



Rhode Island Child Care Early Learning Facilities Fund *Fast Facts*

Securing a Contractor for your Project

- You can access a list of licensed contractors in the State of Rhode Island at www.riccelff.org/re-sources/selecting-professionals - if they are not licensed in the State of Rhode Island you should not use them for your project!
- Here are some additional steps to take to find a contractor in your community:
 - Ask other child care / early education programs for their recommendations
 - Check with other similar businesses (adult care facilities, health facilities, schools, etc.) for recommendations on contractors they have used
 - Talk to board members, parents and others who may have community connections and may be able to help steer you to a qualified contractor
- When selecting a contractor, here are some important considerations:
 - Be sure they carry appropriate insurance
 - Ask about projects they have done that are similar in size and scope to your project – check references!!
 - Discuss their willingness to conduct work in a way that minimalizes disruption to your center
 - If you will be using any federal funding (or accessing a capital grant through the RICCELFF), be sure to verify that they have the ability to manage a Davis---Bacon compliant project including maintaining all appropriate reports and records
 - Do they have familiarity with your local community and a firm understanding of local code requirements

Always get at least three bids for your project. In order to get accurate bids you will need to provide the contractor with accurate plans/drawings for the project. In order to effectively compare bids, be sure they include specifics on the types of materials, fixtures and equipment that will be used in the project, their plan for completing work in a way that is not disruptive to the center's operations and their timeline for completing the project.

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- Once you have selected your contractor be sure your contract includes:
 - Name, address license number and contact information for the contractor (including after-hours contact information in case of emergency)
 - Names and contact information for any sub-contractors
 - A description of the work to be done, including specifics on the materials to be used
 - The dates that construction will begin and end
 - A schedule of payments
 - A description of what constitutes substantial completion of the project (substantial completion is when the contractor essentially considers their work complete, you can use the space again as intended and at this point only very minor items remain unfinished, learn more [HERE](#))
 - An agreement to comply with all requirements of the Davis-Bacon Act (if required/relevant)
 - Change order procedures and pricing
 - Details on access to the worksite, including time(s) of day they may (or may not) work at the site
 - Method to resolve disputes
 - Any additional information required by funders, or state or local law

FOR MORE INFORMATION ON THE CONSTRUCTION PROCESS READ [CHILD CARE FACILITY DEVELOPMENT AND FINANCING](#) PUBLISHED BY LISC AND AVAILABE IN OUR [ONLINE RESOURCE LIBRARY](#)