

**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 22, 2022

RE: **Commercial Printing of 2022-23 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items Bid 2022-23-14**

Background:

Bid specifications for the Commercial Printing of the 2022-23 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items were developed by my office with the help of Ms. Falon Capenhurst. The bid listed thirty (30) items or categories for pricing. Bid packets were sent to twenty-two (22) 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 seven (7) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	# of Items Bid	Total Bid Amount
Concept Print	24	\$10,329.00
Data-Mation Printing & Graphics	0	No Remark
G&M Enterprises	0	No Remark
Orffeo Printing & Imaging	28	\$8,134.00
Print Plus / Buffalo Publishing Corp	11	\$4,244.83
RMF Printing	30	\$12,025.78
Zenger Group	29	\$12,392.00

Bid Recommendation:

The bid award was broken down by categories of items (envelopes, forms and other) to make it easier for ordering items. This year's bid had two (2) items removed from it – Absence Request Form and Administrator Leave Request Form.

I recommend that the Commercial Printing of the 2022-23 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items in the amount of **\$7,836.23** be split between the vendors listed below. This award represents a cost **increase of \$230.09** from the 2021-22 school year bid.

Vendor	# of Items Bid	Total Bid Amount
Concept Print	1	\$178.00
Orffeo Printing & Publishing	21	\$4,538.00
Print Plus / Buffalo Publishing Corp	5	\$1,226.36
RMF Printing	2	\$1,481.87
Zenger Group	1	\$412.00
TOTAL Award	30	\$7,836.23