



# Bid Best Practices Checklist for Contractors

## Minor Home Modifications for CHOICES Members

This checklist is not all-inclusive and is only a tool that includes suggestions to assist contractors in submitting “Best Practice Bids” for in-home modifications. For more details, visit:  
[bluecare.bcbst.com/forms/Provider%20Forms/Ramp-BidTool.pdf](http://bluecare.bcbst.com/forms/Provider%20Forms/Ramp-BidTool.pdf)

### Wheelchair Ramps (all bids must adhere to ADA requirements)

Description of ramp and detailed drawing showing the following:

- Length and width of ramp
- Number and size of landings (note: landings do not add to total length of ramp)
- Slope of ramp
- Distance from the door threshold to the ground
- Height of railing
- Materials list
- Labor cost
- Pictures upon completion

### Doors

- Size of current door & new door
- Materials list with cost breakdown
- Labor cost
- Other considerations i.e.: moving electrical, plumbing or gaslines, etc.

### Grab Bars

- Materials list with cost breakdown
- Labor cost
- Installation method
- Size and dimensions

### Hand Rails

- Materials list with cost breakdown
- Labor cost
- Installation method
- Size and dimensions

### Shower/Tub Conversion

- Materials list with cost breakdown
- Labor cost
- Shower dimensions

### Handicap Toilet

- Materials list with cost breakdown
- Labor cost
- Size and dimensions