

**GENERAL CONDITIONS
CONSUMER CONFIDENCE REPORT
DESIGN, PRINTING, AND MAILING
APRIL 2026**

This bid is for the design, layout, cover artwork, printing, folding, and mailing of Shelby County Water's Consumer Confidence Report for 2026.

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 a new cover artwork.
- 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**.
- Please include a schedule of Production
- Vendor must provide proof of customer mailing to Shelby County Water no later than **June 10, 2026**.
- Postage will be billed to Shelby County by the vendor after the mailing occurs.