

**WESTFIELD STATE UNIVERSITY
 BID MEMORANDUM 2014-025**

TO: Sid Lodaya
 FROM: Procurement
 DATE: May 03, 2017
 RE: Bid # 20174-025 Van Rental for Student Affairs

The attached bids were received, opened and publicly read at 2:30 pm (time) in the Purchasing Department office on May 23, 2017 (date). This form must be returned to purchasing with your recommended action(s).

BIDDER	W-9, NI, T&C	TAX COMP	PRICING YEAR 1	PRICING YEAR 2	PRICING YEAR 3	EXCESS MILEAGE RATE	INSURANCE CHARGE	SAFETY RATING
Merchant's Fleet Mgmt	✓ ✓	✓	875.-	905.-	935.-	.25/mi	CDW	
Acme Leasing	xxx	x	1199.-	699.-	499.-	.12/mi	NA	
Enterprise	✓ ✓	✓	2704.-	2706.-	2706.-	.20/mi	included	✓
Marcotte Ford	✓ ✓	✓	970.-	975.-	980.-	.10/mi	included	

WESTFIELD STATE UNIVERSITY
 PROCUREMENT OFFICE
 JUN 1 2017
 RECEIVED

Note: Procurement must receive and approve of your bid recommendation prior to bid award.

To: Procurement Officer

From: _____

Recommended Action: Marcotte Ford
 (Bidder name must be stated if you are recommending a bid award)

Signature: [Signature] Date: 5/30/17

Bids opened by: [Signature] Witnessed by: Seyra Penmore

Date and Time: 05-23-17 @ 2:30 pm