Westfield State University is seeking bids for: **Ely Campus Center Exercise Equipment**

**Req. No.:** Bid # 2017-021  

**Opening:** April 19, 2017 @ 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:** Ely Campus Center  

**Contact:** Chris Raymond (413) 572-5243 (craymond@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.  
- Faxed bids are accepted at (413) 572-5610. If you are using an envelope the **bid number must be listed 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.

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**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)]