



REQUEST FOR QUOTATION

ROADWAY ASPHALT
MAINTENANCE & REPAIR SERVICES

Jefferson Township | Montgomery County, Ohio

Document	GS-013 Roadway Asphalt Maintenance & Repair RFQ
Contract Structure	On-call Unit price Township work orders
Issue / Quote Due	Issue Date: September 1, 2026 Quote Due: September 15, 2026
Procurement Contact	info@buildbetterwithgcs.com 937-760-5706

Prepared for Jefferson Township by General Contractor Solutions (GCS)
Owner's Representative / Procurement Support

ISSUE DATE: SEPTEMBER 1, 2026 | QUOTES DUE: SEPTEMBER 15, 2026

1. PROJECT OVERVIEW

Jefferson Township is requesting quotations from qualified roadway contractors to provide asphalt maintenance and repair services on an on-call, unit-price basis. Work will be authorized by written Township work orders identifying location, scope, estimated quantities, schedule, and any project-specific requirements. The objective is to establish responsive contractor capacity for routine and priority roadway repairs without guaranteeing a minimum quantity or dollar amount of work.

Owner	Jefferson Township, Montgomery County, Ohio
Procurement Type	Request for Quotation - on-call roadway asphalt services
Award Structure	One contractor, multiple contractors, or awards by work category
Pricing	Unit prices plus authorized work-order quantities
Term	As established by Township award / agreement
Minimum Work	No guaranteed minimum quantity or expenditure
Field Verification	Contractor shall verify conditions and quantities before starting each work order

2. CORE SCOPE OF SERVICES

- Pothole repair and localized asphalt repair.
- Surface patching and full-depth pavement repair.
- Milling and asphalt overlay.
- Asphalt base/intermediate/surface course placement.
- Aggregate base repair and stabilization.
- Aggregate shoulder repair and grading.
- Crack sealing and pavement edge repair.
- Drive/approach and disturbed-area asphalt restoration.
- Emergency roadway stabilization and repair when authorized.
- Traffic control, cleanup, haul-off, and restoration incidental to the work.

3. WORK-ORDER PROCESS

The Township may issue work orders as needs arise. Each work order should identify the roadway/location, requested work, estimated quantities, target schedule, traffic-control needs, and any supplemental requirements. The contractor shall confirm availability, identify any differing conditions, and proceed only after Township authorization. Final payment will be based on accepted quantities and applicable awarded unit prices unless a work order expressly establishes another approved pricing method.

4. ROADWAY ASPHALT SPECIFICATIONS

These requirements establish a consistent procurement baseline. Work shall follow applicable manufacturer requirements, accepted roadway construction practices, and applicable Ohio Department of Transportation material or construction specifications where the Township identifies them for a work order. Project-specific requirements control if they are more stringent.

4.1 Pothole / Surface Patching

Description: Remove loose or failed material and restore the pavement surface to a durable, compacted condition.

Materials: Hot-mix asphalt appropriate for the existing pavement and season; tack as needed.

Execution: Square/clean repair boundaries where practical, prepare the repair area, compact in suitable lifts, and blend to adjacent pavement.

Measurement: Accepted installed tons unless the work order uses square-yard pricing.

Payment: Awarded unit price includes labor, equipment, material, hauling, disposal, tack, compaction, and incidental work.

Acceptance: Stable, dense patch; proper surface profile; no loose edges, rocking material, or unsafe depression.

4.2 Full-Depth Pavement Repair

Description: Remove failed pavement and unsuitable base as authorized; rebuild the section and restore asphalt surface.

Materials: Approved aggregate base and asphalt courses compatible with existing pavement.

Execution: Sawcut or otherwise establish clean boundaries; remove failed material; compact base and asphalt in lifts; maintain drainage and ride quality.

Measurement: Accepted square yards of completed repair, with separately authorized undercut/base quantities where applicable.

Payment: Awarded unit prices for full-depth repair and separately listed authorized extras.

Acceptance: Firm support, proper compaction, finished surface flush with adjacent pavement, no abrupt edge or ponding.

4.3 Milling and Overlay

Description: Remove deteriorated surface to the authorized depth and place new asphalt overlay.

Materials: Asphalt mix and tack coat appropriate for the roadway and work order.

Execution: Protect utilities; mill to consistent depth; clean surface; apply tack; pave and compact; provide smooth transitions at limits, structures, and approaches.

Measurement: Square yards milled and tons of asphalt accepted, unless work order states otherwise.

Payment: Awarded unit prices include routine cleanup and incidental placement operations.

Acceptance: Uniform surface, proper transitions, adequate compaction, and no material segregation or obvious defects.

4.4 Base / Shoulder / Edge Repair

Description: Restore failed base, pavement edge support, or aggregate shoulder as directed.

Materials: Approved aggregate, stabilization material, and asphalt where required.

Execution: Excavate/shape as authorized, place material in compacted lifts, grade to drain, and restore edge support without creating drop-offs.

Measurement: Tons, square yards, or linear feet accepted according to the bid schedule/work order.

Payment: Applicable awarded unit price.

Acceptance: Stable, compacted, graded surface with safe pavement-edge transition and drainage preserved.

4.5 Crack Sealing

Description: Prepare and seal eligible pavement cracks to reduce water intrusion.

Materials: Commercial crack sealant suitable for the pavement and weather conditions.

Execution: Clean/dry crack as required, place sealant at manufacturer-recommended temperature and profile, avoid excessive overbanding.

Measurement: Accepted linear feet.

Payment: Awarded unit price includes preparation, sealant, traffic protection, and cleanup.

Acceptance: Continuous adhered seal with no hazardous tracking or excess material.

5. GENERAL PERFORMANCE REQUIREMENTS

- Coordinate access, sequencing, traffic control, staging, deliveries, and public impacts with Township staff before work begins.
- Maintain a safe work zone and safe access for residents, employees, emergency services, and adjacent properties to the extent practical.
- Locate/protect known utilities and immediately report conflicts or differing field conditions.
- Use experienced personnel and equipment suited to the work; comply with applicable OSHA and traffic-control requirements.
- Protect drainage features, structures, lawns, mailboxes, drives, signs, curbs, and adjacent improvements. Repair contractor-caused damage at no additional cost to the Township.
- Remove debris and surplus material; leave each site broom-clean and safe at the end of the work.
- Provide delivery tickets, weight tickets, daily quantity records, photographs, or other reasonable documentation requested by the Township for payment verification.

6. MATERIALS, QUALITY & WARRANTY

Materials shall be new and suitable for the intended use unless a work order expressly authorizes otherwise. Asphalt and aggregate shall be consistent with project requirements and generally accepted public-road construction practice. The contractor is responsible for workmanship, compaction, proper installation, and protection of completed work. Unless the Township establishes a different requirement in the award or work order, provide a minimum one-year workmanship warranty on completed permanent repairs beginning at Township acceptance.

7. EMERGENCY / PRIORITY RESPONSE

If the Township requests emergency or priority roadway work, the contractor shall promptly state its earliest mobilization time and available crew/equipment capacity. Emergency work remains subject to Township authorization. Emergency response rates, after-hours premiums, and equipment/labor rates shall be stated in the pricing package so that costs can be evaluated before or immediately following urgent mobilization.

8. INSURANCE & CONTRACTOR DOCUMENTS

Before award or notice to proceed, the selected contractor shall provide a current W-9, evidence of Ohio workers' compensation coverage, and certificates of insurance acceptable to Jefferson Township. Unless modified by the Township, contractors should be prepared to carry commercial general liability, automobile liability, and workers' compensation coverage customary for municipal roadway work. The Township may require additional insured status, endorsements, bonds, or other risk-control documents based on project size or scope.

9. PROFESSIONAL / REGULATED SERVICES

Jefferson Township may obtain professional engineering, surveying, permitting, environmental, inspection, GIS, hydraulic review, grant administration, or other technical services when determined necessary by the Township, an applicable authority, or a funding requirement. Routine maintenance under this RFQ is not presumed to require professional engineering services unless specifically identified by the Township.

CONTRACTOR PROPOSAL FORM

Submit a complete quotation using this form or an equivalent format containing all requested information. Unit prices shall include labor, supervision, equipment, overhead, profit, routine mobilization components not separately priced, materials, hauling, disposal, and incidentals necessary to complete the described work unless expressly noted otherwise.

Company	
Contact Person / Title	
Address	
Telephone	
Email	
Ohio Secretary of State / Registration (if applicable)	
Federal Tax ID / W-9 submitted	
Insurance Agent / Carrier	

10. UNIT PRICE SCHEDULE

Bid Item	Unit	Bid Price	Notes / Basis
Mobilization / demobilization	LS	\$_____	Per work order
Temporary traffic control	LS	\$_____	Per work order
Pothole repair - hot mix asphalt	Ton	\$_____	Installed
Surface asphalt patching	Ton	\$_____	Installed
Full-depth pavement repair	SY	\$_____	Complete repair
Milling - up to 2 inches	SY	\$_____	Milled area
Asphalt surface course	Ton	\$_____	Installed
Asphalt intermediate/base course	Ton	\$_____	Installed
Aggregate base - ODOT 304 or approved equal	Ton	\$_____	Installed/compacted
Base stabilization / undercut repair	SY	\$_____	Authorized repair area
Aggregate shoulder repair	Ton	\$_____	Installed/graded
Crack sealing	LF	\$_____	Prepared/sealed

Bid Item	Unit	Bid Price	Notes / Basis
Pavement edge repair	LF	\$_____	Completed edge
Drive/approach restoration	SY	\$_____	Asphalt restoration
Emergency roadway repair callout	EA	\$_____	Callout/mobilization
Labor - foreman	Hour	\$_____	Straight time
Labor - operator/laborer	Hour	\$_____	Straight time
Dump truck	Hour	\$_____	With operator
Skid steer / compact loader	Hour	\$_____	With operator
Roller / compactor	Hour	\$_____	With operator

11. AVAILABILITY, RESPONSE & QUALIFICATIONS

Typical mobilization after work order	_____
Emergency response / earliest arrival	_____
Normal work hours	_____
After-hours / weekend premium	_____
Primary service area	_____
Proposal valid through	_____

12. RELEVANT REFERENCES

Provide at least three public-sector, roadway, paving, or comparable construction references.

Organization	Contact	Project / Scope	Phone / Email	Year

13. SUBMITTAL CHECKLIST

- Completed contractor information and unit price schedule.
- Proposed response times / availability.
- At least three relevant references.
- Current W-9.
- Certificate of insurance and Ohio workers' compensation documentation (or confirmation they will be supplied before award).
- Any exclusions, minimum charges, material escalation terms, or unit-price assumptions clearly identified in writing.

14. EVALUATION & AWARD

Jefferson Township may evaluate quotations based on responsiveness, qualifications, relevant experience, references, unit pricing, availability, emergency response capability, completeness, and overall value. The Township may request clarification, negotiate final scope or pricing, reject any or all quotations, waive minor informalities, and award one or multiple contractors or work categories as permitted by applicable law and Township policy.

15. CONTRACTOR CERTIFICATION

The undersigned certifies that the contractor has reviewed this RFQ, accepts responsibility for verifying site-specific conditions before work, and proposes to provide authorized services in accordance with its submitted quotation and applicable Township work orders.

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Authorized Signature	Date
Printed Name / Title	Company
Email / Telephone	Proposal Valid Through