

**WESTFIELD STATE COLLEGE
BID MEMORANDUM**

TO: Athletic Department
 FROM: Procurement September 7, 2017
 RE: Bid # 2018-008 Athletic Training Room Medical Supplies



The attached bids were received, opened and publicly read at 2:30 PM (time) in the Procurement Department office on September 7, 2017 (date). This form must be returned to purchasing with your recommended action.

BIDDER	W-9, NI, T&C	State Tax Compliance						
School Health	✓ ✓	✓						
Medco	✓ ✓	✓						

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

To: Procurement Officer

From: RICHARD LENFEST, JR

Recommended Action: AWARD ENTIRE BID TO MEDCO
(Bidder name must be stated if you are recommending a bid award)

Signature: [Signature] Date: 9/21/17

Bids opened by: [Signature]

Witnessed by: Senja DeLeon Date and Time: 09-27-17 @ 2:30pm