

The REMC has developed the following checklist to help you be more informed during the process of choosing a contractor.

General questions to ask potential contractors	Contractor #1	Contractor #2	Contractor #3
Ask the contractor if he is licensed? A license may or may not be required in your area. If in doubt, call your local building commissioner's office. If it's required, ask the contractor for his license number, what agency issued it, and when it expires.			
How long has the contractor been in business?			
What types of insurance does the contractor carry? Contractors should have Workman's Compensation, General Liability, Property Liability, and Personal Liability in case any accidents occur on your job or property.			
Are subcontractors licensed and insured? If so, ask for an up-to-date list of this information on all subcontractors.			
Ask for references. Ask the contractor for the names of three people who have recently had work done by him. Contact these people and ask if they were satisfied with the contractor's work and if any problems were encountered.			
Will the contractor provide estimates that itemize the materials, labor and miscellaenous charges, plus a written description of the work to be performed and time frame for start and completion?			
Ask if written guarantees and warranties on both materials and workmanship will be provided.			
Ask the contractor how any disputes will be resolved and of he will include a resolution clause in the contract or proposal.			
Ask for an outline of the scope of duties that are to be performed by the contractor and the purchaser. This should be an agreement of such responsibilitites as clean-up, damage to lawns and driveways, broken utility lines, ordering materials, getting permits, etc.			
Make sure you're comparing apples to apples. Ask each contractor to list the brands, models, sizes, colors, efficiencies, warranties, testing, etc.			
Ask how change orders will be handled. They should be in writing and signed by the purchaser.			
Agree on a payment schedule. It's not advisable to make full payment before the work is finished or before the final inspections are complete.			
Compare contractors' proposal prices. The lowest price is not always the best. Ask for a breakdown of the costs for each major piece of equipment, labor, and miscellaneous charges.			