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.

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