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**

**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)]