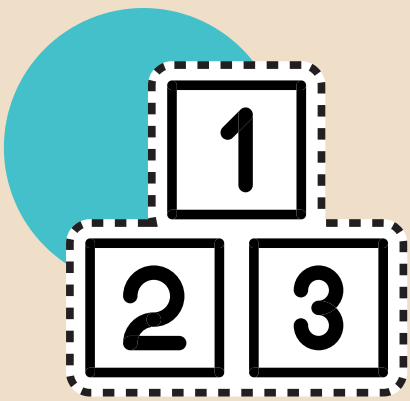


Selecting a Contractor for a Child Care Facility Project



SEEK MULTIPLE QUOTES

Seek out multiple bids for your intended project. Review bids to ensure they are comparable and understand differences in cost based on materials used and labor. Some bids may be higher/lower because they include/do not include items covered on other quotes. Receiving three bids is best practice.



VERIFY CONTRACTOR'S LICENSE AND INSURANCE

Request a current contractor license and certificate of insurance prior to starting any work. Only licensed contractors can pull permits for certain jobs. Liability insurance can help fund damages caused as a result of the work.



VERIFY REFERENCES

Consider online reviews for the contractor and request three references from past projects. Talking with past clients can give you a sense of credibility, knowledge and general work practices of the contractor.



AGREE ON A SCOPE OF WORK VIA A CONTRACT

Having a contract in place sets expectations around items such as timeline, payment terms, warranties, etc. The contract should include the agreed upon project scope including materials & fixtures used. The contract should be signed by both parties.



MAINTAIN PROPER RECORDS

Keep record of payments made directly to the contractor and any receipts for purchases that you may have made for materials. You should receive an updated invoice from the contractor reflecting payments made, with the final invoice reflecting full payment has been made. Always pay via a verifiable method such as a check.



MAINTAIN A PUNCH LIST OF ITEMS THAT NEED TO BE ADDRESSED

Before making your final payment, ensure the job is complete to scope and to your satisfaction. Discuss any outstanding items and work out final arrangements to have them completed or corrected. Ask for copies of any product warranties and enjoy your renovated facility!