

**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: February 26, 2026

RE: Commercial Printing Bid 2026-27-13 / 2026-27 District Calendar & Handbook

AP

Background:

Bid specifications for the Commercial Printing, Design & Mail Preparation of the 2027-27 District Calendar & Handbook were developed by my office along with the help of Christine Lyle, 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-nine (29) vendors. Bids were received from seven (7) vendors.

Bid Tabulation:

Below is a summary of the current bid results:

Vendor	Design	Printing/Cutting	Mail Cost	Total Bid Amount
Orffeo Printing & Imaging	\$300.00	\$4,132.00	\$210.00	\$4,642.00
Indiana Printing & Publishing	\$2,420.00	\$5,734.00	\$270.00	\$8,424.00
DataMation Printing & Graphics	\$1,200.00	\$5,267.00	\$600.00	\$7,067.00
Tobay Printing	\$1,848.00	\$5,533.00	\$495.00	\$7,876.00
Courier Printing Corp.	\$0.00	\$6,764.00	\$157.00	\$6,921.00
Print Plus	No Remark	No Remark	No Remark	No Remark
Zenger 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 \$4,642.00**. 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 \$4,932 decrease over last year's award due in large part that it will only be mailed to those homes with students enrolled in the District.** The calendar is available digital via the District website.