

**Procurement Office**

333 Western Avenue Building 333  
Westfield, Massachusetts 01086-1630

**THIS IS NOT AN ORDER**

Date: April 23, 2020

Westfield State University is seeking bids for: [Voice Over IP Telephone & Collaboration System](#)

Req. No.: [WSU RFP# 2020-011](#)

Opening: [May 20, 2020 @ 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: [Information Technology](#)

Contact: [Gary Duggan, Director of Procurement & Administrative Services](#)  
[gduggan@westfield.ma.edu](mailto:gduggan@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 RFP. One original and 2 copies and 1 electronic copy**
- **The RFP number must be listed on the outside of the envelope.**
- Your RFP may be rejected if all blanks are not filled in.
- Please return this form even if no RFP.

**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. RFP 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)]