

**Procurement Office**  
333 Western Avenue Building 333  
Westfield, Massachusetts 01086-1630  
Fax (413) 572-5610

**THIS IS NOT AN ORDER**

Date: **September 9, 2019**

Westfield State University is seeking bids for: **Athletic Clothing (T-Shirts)**

*Req. No.:* **Bid # 2020-005**

*Opening:* **September 24, 2019 @ 2:30 PM**

Bids must be in the Procurement Office before the opening date and time noted above at which time they will be publicly opened and read.

*Department:* **Athletics**

*Contact:* **Gary Duggan (413) 572-5243 (gduggan@westfield.ma.edu)**

*Delivery:* Free of all charges to: Westfield State University, 577 Western Avenue, Westfield, MA 01086-1630

- **Please submit 2 copies of your bid.**  
The envelope **must list the bid number on the outside of the envelope.**
- Your bid may be rejected if all blanks are not filled in.
- Please return this form even if no bid.

**It is incumbent upon the responder to ensure the bid arrives in the Procurement Office on time.**

Westfield State University reserves the right to reject any or all bids.

Full award is contingent upon availability of funding.

All Prices must be submitted on a net basis. Cash trade and quantity discounts must be figured in new prices submitted. Bids must show unit, extended and total prices.

Bid must be signed in ink.

**Firm Name** \_\_\_\_\_

**Street** \_\_\_\_\_

**Name (printed)** \_\_\_\_\_

**City, State, and Zip** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Telephone #** \_\_\_\_\_

**Fax #** \_\_\_\_\_

**Email** \_\_\_\_\_

**Federal ID #** \_\_\_\_\_ [9 character Federal Employee Identification number (issued by the IRS)]