



REQUEST FOR QUOTATION

MUNICIPAL BUILDING ROOF REPLACEMENT

Jefferson Township Administration Building

1525 Kimmel Lane | Jefferson Township, Ohio



Prepared for Jefferson Township by General Contractor Solutions (GCS), Owner's Representative

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

RFQ CONTACT: info@buildbetterwithgcs.com | 937-760-5706

1. PROJECT OVERVIEW

Jefferson Township is requesting quotations from qualified roofing contractors for removal and replacement of the existing asphalt-shingle roofing system at the Jefferson Township Administration Building. The intent is to obtain complete, comparable proposals for a durable, weather-tight installation while minimizing disruption to Township operations.

Owner	Jefferson Township
Project Location	1525 Kimmel Lane, Jefferson Township, Ohio
Procurement Type	Request for Quotation - roof replacement
Building Operations	The building may remain occupied during construction.
Field Verification	Contractor shall verify all dimensions, quantities, access, and existing conditions before bidding.

2. BASE BID SCOPE OF WORK

The Base Bid shall include all labor, supervision, materials, equipment, transportation, temporary protection, disposal, permits if required, and incidental work necessary to provide a complete roofing system. Unless specifically identified as an alternate or exclusion, include the following:

- Remove and legally dispose of existing shingles, underlayment, flashings, drip edge, ridge materials, vent boots, and related roofing components required for the work.
- Inspect exposed roof decking. Replace deteriorated sheathing only after authorization by the Owner or Owner's Representative, using the unit pricing requested in the proposal form.
- Install code-compliant ice and water barrier at eaves, valleys, roof-to-wall transitions, and other vulnerable locations required by the roofing manufacturer and applicable code.
- Install synthetic underlayment, starter course, architectural asphalt shingles, ridge cap, ridge ventilation where applicable, drip edge, step/counter flashing, and new boots at all penetrations.
- Provide all sealants, fasteners, accessories, closures, and incidental components required for a complete manufacturer-approved, weather-tight installation.
- Complete daily cleanup, final debris removal, and a final magnetic nail sweep of pavement, walks, lawn, and work areas.

Existing-condition photographs are provided for general reference only. They are not a substitute for the contractor's site investigation.

3. CONTRACTOR RESPONSIBILITIES

- Coordinate scheduling, access, staging, deliveries, and shutdowns with Township staff before beginning work.
- Maintain safe public and employee access. Protect entrances, sidewalks, vehicles, landscaping, walls, windows, equipment, and adjacent property.
- Keep the building weather-tight at all times. Do not remove more roofing than can be made fully watertight before the end of the workday.
- Comply with applicable OSHA requirements, manufacturer installation instructions, building codes, and local requirements.
- Remove debris daily and leave the site broom-clean. Repair damage caused by the contractor at no additional cost to the Township.
- Provide product data, color selections, warranty documentation, closeout information, and final photographs.

4. ALTERNATE AND UNIT PRICING

Item	Description	Price Basis
Alternate A	Replace deteriorated fascia boards where authorized.	Lump sum or unit price/LF
Alternate B	Replace damaged soffit materials where authorized.	Lump sum or unit price/SF
Alternate C	Replace rake boards and exposed trim where authorized.	Lump sum or unit price/LF
Alternate D	Replace existing gutters and downspouts.	Lump sum
Unit Price E	Replace deteriorated roof sheathing beyond any base allowance.	Price per 4 x 8 sheet
Unit Price F	Structural framing repair, only if discovered and authorized.	Labor/material unit basis

5. WARRANTY AND CLOSEOUT

Provide the roofing manufacturer's standard material warranty and a minimum one-year contractor workmanship warranty beginning on the date of Township acceptance. Before final payment, submit warranty documents, product information, final cleanup confirmation, and any required inspection or permit closeout documentation.

6. PROJECT COMPLETION

The project will be considered complete when the roof is fully installed and weather-tight; all flashings and penetrations are complete; debris is removed; the magnetic nail sweep is complete; warranty and closeout documents have been delivered; and the Township has accepted the work following a final walkthrough.

CONTRACTOR PROPOSAL FORM

Submit a complete proposal using this form or an equivalent format containing all requested information. Prices shall include all labor, materials, equipment, overhead, profit, disposal, and incidental work required by this RFQ. Complete the blue fields electronically, or print and complete the form by hand.

Company	
Contact Person	
Address	
Telephone	
Email	
Ohio Registration / License (if applicable)	

PRICING

Bid Item	Amount	Notes / Unit Basis
Base Bid	\$	
Alternate A - Fascia	\$	
Alternate B - Soffit	\$	
Alternate C - Rake / Trim	\$	
Alternate D - Gutters / Downspouts	\$	
Unit Price E - Roof Sheathing	\$	per 4 x 8 sheet
Unit Price F - Structural Framing	\$	Basis:

PROJECT INFORMATION

Roofing Manufacturer / Product	
Proposed Color (if known)	
Estimated Start	
Estimated Duration	
Crew Size	

CERTIFICATION

The undersigned certifies that the contractor has reviewed the RFQ, investigated the site or accepted responsibility for doing so, and proposes to complete the work in accordance with the submitted quotation and the requirements of this RFQ.

Authorized Signature	Date
Printed Name / Title	Proposal Valid Through

7. SUBMITTAL AND EVALUATION

Submit the quotation in the manner and by the deadline established by Jefferson Township. Include the completed proposal form, certificate of insurance, product information, warranty information, proposed schedule, and at least three relevant references. Questions shall be directed through the Township or GCS as identified in the quotation invitation.

Jefferson Township reserves the right to reject any or all quotations, waive minor informalities, request clarification, negotiate final scope and pricing, and select the proposal determined to provide the best overall value. Award may consider price, completeness, experience, references, warranty, schedule, material quality, and demonstrated ability to perform the work safely and responsibly.

RFQ CONTACT

info@buildbetterwithgcs.com | 937-760-5706

APPENDIX A - EXISTING CONDITIONS PHOTO LOG

The photographs below document representative existing conditions and are provided for bidding reference only. Contractors remain responsible for verifying all field conditions, dimensions, quantities, access requirements, and concealed conditions before submitting a quotation.



Figure 1. Rear roof elevation and hip roof section.



Figure 2. Lower roof plane, wall intersection, and roof penetrations.



Figure 3. Transition between lower roof and elevated building section.



Figure 4. Weathered gable fascia, soffit, and exterior wood siding.



Figure 5. Roof-to-wall transition and existing flashing conditions.



Figure 6. Lower roof slope with visible weathering and valley conditions.