

**WESTFIELD STATE UNIVERSITY
BID MEMORANDUM**



TO: Barbara Hand

FROM: Procurement

DATE: July 25, 2017

RE: Bid # 2018-003 Bus Transportation to New York City

The attached bids were received, opened and publicly read at 2:30 pm (time) in the Procurement Department office on 8/8/16 date). This form must be returned to purchasing with your recommended action.

BIDDER	W-9, NI, T&C Tax Compliance	Price per Bus	Total for 5 Buses
Peter Pan		\$2050.-	\$10,250.-
King Ward		\$210.-	\$10,500.-

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

To: Procurement Officer

From: Barbara Hand, SGA OFFICE

Recommended Action: PETER PAN BUS LINES, INC.
(Bidder name must be stated if you are recommending a bid award)

Signature: Barbara Hand Date: 8-15-2017

Bids opened by: [Signature]

Witnessed by: [Signature] Date and Time: 08-08-17 @ 2:30 pm