

Tips for Hiring a Lighting Contractor and Bid Comparison Checklist



Idaho Power offers incentives for qualifying lighting upgrades. While Idaho Power does not install equipment, give estimates or endorse specific contractors, here are a few recommendations to help you find a quality contractor.

It is generally good business practice to contact a minimum of three contractors for bids, asking them for references and checking them out. Ask the following questions of each contractor.

Contractor A: _____ Contractor B: _____ Contractor C: _____

EQUIPMENT	A	B	C
1. Will they provide written warranty for proposed installed material and labor?			
2. Will they provide material that meets Idaho Power’s energy efficiency program criteria?			
PROPOSAL			
1. Confirm that the contractor is properly licensed (has a current electrical <i>contractor’s</i> license). You can check with the State of Idaho Division of Building Safety website for more information.			
2. Is the contractor properly insured?			
3. How long have they been doing lighting retrofit work?			
4. Do they provide a clear, detailed scope of work that includes material pricing, labor to install, electrical permits and lamp/ballast disposal costs?			
5. Do they have a detailed written warranty for material and labor? 5a. How long is the warranty?			
6. Ask for recent references. Call the references and ask about their experience. Were they satisfied? Any issues?			
OTHER IMPORTANT CONSIDERATIONS			
<ul style="list-style-type: none"> ❖ It’s important to confirm that the proposed lighting system will meet your facilities’ light level needs. Experienced contractors should be able to measure light levels and determine appropriate replacements. You may need to increase or decrease light levels, depending on your task. If unsure of what light level you need, consider doing a “test area” first in a space that is not affected by outside daylight. ❖ Confirm with your contractor their written warranty on their installation (for material and labor) and ask for lighting manufacturer documents to confirm the quality and expected life of the new lighting equipment. ❖ Always have a signed, written proposal with your contractor <i>before</i> work begins. The proposal should specify costs, model numbers, job schedule and warranty (material and labor) information. Never let a job begin without one. ❖ Discuss lamp and ballast disposal with your contractor. Fluorescent lamps and PCB ballasts are considered hazardous waste and must be disposed of properly and not left on-site. Contact the Idaho Department of Environmental Quality at 208.373.0502 or visit their website at http://www.deq.idaho.gov/pollution-prevention for more information. 			

If you have problems with a contractor that cannot be resolved by working directly with them, you can file a complaint with:

- Better Business Bureau: www.bbb.org or (208) 342-4649
- State of Idaho Office of Attorney General: www.ag.idaho.gov or 1-800-432-3545 (toll-free)
- Idaho Bureau of Occupational Licenses: www.ibol.idaho.gov or (208) 334-3233
- State of Oregon Office of Attorney General: www.doj.state.or.us or 1-877-877-9392 (toll-free)
- Oregon Licenses, Permits and Registrations: <http://licenseinfo.oregon.gov/> or (503) 986-2200