

**WESTFIELD STATE COLLEGE
BID MEMORANDUM**



TO: Athletic Department
 FROM: Procurement July 25, 2017
 RE: Bid # 2018-001 Athletic Clothing (T-Shirts)

The attached bids were received, opened and publicly read at 2:30 PM (time) in the Procurement Department office on July 25, 2017 (date). This form must be returned to purchasing with your recommended action.

BIDDER	W-9, NI, T&C	State Tax Compliance					
Custom Identity	✓ ✓	✓					
Graphic Edge	✓ ✓	✓					
Madison System	✓ ✓	✓					

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 All to The Graphic Edge
 (Bidder name must be stated if you are recommending a bid award)

Signature: [Signature] Date: 8/1/17

Bids opened by: [Signature]

Witnessed by: [Signature] Date and Time: 07-25-17 @ 2:30 pm