

**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 3, 2025
RE: Commercial Printing Bid 2025-26-13 / 2025-26 District Calendar & Handbook

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Background:

Bid specifications for the Commercial Printing, Design & Mail Preparation of the 2025-26 District Calendar & Handbook were developed by my office along with the help of Christine Slagle, Public Relations Coordinator. The bid was broken into three parts for pricing. Printing cost includes a full-color document. 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 six (6) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	Design	Printing/Cutting	Mail Cost	Total Bid Amount
Orffeo Printing & Imaging	\$500.00	\$8,384.00	690.00	\$9,574.00
Courier Printing Corp.	\$1,100.00	\$9,712.00	\$757.00	\$11,569.00
DataMation Printing & Graphics	\$1,000.00	\$11,600.00	\$785.00	\$13,385.00
Zenger Group	\$1,329.00	\$16,566.00	\$1,145.00	\$19,040.00
G& M Enterprises	No Remark	No Remark	No Remark	No Remark
RMF Print Management Group	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 in the amount of \$9,574.00**. Orffeo has printed the calendar for the District in the past and has done an outstanding job. 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 \$2,581 decrease over last year's award.**