



Printing and Mailing of Consumer Confidence Report

ADDENDUM NO. 1

Date: April 8, 2026

RE: Printing and Mailing of Consumer Confidence Report

BID DATE AND TIME:

Tuesday, April 21, 2026, 2:00 P.M.

Location for the bid opening remains the office of the Chief Financial Officer, located at 200 West College Street, Room 125, Columbiana, Alabama, 35051

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Clarification:

Please note that the email address for all questions is cmccall@shelbyval.com .

- Q1. Under General Conditions – “A PDF example of last year's layout is provided as a guide. The layout may differ for this CCR.” I did not see the sample attachment on your procurement site – Can you email?
- A1. This has been corrected. The example of last year’s CCR should now be viewable on the eBid Portal.
- Q2. When will winning vendor be notified to be able to meet the timeline below? What is the production time after approval?
- After the bid is awarded, the vendor must submit 4 options of artwork for the cover with notification of the chosen artwork to be within 2-3 business days upon receipt.
 - Upon receipt of the CCR data, the awarded vendor shall present a design (with selected artwork) 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 on or before June 5, 2026. Hardcopies are to be delivered to Shelby County Water on or before June 5, 2026.
- A2. The awarded vendor will be notified once the county commission approves our recommendation. We anticipate that this will occur at our regularly scheduled commission meeting on May 11, 2026. Once notification has been made the timeline referenced will begin.