



Selecting the Right Contractor

Now that you've decided what kind of efficiencies to implement, it's time to choose a professional to help you put your plan in place. The prospect of selecting a contractor can be daunting, but these simple tips can help you feel confident that you've made a great choice.

How to Select a Contractor

Questions for Potential Contractors

You're looking for a contractor who's an expert and a professional—someone you can trust to do good work and someone who you'll be comfortable having in and around your business. The contractor vetting checklist on page 2 will help you find the right contractor for your needs.

Comparing Bids to Find the Best Fit

GEO strongly recommends that businesses receive a minimum of 3 bids. Remember, the cheapest bid is not always the best one. Follow these procedures to discover a contractor who offers both a fair price and peace of mind.

- Get quotes from more than one provider; make sure the quotes include any certification information.
- Get bids in writing and confirm that all bids cover the same work.
- Get (and thoroughly check) references.
- Make sure the company has relevant licenses and/or certifications. Check with the Industry Certifications and Training page to familiarize yourself with the types of industry certifications you may see when you are doing your search.
- Check for consumer complaints, investigations, pending active judgments or liens with your local consumer protection office, state contractor licensing board or Better Business Bureau.

Monitoring Quality

You've chosen a contractor you trust, but you still need to be engaged to make sure you're getting exactly what you want. Follow these practices to get the most out of your project.

- Get a written contract for all work to be performed and make sure that any changes (and associated costs) are put in writing as well.
- Make sure your contractor is using the quality of materials promised.
- Inspect the work the contractor does and make sure to ask questions or point out concerns as they happen.



Contractor Vetting Checklist

To be completed by the bidding contractor.

Contractor license #: _____

Contractor name: _____

Contractor phone number: _____

Contractor address: _____

Proposed scope of work:

Bid for proposed scope of work: _____



Please answer the following questions succinctly and accurately to the best of your ability:

1. How much experience do you have with this specific kind of project? How many similar projects have you completed? List 3 references with contact information.

2. How many years have you or your company been in business?

3. Are you insured, and what does your insurance cover? If requested, please provide evidence of at least workman's compensation insurance (if applicable) and liability insurance.

4. How do you handle permitting and make sure you meet codes (if applicable)? Contractor must handle all permitting and provide evidence that codes are met.

5. Do you offer a guarantee on the installation of your work? What types of warranties do you offer?



Considerations when Selecting a Contractor

Reference for the business owner.

- Electrical and plumbing contractors licensed by the State of Colorado. You can check contractors' licenses at: <https://www.doradls.state.co.us/alison.php>. General construction contractors are not licensed by the State, but may be licensed on the local level.
- Experience with similar projects? Contractors requested to list 3 quality references.
- Years been in business?
- At a minimum, contractors should provide a copy of their workman's compensation insurance (if applicable) and liability insurance. Contractors should provide evidence that their insurance will protect you against claims if one of their workers is injured on the job and will protect your buildings if one of their workers damages the building. Contractors should provide a certificate that lists you as an additional insurer under their liability insurance.
- Contractor should handle all permitting and provide evidence that codes are met, if applicable.
- Contractors should offer a guarantee/warranty on any installed work.
- Consider a maintenance agreement with the contractor if appropriate.
- Negotiate payment options, if necessary.
- Contractors should be able to offer assistance to businesses to help complete paper work for other rebates, including utility rebates; this provides a value added service to businesses.