

**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 22, 2023

RE: Commercial Printing & Mail Preparation of Your Schools/Comm. Ed.
Bid # 2023-24-15

Background:

Bid specifications for the Commercial Printing & Mail Preparation of the 2023-2024 Combined Newsletter and Community Education Brochures were developed by my office. The bid was broken into five parts for pricing: 1) one 12 page stand-alone newsletter; 2) two 20 page stand-alone newsletters; 3) one 36 page combined newsletter and Community Education brochure; 4) two 40 page combined newsletter and Community Education brochures; 5) mail preparation and; 6) newsletter design. The bid results also reflect a full color cover. Please see bid tabulation for the breakdown of pricing by the various vendors.

After being advertised in the Amherst Bee and mailed to twenty-four vendors (24), bids were received from seven vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	One 12 Page Newsletter	Two 20 Page Newsletters	One 36 Page Combined Newsletter	Two 40 Page Combined Newsletter	Mail Preparation for 6 publications	Total Cost of Design	Bid Grand Total
Compu-Mail	\$5,662.15	\$18,302.74	\$16,128.55	\$35,745.06	\$12,722.43	\$5,400	\$93,960.93
Courier Printing	\$3,055	\$8,312	\$6,616	\$14,562	\$4,278	\$4,800	\$41,623
Data-Mation Printing & Graphics	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark
G&M Enterprises	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark
Orffeo Printing & Imaging	\$1,980	\$6,870	\$5,652	\$11,784	\$2,590	\$2,600	\$31,476
RMF Print Management Group	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark
Zenger Group	\$5,243	\$7,031	\$11,309	\$13,644	\$3,990	\$6,168	\$47,385

Bid Recommendation:

It is my recommendation that the bid be awarded **in totality to Orffeo Printing & Imaging Inc. for a total amount of \$31,476**. Orffeo Printing has printed both the District calendar and newsletter for a number of years and done an outstanding job. **This award represents a \$9,200 increase over last year's award.**

I would anticipate that the District would likely print three (3) 12 page newsletters and three (3) 20 page newsletters and our actual printing, design and mail prep costs for the 2023-24 school years would be approximately \$21,435.