

How to complete this form

This is a fillable PDF — click any field and type, or click the circles to answer Yes / No. When you're done, save the file and email it back to us.

Prefer paper? Print it, fill it in with pen, scan, and return. Not comfortable filling it in on a computer? Call Scuka Preconstruction at 250.765.0136 — we'll walk you through it or send another copy.

Fields marked "if applicable" can be left blank when they don't apply to you. Where a question asks for a document, please attach it with your submission.

01 COMPANY INFORMATION

Legal name of company

Operating name / DBA (if different)

Business number

Date of incorporation

Website

Street address

City

Province

Postal code

Main phone

General email

Legal owner(s) of the company

Name and title of authorized signatory(ies)

Commercial General Liability limit (\$) Please attach a copy of your Certificate of Insurance (COI).

Are you licensed to do business in the municipality where the project is located? (Please attach a copy of your current business licence.)

Yes

No

Does your company have any litigation history or pending legal disputes?

Yes

No

If yes, please provide details

Does your company have any past violations or citations from legal authorities?

Yes

No

If yes, please provide details

02 AREA OF OPERATION

Tell us the geographic areas you work in, so we invite you to bid on projects in the right locations.

Okanagan

Thompson / Shuswap

Kootenays

Fraser Valley

Northern BC

Other regions served

Specific cities or travel radius

03 KEY CONTACTS

Who should we contact for tenders and for contract signing? Add everyone who should receive our tender invitations.

Tender invitations – send to:

Name (recipient 1)

Position / title

Email

Name (recipient 2)

Position / title

Email

Name (recipient 3)

Position / title

Email

Contract signing

Signing authority – name

Title

Email

Witness (for contract signing)

Witness – name

Position / title

Email

04 FINANCIAL & BONDING

Are you bondable? Yes No

Bonding details complete this section only if applicable

Surety Company

Single Project Limit (\$)

Aggregate Limit (\$)

50% Labour & Material / 50% Performance Bond Rate

\$ per \$1,000

Are you current with government remittances? Yes No

Do you have any outstanding "Requirements to Pay" with the CRA? Yes No

05 SAFETY (WORKSAFEBC)

Are you covered by WorkSafeBC? Yes No

Are you current in your WorkSafeBC payments? Yes No

WorkSafeBC industry classification code

WorkSafeBC net premium rate (current year)

Who is responsible for safety in your organization? (name & title)

06 PROJECT EXPERIENCE

Applicable scopes of work

Examples of previous projects completed (similar in scope, size and complexity)

Current projects and their status

Key employees — name, role, and years of experience with your company

Your experience / comfort level working with Procore

07 REFERENCES

Include company, contact name, phone and email for each reference.

References from past projects (minimum 3)

References from your suppliers (minimum 3)

08 QUALITY MANAGEMENT SYSTEM

Do you have a documented Quality Management System? (If yes, please attach it.)

Yes

No

Who is responsible for Quality Management in your organization? (name & title)

If you do not have documentation, summarize your quality assurance and quality control procedures

09 STAFFING, MANPOWER & EQUIPMENT

Average number of employees

% of work self-performed (own forces)

% of work subcontracted

Subcontractors you intend to use

Do you have a policy for selecting and managing subcontractors?

Yes

No

If yes, briefly describe it

Suppliers you intend to use

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

Payment terms for your subcontractors and suppliers

Are there mechanisms in place to prevent payment disputes with your subcontractors and suppliers?

Yes

No

Do you have appropriate availability of resources (labour, materials, subcontractors, etc.) to meet project schedules?

Yes

No

Do you have contingencies in place if your labour, subcontractors, or suppliers cannot deliver within the required timeframe?

Yes

No

If yes, briefly describe your contingencies

Owned equipment / machinery you expect to use on this project

On-site equipment must have certified operators, maintenance records and certifications. If awarded, can you provide these?

Yes

No

10 PAYMENT & MATERIAL TERMS

Please read these terms carefully. They form part of your prequalification and apply to all awarded work.

Payment and Material Terms

- **No Deposits:** Scuka does not pay any upfront deposits for work or materials.
- **Delivery Requirement:** Materials must be delivered and installed prior to the issuance of any progress draws.
- **Included Items:** Shop drawings, material purchases, and all other pre-installation, pre-delivery acquisitions or mobilization follow these same payment terms, unless otherwise agreed upon in writing.

Billing and Schedule

- **Timing:** Progress draws are approved at the end of each month; progress claims must be submitted by the 25th of each month and should include all work anticipated to be completed by the end of the month.
- **Net 30:** Payment is due 30 days after the end-of-month approval of the progress draw.
- **Acknowledgment:** Signing the prequalification form confirms your agreement that no progress claims will be issued before meeting these criteria.

I have read, understood and agree to Scuka's Payment & Material Terms above.

11 DECLARATION & SIGNATURES

I certify that the information provided in this form is true, complete and accurate to the best of my knowledge, and that I am authorized to submit it on behalf of the company named above.

Company name

Authorized signature

Print name

Title

Date

Please review, sign and return this completed form to your Scuka Preconstruction contact and to Scuka's Health & Safety Manager, William Mastop, at william.mastop@scuka.ca.