

**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 & Mail Preparation of Sweet Home Source
Bid # 2024-25-15



Background:

Bid specifications for the Commercial Printing & Mail Preparation of the 2024-25 Sweet Home Source Magazine were developed by my office with the help of Christine Slagle, Public Relations Coordinator. The bid was broken into three parts for pricing: 1) two 16 page magazines; 2) one 20 page magazine; and 3) mail preparation. The bid results also reflect a full color magazine. Please see bid tabulation for the breakdown of pricing by the various vendors.

After being advertised in the Amherst Bee and mailed to twenty-five vendors (25), bids were received from six (6) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	Two 16 Page Magazines	One 20 Page Magazine	Mail Preparation for 3 publications	Bid Grand Total
Data-Mation Printing & Graphics	\$8,450	\$5,234	\$2,400	\$16,084
Orffeo Printing & Imaging	\$11,580	\$7,190	\$1,305	\$20,075
RMF Print Management Group	\$10,450.30	\$6,524.75	\$1,725	\$18,700.05
Keller Brothers Printing	\$11,000	\$7,200	\$2,556	\$20,756
Zenger Group	\$13,916	\$6,958	\$2,040	\$22,914
The Courier Printing Group	\$10,712	\$6,787	\$696	\$18,195

Bid Recommendation:

It is my recommendation that the bid be awarded **in totality to Data-Mation Printing & Graphics for \$16,084**. Data-Mation has printed the calendar for the District in the past as well as other projects and has always done an outstanding job. In addition, the business is owned by a District family. This award represents a **\$15,392 decrease** over last year's award.