

TIPS

FOR HIRING
INDEPENDENT
CONTRACTORS

STEP 1



Finding Contractors

- Referrals
- Google Business
- BBB
- Yelp
- Home Advisor
- Utility Companies
- Facebook
- The Blue Book
- Construct Connect
- Fellow PM's

STEP 2



Scope & Specifications

- General description of work to be completed for the project
- Include a timeline, milestones, & reports
- Include materials, equipment, & methods
- What, how, when, and where aspects

STEP 3



Bidding on Contractors

- Look for best quality service
- Keep bidding private
- Solicit bids from multiple contractors
- Present all bidders with same specifications of the job

STEP 4



Awarding a Contract

- Check references and BBB reviews before accepting a bid and awarding a contract
- Have an attorney review the terms
- Include lien waivers, multiple payee options, performance bonds, & certificates of insurance to reduce risk