



# Subcontractor Prequalification

## Corporate Information

Legal Name of Company and DBA (if different):

Address, phone number, email:

Website:

Date of incorporation:

Legal owners of company:

Name and title of authorized signatories:

Business number:

Commercial General Liability Limit (please include a generic copy of your COI):

Does your company have a litigation history or any pending legal disputes? If so, provide details:

Does your company have any past violations or citations from legal authorities? If so, provide details:

Are you licensed to do business in the municipality where this project is taking place? **Please provide a copy of your current business license.**

## Financial Information

Are you bondable?

If required, can you provide bonding for this project?

Are you current with government remittances?

Do you have any outstanding "Requirements to Pay" with the CRA?

## Safety Information

Are you covered by WorkSafe BC?

Are you current in your WorkSafe BC payments?

What is your WorkSafeBC industry classification code?

What is your WorkSafeBC net premium rate for 2024?

Who is responsible for safety in your organization?

## Project Experience

Applicable Scopes of Work:

Please provide some examples of previous projects completed. These should be similar in scope, size and complexity:

Please provide a list of your current projects and their status:

List of key employees, their role, and years of experience with your company:

What is your experience/comfort level working with Procore?

## Quality Management System

Provide information about your quality management system. Who is responsible for Quality Management in your organization?

If you have documentation of this please attach it to the email. If not, provide a summary of your quality assurance and quality control procedures:

## Staffing, Manpower, & Equipment

On average, how many employees do you have?

What proportion of the work would you plan on own forces doing? %

What proportion of the work would you plan on subcontracting? %

Provide a list of subcontractors you intend to use for this project:

Do you have a policy for selecting and managing subcontractors?

Provide a list of suppliers you intend to use for this project:

What contract do you use for your subcontractors? Please provide a copy if it is not a standard Canadian Construction Association document.

What are your payment terms for subcontractors and suppliers?

Are there mechanisms in place for preventing payment disputes with your subcontractors and suppliers?

If awarded this contract, do you have appropriate availability of resources (labour, materials, subcontractors etc.) in order to meet the project schedule?

Do you have contingencies in place in the event that your labour, subcontractors, or suppliers are unable to deliver services, materials, etc. within the required timeframe?

Provide a list of owned equipment/machinery you are expecting to use on this project.

The equipment used on site must have certified operators, maintenance records, and certifications. If awarded the contract, can you provide these?

## References

Provide references from past projects:

Provide references from your suppliers if applicable:

Please ensure all questions are reviewed, agreed upon and accurate upon signing this document. Please review, sign and return to **and Scuka's Health & Safety Manager at [william.mastop@scuka.ca](mailto:william.mastop@scuka.ca).**

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Company

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Contact

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Date