



STATE OF ALABAMA
COUNTY OF SHELBY

**INVITATION TO BID – CONSUMER CONFIDENCE REPORT PUBLICATION AND
DISTRIBUTION**

Sealed bids for **CONSUMER CONFIDENCE REPORT PUBLICATION AND DISTRIBUTION** will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street-Room 123, Columbiana, Alabama 35051 until 2:30 P.M., March 21, 2023, at which time bids will be opened publicly and read. The County Commission reserves the right to reject any or all bids and to waive informalities in awarding this bid to the lowest responsive bidder. Bidders are to state that bids submitted are firm and that no claims for errors will be made after bids are opened and subsequent thereof. If you have any questions concerning bid specifications, please contact Cynthia McCall at cmccall@shelbyal.com.

GENERAL INFORMATION

All bidders **must** use our form for submitting their bid. All bids must be sealed and marked in the lower left-hand corner "**BIDS – CONSUMER CONFIDENCE REPORT PUBLICATION AND DISTRIBUTION**" with opening date and time. Late bids will not be opened. Bids will not include State Sales Tax or Federal Excise Tax.

Records showing successful bidder and prices quoted will be placed on file and may be examined upon request. If contract is awarded to someone other than lowest bidder, a note of explanation will appear in the bid file and Commission Minutes. Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.

DISQUALIFICATION OF BIDS

Bids may be disqualified before awarding of the contract for any of the following:

1. Failure to mark envelope as required.
2. Failure to sign or notarize the bid document.
3. Failure to include requested information, samples when specified or other details of the bid.

METHOD OF AWARD

The award will be made to the lowest responsible bidder meeting specifications for each item bid. It is not the policy of the Shelby County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purpose for which required, terms of delivery, and past service and experience are among the factors that may be considered in determining the responsive bidder.

The Shelby County Commission reserves the right to award separate contracts for each item, each product, or any combination of products if in the best interest of the Shelby County Commission. Upon awarding

of this contract and bid the Shelby County Commission reserves the sole right to end said contract at their sole discretion.

IMMIGRATION LAW


By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

By signing this contract, vendor agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please provide your bid response in triplicate, one original and two copies.

Bids will not include State Sales Tax or Federal Excise Tax.


Chad Scroggins
County Manager

CONSUMER CONFIDENCE REPORT PUBLICATION AND DISTRIBUTION SPECIFICATIONS

This bid is for the design, production, folding, and mailing of Shelby County Water's Consumer Confidence Report for 2023.

Specifications:

Size 25.5" x 11" Flat, with final fold to 8.5" x 5.5"

60 lb. white offset paper

It is a full-color document with 4/4 (bleeds)

Two full pages, front and back

- Document will be mailed out to approximately 13,500 customers
- 1,400 hardcopies will be delivered to Shelby County for additional distributions
- Vendor must have the ability to mail pieces 3rd presort standard, using vendor's postal indicia for 3rd class mail and should include costs to meet USPS postal requirements for automated mailing (i.e., ink jetting name, address, postal barcode, tabbing, etc.)
- Bidders shall include all data preparation: deduping and address correction to the list provided by Shelby County Water.
- The mailing list and updated content will be provided to the vendor after the bid award. Content shall be provided in a Word Document.
- Price should include layout and design
- Upon notification, the awarded vendor shall present a design to Shelby County within 2-3 days of the award
- The County will approve the final design within 2 days of the vendor providing it.
- The brochure must be mailed and postmarked by or before **May 15, 2023**. Hardcopies are to be delivered to Shelby County by **May 15, 2023**.
- Please include a schedule of Production
- Vendor must provide proof of mailing to Shelby County no later than **May 22, 2023**.
- Postage will be billed to Shelby County by the vendor after the mailing occurs
- Vendor must provide W-9 and E-Verify with bid packet.

Total of Project plus Postage: \$_____ (Postage TBD)

The unit price for extras or decreased in estimated customer: \$_____

QUOTATION SHEET

Shelby County Water Services

BID: CONSUMER CONFIDENCE REPORT PUBLICATION AND DISTRIBUTION

March 2023

UNDERSIGNED OFFERS THESE PRICES, TERMS, AND DELIVERY AS PER BID
SPECIFICATIONS:

NAME OF COMPANY: _____

REPRESENTATIVE (PLEASE PRINT): _____

SIGNATURE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

PHONE: _____

BIDS SUBMITTED ARE FIRM AND NO CLAIMS FOR ERRORS WILL BE MADE AFTER BIDS
ARE OPENED AND SUBSEQUENT THEREOF.

Sworn to and subscribed before me this

the _____ day of _____, 2023.

_____, Notary Public

My Commission Expires: _____