

Shepherd University**Request For Bids**

Department of Procurement Services

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

RFB# -P0006336

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:	8/28/2026	DELIVERY IS REQUIRED NO LATER THAN:	BIDS OPEN AT 3:00PM ON: 9/17/26		
Item #	Quantity	Unit M	Description	Unit Price	Extended

Shepherd University is requesting bids for Stutzman

Slonaker 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 Thursday,
September 3, 2026 at 9:30 AM in the Blue Gray Room
at the Student Center on the Shepherd University
Campus.This works must be completed and paid out by
December 15, 2026 due to the funding source. This
date is not negotiable. Only serious bidders apply.**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, specific 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.