

Shepherd University**Request For Bids**

Department of Procurement Services

L18A Ikenberry Hall, PO Box 5000, Shepherdstown, WV 25443 (304) 876-5216

RFB# -P0006324

Vendor: _____ **BIDS ARE SUBJECT TO THE**
Attn: _____ **GENERAL TERMS AND**
Address: _____ **CONDITIONS AS PRINTED ON**
City, ST, Zip _____ **THE REVERSE SIDE HEREOF**
Phone: _____ **AND AS SET FORTH HEREIN.**
Fax: _____

Sealed bids for furnishing the supplies, equipment, services, or printing described below will be received by the Institution. TO RECEIVE CONSIDERATION FOR AWARD, THE BID WILL BE SUBMITTED ON THIS FORM IN ORIGINAL AND ONE (1) COPY. SIGNED IN FULL, IN INK, AND RECEIVED IN THE DEPARTMENT OF PROCUREMENT SERVICES TO HAVE A DATE/TIME STAMP AFFIXED, ON OR BEFORE THE DATE AND TIME SHOWN FOR THE BID OPENING. Prices will be based on units specified. The Institution reserves the right to accept or reject bids on each item separately or as a whole, to reject any or all bids, to waive informalities or irregularities and to contract in the best interest of the Institution.

Date:	11/19/2025	DELIVERY IS REQUIRED NO LATER THAN:	BIDS OPEN AT 3:00PM ON: 12/18/25		
Item #	Quantity	Unit M	Description	Unit Price	Extended

Shepherd University is requesting bids for Byrd

			Center Roof Replacement. All bids must be		
			in accordance with the bidding documents issued		
			electronically by the Architect. Plans available now:		
			Bushey Feight Morin Architects Inc.		

Attention: Wendy Taylor

			473 North Potomac Street		
			Hagerstown, MD 21740		
			(301) 733-5600		
			A mandatory pre-bid is scheduled for Tuesday,		

December 2, 2025 at 9:00 AM in the Cumberland

			Room at the Student Center on the Shepherd		
			University Campus.		

TOTAL

To the Department of Procurement Services,

In compliance with the above, the undersigned offers and agrees, if this offer is accepted within _____ calendar days (30 calendar days unless a different period is inserted by the purchaser) from the bid open date, specifiec above, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s), within the time specified.

Authorized Signature: _____
Name (Printed/Typed): _____
Title: _____

Date: _____

Bidder guarantees shipment from _____ via _____ within _____ days.

FOB _____ after receipt of order at address shown.