

Shepherd University**Request For Bids**

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

RFB# -P0006339

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 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 Frank Arts					
			Center Partial 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.