

**WESTFIELD STATE COLLEGE
BID MEMORANDUM**

TO: Athletic Department

FROM: Procurement August 17, 2017

RE: Bid # 2018-004 Ice Hockey Supplies

The attached bids were received, opened and publicly read at 2:30 PM (time) in the Procurement Department office on August 17, 2017 (date). This form must be returned to purchasing with your recommended action.

BIDDER	W-9, NI, T&C	State Tax Compliance					
Bertelli's	✓✓	✓					
Gateway	✓✓	✓					
Howies	✓✓	✓					

Note: Procurement must receive and approve of your bid recommendation prior to bid award.

To: Procurement Officer

From: RICHARD LENFEST, JR., A.D.

Recommended Action: AWARD AS INDICATED ON ATTACHED SPREADSHEET (HIGHLIGHTS)
(Bidder name must be stated if you are recommending a bid award)

Signature: [Signature] Date: 8/25/17

Bids opened by: [Signature]

Witnessed by: [Signature]

Date and Time: 8/17/17 2:30PM

