

**WESTFIELD STATE UNIVERSITY
BID MEMORANDUM**

TO: All campus Departments & Groups
 FROM: Procurement
 DATE: January 26, 2017
 RE: Bid # 2017-014 University Clothing Bid



The attached bids were received, opened and publicly read at 2:30 pm (time) in the Procurement Department office on 1/26/17 (date). This form must be returned to purchasing with your recommended action.

BIDDER	W-9, NI, T&C Tax Compliance		
<i>Advanced Digital (Artisan Ink)</i>	<i>✓✓ ✓✓</i>		

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

To: Procurement Officer

From: Barbara Hino / Kimberlee Hosmer

Recommended Action: ADVANCED DIGITAL - ARTISAN INK
 (Bidder name must be stated if you are recommending a bid award)

Signature: Barbara Hino Kimberlee J. Hosmer Date: 1-31-2017

Bids opened by: Senja O'Connor

Witnessed by: Jane Dessicy Date and Time: 1/26/17 2:30 PM