

CONTRACTORS EVALUATION FORM

		<u>Contractor A</u>	<u>Contractor B</u>	<u>Contractor C</u>
<u>Checklist Description</u>	<u>Point Value</u>			
<u>Licencing & Certifications</u>				
Pre-Paid Contractors licence	3			
Municipality business licence (if applicable)	2			
WCB sample clearance letter (or WCB account number)	2			
Certificate of Insurance for a minimum of \$2,000,000 liability insurance	1			
Contractor has \$5,000,000 or more liability insurance	1			
Better Business Bureau member in good standing	2			
Renovation Find certified	2			
<u>Estimates/Quotations</u>				
Written and legible estimates/quotations with a detailed description of the work to be done (Include blueprints if appropriate)	1			
A detailed description and budget amounts (if applicable) of the type and quality of materials to be used	1			
A statement that all work will be done according to local codes	1			
A statement that the contractor is responsible for removing all debris as soon as construction is completed	1			
Itemized costs and the total price	1			
A statement that the contractor will apply for and acquire all necessary permits (if applicable) for the project	1			
<u>Contract</u>				
Written contract with complete legal company name, address, GST number and clients name and address	1			
Itemized prices for all goods and services with GST	1			
A statement outlining any cancellation rights	1			
A statement outlining how problems will be resolved	1			
Method of communication during the project (email, text, software...)	1			
A clearly itemized payment schedule	1			
The required method of payment	1			
A statement of all warranties explaining what is covered and for how long	1			
Your signature and that of the sales representative	1			
A statement of how additional costs during the project are handled (if applicable)	1			
A start date and completion date of the project	1			
<u>TOTAL EVALUATION POINTS</u>		<u>30</u>		

Contractor B

Contractor B

Contractor C

[illegible]