

SCHEDULE S – SUBMISSION CHECKLIST

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:

<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)	Expiry Date: __/__/____
<input type="checkbox"/>	Current Alberta WCB Letter in good Standing/Clearance letter	Issue Date: __/__/____

Environmental:

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

Technical:

<input type="checkbox"/>	Schedule D – applied categories marked and submitted.
<input type="checkbox"/>	Schedule P Submitted for each category applied with minimum 3 projects experience.
<input type="checkbox"/>	Schedule Q Submitted for each category applied.