

**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, Director of Finance & Plant Services
DATE: March 23, 2022
RE: Commercial Printing Bid 2022-23-13



Background:

Bid specifications for the Commercial Printing, Design & Mail Preparation of the 2022-23 District Calendar & Handbook were developed by my office. The bid was broken into three parts for pricing. Printing cost includes a color cover. Please see bid tabulation for the breakdown of pricing by the various vendors.

Packets were sent to twenty-five (25) vendors. Bids were received from eight (8) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	Design	Printing/Cutting	Mail Cost	Total Bid Amount
BNP Empowered Print	\$924	\$6,333	\$514	\$7,771
Compu-Mail	No Remark	No Remark	No Remark	No Remark
Courier Printing Corporation	\$1,100	\$8,060	\$799	\$9,959
DataMation Printing & Graphics	\$600	\$10,224	\$600	\$11,424
G& M Enterprises	No Remark	No Remark	No Remark	No Remark
Orffeo Printing & Imaging, Inc.	\$450	\$6,516	\$430	\$7,396
RMF Printing	No Remark	No Remark	No Remark	No Remark
School Paper Express	No Remark	No Remark	No Remark	No Remark

Bid Recommendation:

It is my recommendation that the bid be awarded **in totality to Orffeo Printing & Imaging, Inc. for \$7,396.** Orffeo Printing has been a long-time partner with the District on many printing projects including the calendar, newsletters and other specialty paper and forms. 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 \$1,582 increase over last year's award.**