

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools
FROM: Donald G. Feldmann, Assistant Superintendent for Finance & Plant Services
DATE: March 6, 2024
RE: Commercial Printing Bid 2024-25-13 / 2024-25 District Calendar & Handbook

Background:

Bid specifications for the Commercial Printing, Design & Mail Preparation of the 2024-25 District Calendar & Handbook were developed by my office along with the help of Christine Slagle, Public Relations Coordinator. The bid was broken into three parts for pricing. Printing cost includes a full-color document. Please see bid tabulation for the breakdown of pricing by the various vendors.

Packets were sent to twenty-five (24) vendors. Bids were received from five (5) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	Design	Printing/Cutting	Mail Cost	Total Bid Amount
Data-Mation Printing & Graphics	\$700.00	\$10,730.00	\$725.00	\$12,155.00
Orffeo Printing & Imaging, Inc.	\$500.00	\$14,900.00	\$690.00	\$16,090.00
RMF Printing	No Remark	No Remark	No Remark	No Remark
The Courier Printing Corp.	\$1,100.00	\$13,908.00	\$346.00	\$15,354.00
Zenger Group	\$1,218.00	\$17,961.00	\$1,087.00	\$20,266.00

Bid Recommendation:

It is my recommendation that the bid be awarded **in totality to Data-Mation Printing & Graphics in the amount of \$12,155.00**. Data-Mation has printed the calendar for the District in the past and has done an outstanding job. The company is also owned by a District family. By awarding the bid entire bid to one vendor, this will stream line our process and get the calendars into our District homes quicker and without issue. **This award represents a \$2,542 increase over last year's award.** The increase in price is due to an increase in quantity of calendars ordered from last school year as well as moving to a full-color publication.