

CONTRACTOR SELECTION CHECKLIST

Once your project requirements have been outlined on paper, you are ready to select a contractor. Select 3 or 4 candidates you feel most comfortable with and request project bids from each:

Name of contractor #1: _____ Co: _____

Name of contractor #2: _____ Co: _____

Name of contractor #3: _____ Co: _____

Name of contractor #4: _____ Co: _____

Before the person-to-person interview, provide each candidate with an exact copy of your detailed project requirements in order to compare bids accurately and fairly. Use the handy checklist below to assist you in assessing each contractor and their bid.

	Contractor #1	Contractor #2	Contractor #3	Contractor #4
Visual proof of contractor license?				
Visual proof of insurance / bond?				
Visual proof of Workman’s Comp coverage?				
Did contractor provide customer references?				
<i>Reference list checked out?</i>				
List of trade & supplier references provided?				
<i>Reference list checked out?</i>				
Checked for complaints against the contractor (Dept. Bldg, BBB, etc.)				
Has contractor has done similar projects?				
I have seen other work completed by the contractor, similar to my own				
Does contractor provide design services?				
What range of services does the contractor offer?				
Contractor provided detailed itemized bid w/itemized charges; both for labor and materials, as well as start and finish dates				
Contractor provided list of acceptable substitute materials, if they are required				
Contractor offers warranties on materials and workmanship				
Contractor will be onsite to supervise crew members and any sub-contractors				
Will contractor be working on other projects simultaneously with my own?				
Was the contractor easy to talk to?				
Was the contractor businesslike and professional?				
Comfort level: “I would feel comfortable working with this contractor” (rate using a 1 to 5 scale; 1 being the lowest score)	□ □ □ □ □	□ □ □ □ □	□ □ □ □ □	□ □ □ □ □

