

Contractor Comparison Worksheet

CampusDown REPAIR

Compare up to three written bids for the same job

JOB

SCOPE (ONE LINE)

Item	Contractor A	Contractor B	Contractor C
Company name			
Contact / phone			
License # (verified?)			
Insurance certificate received?			
References / reviews checked?			
Total price			
Deposit required			
Payment schedule			
Earliest start date			
Estimated duration			
Materials / brands specified			
Allowances (and amounts)			
Permits included?			
Cleanup & disposal included?			
Workmanship warranty			
Change-order process in writing?			
Items NOT included			
Notes from call / visit			

Score each 1 (poor) to 5 (great)

Criterion	Weight	A	B	C
Scope completeness	3			
Materials quality	2			
License & insurance	3			
Price / value	3			
Timeline	2			
Payment terms	2			
Warranty	2			
Communication	2			
Weighted total				

Questions to ask every contractor

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Write the answers in the notes row on page 1

- ☐ Can I see your license number and certificate of insurance?
- ☐ Who will be on site each day, and who supervises?
- ☐ Will you pull the permits and schedule inspections?
- ☐ What happens if you find hidden damage?
- ☐ How are changes priced and approved?
- ☐ What does your warranty cover, and for how long?
- ☐ What payment schedule do you use, tied to which milestones?

Red flags to slow down for

- Pressure to sign today for a discount
- Cash only, or a large payment before work starts
- No written estimate or contract
- Asks you to get the permits
- Pushes financing through a lender they know

Licensing and contract rules vary by state. Check your state's contractor licensing board and consumer protection office.