

SALEM STATE UNIVERSITY

INVITATION TO BID
THIS IS NOT AN
ORDER

1. The university is an agency of the Commonwealth of Massachusetts and is exempt from any State tax or Federal excise tax
2. Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown if applicable.
3. Unless otherwise stated, all quoted prices shall be FOB university address inside delivery.
4. Responses must be received on or before **Friday, November 30th, 2018 by 3:00 p.m. in the Purchasing Department, Salem State University, Administration Building, 2ND Floor, 352 Lafayette Street, Salem, MA 01970-5353. FAX to 978-542-6164 or scanned copies will be accepted at ewilson@salemstate.edu**
5. Submit one (1) original if mailing, Electronic submissions preferred, Fax submissions accepted
6. Salem State University reserves the right to waive informalities and to reject any and all bids; or to accept the bid deemed best for the Commonwealth
7. For additional information:
**Kelly Janos, Associate Director of Campus Recreation
Salem State University, 225 Canal Street, Salem, MA 01970
Phone: 978-542-4445 Email: kjanos@salemstate.edu**
8. Responses must be submitted to:
**Evelyn Wilson, C.P.M., Director of Purchasing
Salem State University, 352 Lafayette Street, Administration Building, 2nd Floor, Salem MA 01970
Phone: 978-542-7321 Email: ewilson@salemstate.edu**
9. Reference: **RFP 2019-04 Lease of Exercise Equipment**

SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
See Attached Specifications		

EQUAL OPPORTUNITY

The contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, color, religious creed, national origin, and/or ancestry. The contractor agrees to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination with respect to the Fair Employment Practice laws of the Commonwealth which are herein made of this contract reference.

Vendor Information

COMPANY

ADDRESS

CITY STATE ZIP

TELEPHONE

AUTHORIZED SIGNATURE

NAME TITLE

FEDERAL EMPLOYER'S ID CODE 9DIGITS