


**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 23, 2023
RE: Commercial Printing of 2023-24 District Envelopes, Forms, Specialty Paper & Other
Miscellaneous Items Bid 2023-24-14

Background:

Bid specifications for the Commercial Printing of the 2023-24 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-four (24) 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 five (5) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	# of Items Bid	Total Bid Amount
Data-Mation Printing & Graphics	0	No Remark
Orffeo Printing & Imaging	29	\$8,003.00
Print Plus / Buffalo Publishing Corp	14	\$10,505.42
RMF Printing	21	\$8,105.11
Zenger Group	30	\$16,163.00

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 2023-24 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items in the amount of **\$8,481.43** be split between the vendors listed below. This award represents a cost **increase of \$645.20** from the 2022-23 school year bid.

Vendor	# of Items Awarded	Total Bid Amount
Orffeo Printing & Publishing	27	\$7,895.00
RMF Printing	2	\$129.43
Zenger Group	1	\$457.00
TOTAL Award	30	\$8,481.43