

**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: February 28, 2024

RE: Commercial Printing of 2024-25 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items Bid 2024-25-14



Background:

Bid specifications for the Commercial Printing of the 2024-25 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items were developed by my office with the help of Mrs. Ariel Carlino. The bid listed thirty (30) items or categories for pricing. Bid packets were sent to twenty-one (21) vendors. Please see attached bid tabulation for the breakdown of pricing by the various vendors.

After being posted in the Amherst Bee, bids were received from eight (8) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	# of Items Bid	Total Bid Amount
Concept Print	24	\$16,376.00
G & M Enterprises	No Remark	No Remark
Keller Brothers & Miller Inc.	4	\$2,479.00
Orffeo Printing & Publishing	29	\$11,818.00
Print Plus	18	\$11,689.00
RMF Print Management Group	30	\$16,573.10
The Copy Store	28	\$26,045.00
Zenger Group	27	\$13,620.00

Bid Recommendation:

The bid award was broken down by categories of items (envelopes, forms and other) to make it easier for ordering items. .

I recommend that the Commercial Printing of the 2024-25 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items in the amount of **\$11,845.20** be split between the vendors listed below. This award represents a cost **increase of \$3,363.77** from the 2023-24 school year bid.

Vendor	# of Items Awarded	Total Bid Amount
Orffeo Printing & Publishing	17	\$8,915.00
RMF Printing	11	\$2,238.20
Zenger Group	2	\$692.00
TOTAL Award	30	\$11,845.20