Shepherd University
Request For Bids
Department of Procurement Services
L18A Ikenberry Hall, PO Box 5000, Shepherdstown, WV 25443 (304) 876-5216

RFB# -P0006327

Vendor: _____
Attn: _____
Address: _____
City, ST, Zip _____
Phone: _____
Fax: _____

BIDS ARE SUBJECT TO THE GENERAL TERMS AND CONDITIONS AS PRINTED ON THE REVERSE SIDE HEREOF AND AS SET FORTH HEREIN.

Sealed bids for furnishing the suplies, 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:	3/6/2026		DELIVERY IS REQUIRED NO LATER THAN:	**BIDS OPEN AT 3:00PM ON: 4/2/26**	
Item #	**Quantity**	**Unit M**	**Description**	**Unit Price**	**Extended**
			Shepherd University is requesting bids for White		
			Hall Roof Replacement. All bids must be in accordance with		
			the bidding documents issued electronically by the		
			Architect. Plans can be obtained beginning today		
			from:		
			Bushey Feight Morin Architects, Inc.		
			473 North Potomac Street		
			Hagerstown, MD 21740		
			(301) 733-5600		
			A mandatory pre-bid is scheduled for Wednesday,		
			March 11, 2026 at 1:30 p.m in the Cumberland Room		
			in 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: _____ **Date:** _____
Name (Printed/Typed): _____
Title: _____

Bidder guarantees shipment from _____ via _____ within _____ days.

FOB _____ after receipt of order at address shown.