



SUBCONTRACTOR PREQUALIFICATION APPLICATION

GENERAL COMPANY INFORMATION

Legal Name _____ (the "Subcontractor")

Address _____ Head Office

Town /City _____ Province _____ Postal Code _____ Branch Office

Phone No. _____ Website _____

Fax No. _____ CRA No. _____ Year of Business Inception _____

Contact Information

Name _____ Phone _____ Name _____ Phone _____

Position _____ Position _____

Email _____ Email _____

Business Type

Corporation Limited Partnership Limited Liability Sole Proprietor
 General Partnership Other _____

Number of Employees

1 2-5 6-10 11-25 26-50 51-100 100+

Principals, Directors, Officers, and Key Personnel

Name _____ No. of Years _____ In Current Position _____
Position _____ with Company _____

Name _____ No. of Years _____ In Current Position _____
Position _____ with Company _____

Name _____ No. of Years _____ In Current Position _____
Position _____ with Company _____

Related Companies (i.e. Parent, Holding, Common Ownership, Subsidiary, Partnerships, Joint Ventures, etc.)

Company Name	Relationship
_____	_____
_____	_____
_____	_____

Building for Tomorrow



Have there been any changes in ownership, control or management in the past three (3) years? Yes No

If yes, provide details:

Has the Subcontractor or any of its shareholders operated under a different company name in the past? Yes No

If yes, provide details:

RELATED WORK EXPERIENCE

Scopes of Work Performed _____

Does the Subcontractor perform any engineering, design, or other professional services Yes No

Is any portion of this work subcontracted to others? Yes No

If yes, provide details:

Type of Business: Supply & Install Supply Only Install Only

What percentage the works is performed in the following industries? _____% Residential _____% Commercial
_____% Institutional _____% Industrial

Geographical Area of Operations All of BC Lower Mainland including North Shore
 Sea-to-Sky (Whistler, Squamish, Pemberton) Other _____

In the past three (3) years, how many contracts have been completed within the following thresholds?

_____ Less than \$100,000 _____ \$100,000 - \$250,000 _____ \$250,000 - \$500,000 _____ \$500,000 - \$1,000,000
_____ \$1,000,000 - \$2,500,000 _____ \$2,500,000 - \$5,000,000 _____ > \$5,000,000

Union Affiliation: Yes No if Yes, Name Union(s) Local(s): _____

WORK EXPERIENCE / PROJECT REFERENCES

Provide details of the largest contracts that have been completed in the past three (3) years.

Project Name _____ Contract Value \$ _____

Location _____ Date Completed _____

Project Manager (Owner / Contractor) Contact Name _____

Phone _____ Email _____



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Phone _____ Email _____

BONDING & INSURANCE

Does the Subcontractor have a surety facility in place? Yes No

Surety Company Name _____

Is the facility secured by any financial and/or performance security?

- If "yes", specify the type of security.
- | | |
|--|---|
| <input type="checkbox"/> Parental Guarantee | <input type="checkbox"/> Personal Guarantee |
| <input type="checkbox"/> Letter of Credit | <input type="checkbox"/> General Security Agreement |
| <input type="checkbox"/> Subordination Agreement | <input type="checkbox"/> Other: _____ |

Has any claim been made against a bond provided on your behalf? Yes No

If yes, provide details.

Has a surety company ever declined to provide a surety bond? Yes No

If yes, provide details.



Provide the details of the Subcontractor's current insurance program.

Certificate of insurance to be submitted with application.

	Insurance Company Name	Limit of Insurance	Expiry Date (MM/DD/YYYY)
Commercial General Liability		\$	
Automobile Liability		\$	
Umbrella/Excess Liability		\$	
Professional (E & O) Liability		\$	
Pollution Liability		\$	

SUPPLIER CREDIT REFERENCES

List the names of suppliers that extend credit to the Subcontractor.

Supplier	_____	Supplier	_____
Contact Name	_____ Phone _____	Contact Name	_____ Phone _____
Email	_____	Email	_____

FINANCIAL INFORMATION

Corporate Year End _____ Annual Gross Revenue \$ _____ Current Year (Estimated)
Annual Gross Revenue \$ _____ Prior Year

What percentage of Account Receivable are beyond the agreed payment terms (excluding holdback)? _____%

Please provide details.

What percentage of Account Payable are beyond the agreed payment terms? _____%

Please provide details.



ADDITIONAL INFORMATION

Has the Subcontractor, its shareholders or any related companies ever become insolvent or filed for bankruptcy? Yes No

If yes, provide details.

Is the Subcontractor or any affiliated companies involved in any litigation, arbitration or mediation? Yes No

If yes, provide details.

Have any liens been filed against the Subcontractor in the past three (3) years? Yes No

If yes, provide details.

Has the Subcontractor or any affiliated companies ever failed to complete work under a contract? Yes No

If yes, provide details.

Has the Subcontractor or any affiliated companies ever received a notice of default under a contract? Yes No

If yes, provide details.

ACKNOWLEDGEMENT OF INFORMATION

The Undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

Signature: _____

Print Name: _____

Position: _____

Date: _____

Submit Completed Application to: trades@darwin.ca