

# Pavement maintenance bid checklist

Use this checklist for the actual service, product, site and jurisdiction. Leave missing evidence unresolved until the responsible person confirms it. Record the decision and its source before proceeding.

Business job date and responsible person

---

- ☐ Confirm job identity, measured scope, exclusions and field evidence.
- ☐ Save net area, crack segments, line and symbol quantities with the estimate.
- ☐ Attach dated product, package and delivered price evidence.
- ☐ Include prep, application, layout, mobilization and supervision labor.
- ☐ Include equipment, subcontract work, disposal, overhead and applicable taxes.
- ☐ Choose margin or markup deliberately and record its basis.
- ☐ Write schedule, weather, traffic, change order, deposit and payment terms.
- ☐ Review the proposal with the customer and retain approval and actual cost records.

Unresolved items evidence and next action

---

Decision owner and follow up date

---

## Sources and record notes

Author NPMCA. Worksheet version 1.0; guide record as of 2026-10-11. Technical limits and prices must come from the exact current product instructions, official rule or dated written quote.

SBA startup costs: <https://www.sba.gov/business-guide/plan-your-business/calculate-your-startup-costs>

Guide: <https://www.npmca.org/start/pricing-bidding>