

Housing Authority of Utah County

240 East Center Street
Provo, Utah 84606
(801) 373-8333



Things to think about when selecting a contractor

1. Get bids from at least three contractors.
2. Get contractor references and look at their work. Check with references before selecting any contractor; observe the contractor's work and talk with the owners about the work.
3. All contractors must have and provide a State of Utah Contractor's license. They must also have appropriate city or county business licenses. Contractors cannot be debarred by the U.S. Government.
4. Contractors must have insurance! Contractors must have general liability insurance and State law requires some contractors to carry Workers' Compensation insurance. Workers' Compensation may increase cost, but the insurance helps protect the contractor's employees (and you) if anyone gets hurt on the job.
5. Don't discriminate when asking contractors to bid. Homeowners may not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or otherwise as provided by applicable law, in the selection of contractors or to submit bids.
6. Homeowners, not the Housing Authority of Utah County, the Utah Valley Consortium of Cities and County, nor the Division of Community and Economic Development, hand-out bid packets to bidding contractors. The Housing Authority will prepare a *Notice to Bidders / General Conditions* form that contractors must use to bid the project. Homeowners should make enough copies of the form for each bidding contractor.
7. Homeowners should open the bids and review them at home, then submit the bids to the Housing Authority. Bids can only be accepted on the *Notice to Bidders / General Conditions* form that the Housing Authority provides.
8. Do not sign any contracts prior to Housing Authority and loan committee approval of your loan and approval of contractor bids.
9. Loan applicants will be responsible to inspect their homes and point out problems to the Housing Authority representative and to contractors.
10. Loan applicants will sign a homeowner contract with the contractor to perform construction work.
11. Loan applicants are responsible to request and approve payments to contractors.
12. Loan applicants are responsible to inspect and approve the work contractors perform.
13. Loan applicants are responsible to work with contractors and settle disagreements during and after contract work.
14. Loan applicants are responsible to contact contractors to correct any problems that the contract warranty covers. The homeowner contract provides for a one-year contract.