



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

**THIS IS NOT AN ORDER**

Date: **August 27, 2018**

**Westfield State University** is seeking responses for: **THE WESTFIELD VOICE**

**WSU Bid No.:** **2019-007**

**Opening:** **September 13, 2018 @ 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.

**It is incumbent upon the responder to ensure the bid arrives in the Procurement Office on time.**

**Department:** Student Government Association (SGA)

**Contact:** Chris Raymond (413) 572-5243 (craymond@westfield.ma.edu)

**Delivery:** Free of all charges to: Westfield State University, 577 Western Avenue, Westfield, MA 01085

Please submit 1 original and 1 copy of your bid.

Please return this form even if no 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.

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)]