

Subcontractor checklist:

Be prepared to attract and win more work

To ensure compliance requirements and expectations will be met, many general contractors (GCs) want subcontractors to prequalify for jobs. This checklist will help you gather the information you need to effectively tell your story and show GCs why you're the best candidate for the job.



The basics

- W-9
- Safety manual
- Licenses, permits, and certifications for the type of work you do
- Certificates of insurance coverage, including workers' compensation



Experience

- Match your capabilities to the GC's requirements.
- Spell out available resources so it's clear you can staff each job effectively.
- Give examples of your work on similar projects.



Accountability

- Be open: Tell the GC who runs your business, who manages job site workers, and who is responsible for the successful completion of the project.
- Don't be vague. Explain how issues will be escalated and resolved in a timely manner.
- Identify any additional subcontractors you'll be hiring for a job and how you will ensure their compliance.



Business management

- Provide an audited or reviewed financial statement for review.
- Submit documentation that proves bonding capacity and insurance.
- Maintain consistent reports and present quality materials.



Processes

- Share how you handle labor time capture and reporting.
- Outline steps to ensure punch list completion.
- Offer a timeline for delivery of status reports.



Safety

- Provide a copy of your safety record.
- Discuss any safety training programs you have in place.
- List safety awards your business has received.



Reputation

- Line up references from other contractors, suppliers, and banks.
- Share evaluations, project photos, and other samples of quality work.