001 LEE ST E, STE 3	
US		CHARLESTON WV	
		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Item #1 - 3.1.1 Rolls of 30,000 for 20's	5.00000	ROLL	\$23.40	\$117,000

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cigarette Tax Stamps in rolls of 30,000 for 20's

INVOICE TO		SHIP TO	
TAX DIVISION OF PO BOX 11748		TAX DIVISION OF REVENUE CENTER	
CHARLESTON WV		1001 LEE ST E, STE 3	
US		CHARLESTON WV	
		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Item #2 - Sheets of 150 for 20's	500.00000	SH	\$0.117	\$58.50

Comm Code	Manufacturer	Specification	Model #
82121500			

Extended Description:

Cigarette Tax Stamps in sheets of 150 for 20's

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Garth Zambory, Sales Director

(Address) 10 Curtwright Drive, Williamsville, NY 14221


(Phone Number) / (Fax Number) (571) 276-3930

(email address) gzambory@ashtonpotter.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Ashton Potter (USA) Ltd. _____

(Company) 

(Signature of Authorized Representative)

Kelly M. Smith, CEO 11/27/2023 _____

(Printed Name and Title of Authorized Representative) (Date)

(703) 622-6154 _____

(Phone Number) (Fax Number)

ksmith@ashtonpotter.com _____

(Email Address)