

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

AWB
3/5/25
KF

TO: Michael V. Ginestre, Superintendent of Schools
FROM: Donald G. Feldmann, Assistant Superintendent for Finance & Plant Services
DATE: March 3, 2025
RE: Commercial Printing of 2025-26 District Envelopes, Forms, Specialty Paper & Other
Miscellaneous Items Bid 2025-26-14

Background:

Bid specifications for the Commercial Printing of the 2025-26 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items were developed by my office with the help of Mrs. Ariel Carlino. The bid listed twenty-eight (28) items or categories for pricing. Bid packets were sent to twenty-one (21) 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 nine (9) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	# of Items Bid	Total Bid Amount
Checkomatic Inc.	4	\$3,036.75
Orffeo Printing & Imaging	26	\$11,877.00
Print Plus	15	\$13,077.00
The Copy Store	27	\$21,723.00
Zenger Group	28	\$26,878.00
Automated Business Forms	No Remark	No Remark
DataMation Printing & Graphics	No Remark	No Remark
G & M Enterprises	No Remark	No Remark
RMF Print Management Group	No Remark	No Remark

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 2025-26 District Envelopes, Forms, Specialty Paper & Other Miscellaneous Items in the amount of **\$12,911.00** be split between the vendors listed below. This award represents a cost **increase of \$1,065.80** from the 2024-25 school year bid.

Vendor	# of Items Awarded	Total Bid Amount
Orffeo Printing & Imaging	26	\$11,877.00
The Copy Store	1	\$495.00
Zenger Group	1	\$539.00
TOTAL Award	28	\$12,911.00