

CONSUMER CONFIDENCE REPORT PUBLICATION AND DISTRIBUTION GENERAL CONDITIONS AND SPECIFICATIONS

This bid is for the design, layout, production, folding, and mailing of Shelby County Water's Consumer Confidence Report for 2025.

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

A PDF example of last year's layout is provided as a guide.

The layout may differ for this CCR.

- Document will be mailed out to approximately 13,500 customers
- 1,300 hardcopies will be delivered to Shelby County Water Services at 10927 Highway 280, Sterrett, AL 35147.
These hardcopies need to be batched/bundled in sets of 50 or 100.
- 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
- The mailing list will be provided in Excel format to the vendor after the bid is awarded.
- After the bid is awarded, the CCR data will be provided to the vendor in Word or PDF format. Graphs can be provided in Excel if needed.
- Price should include layout, design, and cover artwork.
- Upon receipt of the CCR data, the awarded vendor shall present a design to Shelby County Water within 3-5 business days.
- Shelby County Water will approve the final design within 3-5 business days of the vendor providing it.
- The brochure must be mailed and postmarked by or before **May 30, 2025**. Hardcopies are to be delivered to Shelby County Water by or before **May 30, 2025**.
- Please include a schedule of Production
- Vendor must provide proof of customer mailing to Shelby County Water no later than **June 6, 2025**.
- Postage will be billed to Shelby County by the vendor after the mailing occurs
- A W-9 and E-verify will be required before the bid is awarded. We request that you submit a completed W-9 and E-verify documentation with your bid packet. If you do not include the W-9 and E-Verify with your bid and your bid is to be awarded, Shelby County Water Services will contact you by the email provided in your bid packet and request the completed W-9 and E-Verify be submitted within 3 business days.

Steps to provide your E-Verify

- a. If you **do not have any physical employees in the State of Alabama**, you may submit a signed statement on letterhead in place of the E-Verify.
- b. If your company hasn't already, enroll in E-Verify at e-verify.gov
- c. If you are newly enrolling, you will have an opportunity at the end to print an MOU (Memorandum of Understanding) or check to see if your company printed and saved their MOU when they established the account. If you don't have the MOU, follow step d.
- d. You can Log into your E-verify account. Go to Company. Select Edit Company Profile. This will show your information. Print this page as proof of enrollment.

QUOTATION SHEET

Shelby County Water Services

Bid: Consumer Confidence Report – April 2025	
Total Cost of Project	\$ _____
Postage	To Be Determined Upon Mailing
The unit price for extras or decreased in the estimated customer count	\$ _____ Each

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

NAME OF COMPANY: _____

CONTACT: (Please Print): _____

SIGNATURE: _____

COMPANY ADDRESS: _____

PHONE: _____

E-MAIL: _____

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

DON'T FORGET to enclose the following with your bid.

☐ Schedule of Production

☐ Completed W-9

☐ E-Verify documentation

Sworn to and subscribed before me this

the _____ day of _____, _____.

_____, Notary Public

My Commission Expires: _____