

Prequalification for Prime Contractor – RFPQ Submission Checklist

Instruction: Contractors are to complete this checklist as part of their submission. Submission without or incomplete checklist will be rejected, and no further action will be taken.



Commercial:

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|--------------------------|---|-----------------------|
| <input type="checkbox"/> | City of Calgary Business License | Expiry Date: __/__/__ |
| <input type="checkbox"/> | Current Certificate of Insurance <ul style="list-style-type: none"> • City of Calgary named as an additional insured. • 30 day notice of change or cancellation. • FIVE MILLION DOLLARS \$5,000,000.00 Commercial General Liability coverage. • FIVE MILLION DOLLARS \$5,000,000.00 Non-owned Auto coverage. • Cross Liability clause. • Contractual Liability clause. | Expiry Date: __/__/__ |
| <input type="checkbox"/> | Current Corporate Registry Search (completed within last 30 days) | Issue Date: __/__/__ |
| <input type="checkbox"/> | Completed Submission Form (Schedule R - Respondent Handwritten Signature) | Signed Date: __/__/__ |




Safety:

| | | |
|--------------------------|---|----------------------|
| <input type="checkbox"/> | Company Safety Manual <ul style="list-style-type: none"> ▪ Hazard Assessment, ▪ Worksite Inspections – Process/Tools, ▪ Safety Meetings, Incident Reporting and Investigation ▪ Fatigue Management, Tools and Equipment – Process/procedure/tool(s) ▪ Obligations to Refuse Unsafe Work ▪ OHS Oversight on Prime Contractor for Safety Projects ▪ Contractor Safety Management Program ▪ Sample/Previous Example of Site Safety Plan ▪ Company organization chart indicating reporting structure of safety personnel. | |
| <input type="checkbox"/> | Current COR/SECOR (or equivalent) | Issue Date: __/__/__ |
| <input type="checkbox"/> | Current Alberta WCB Letter in good Standing/Clearance letter | Issue Date: __/__/__ |

Environmental:

| | | |
|---|---|-------------------------|
|  | Company Environmental Policy/Procedures document <ul style="list-style-type: none"> • Project Environmental Orientation • Worksite Environmental Inspections • Environmental Incident Management & Reporting | |
|  | Initialed and Signed Contractor Environmental Acknowledgement Form (CERP) | Signed Date: __/__/____ |

Technical:

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|  | Schedule D – applied categories marked and submitted. |
|  | Schedule P Submitted for each category applied with minimum 3 projects experience. |
|  | Schedule Q Submitted for each category applied. |