

Procurement Office
333 Western Avenue Building 333
Westfield, Massachusetts 01086-1630
Fax (413) 572-5610

THIS IS NOT AN ORDER

Date: May 3, 2017

Westfield State University is seeking bids for: **Van Rental for Student Affairs**

Req. No.: **WSU # 2017-025**

Opening: **May 23, 2017 @ 2:30PM**

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: **Student Affairs**

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.

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)]