

**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 24, 2022
RE: Commercial Printing & Mail Preparation of Your Schools/Comm. Ed.
Bid # 2022-23-15

(Handwritten initials and date)
MVG
3/24/22

Background:

Bid specifications for the Commercial Printing & Mail Preparation of the 2022-2023 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. Please see bid tabulation for the breakdown of pricing by the various vendors.

After being advertised in the Amherst Bee and mailed to twenty-five vendors (25), bids were received from eight (8) 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
Buffalo Newspress	Alternate Bid	Alternate Bid	Alternate Bid	Alternate Bid	Alternate Bid	Alternate Bid	Alternate Bid
Compu-Mail	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark
Courier Printing	\$2,001	\$5,998	\$5,084	\$11,066	\$1,020	\$4,200	\$29,369
DataMation 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	\$1,373	\$4,783	\$3,870	\$7,930	\$1,906	\$2,414	\$22,276
RMF Print Management Group	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark	No Remark
School Paper Express	No Remark	No Remark	No Remark	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 a total amount of \$22,276**. Orffeo Printing has printed both the District calendar and newsletter for a number of years and done an outstanding job. **This award represents a \$3,600 increase over last year's award.**