

Company Subcontractor Survey

Instruction

The checklist given below is to be used as a guide when making a survey of subcontractors for specific jobs. A separate written report is to be made for each survey with minimum distribution as follows:

Task Force : Project Construction Manager
Subcontracts/Control Manager
Home Office : Manager of Construction

Checklist

1. Current Work Load
 - How does it relate to average workload in last two years?
 - What is projected workload for specific time frame of this job?
 - What other work is subcontractor bidding? Give volume and time frame.
2. Personnel
 - Availability of permanent personnel relative to schedule of specific subcontract in following categories:
 - Manager
 - Field Superintendent
 - Planning Personnel
 - Quality Control Personnel
 - Middle Supervision (General Foremen and Foremen)
 - Craftsmen by Category
 - What is policy on ratio of field supervision to craft manpower?
 - What are language capabilities if required by project?
 - Establish availability of specific skills e.g. instrument technicians.
 - Can a typical job organization chart be furnished?
 - Is subcontractor willing to commit specific people in specific time frame?
 - Get resumes if possible.
3. Current Financial Status
 - Get recent financial report.
 - Are they part of a group or a subsidiary of a larger company?
 - If so, would parent company give performance guarantee?
 - What is attitude towards performance bond?
 - Is further financial investigation recommended?

4. Quality Assurance/Quality Control
 - Does subcontractor have a quality policy?
 - Is there a QA/QC formal program?
 - Is there a designated QA/QC function on the company organization chart?
 - Meet the person fulfilling the function.
 - How is QA/QC function covered on job site?

5. Safety/Loss Prevention
 - Does subcontractor have a safety policy?
 - Is there a formal company safety program?
 - How is safety function covered on job site?
 - Is it clear to subcontractor that safety attitude and performance will determine inclusion on the bid list?
 - What safety equipment for site labor is mandatory?
 - Does subcontractor furnish all safety equipment as required?
 - Get safety statistics for last two years.

6. Planning/Scheduling
 - Does subcontractor have own computer-based system?
 - What is planning policy?
 - How do planning/scheduling goals get communicated to middle supervision?
 - How does middle supervision communicate back?

7. Equipment and Tools
 - Get specific information on subcontractor owned mechanical construction equipment (cranes, compressors, welding machines, etc.) relative to type, size, age, availability relative to specific time frame.
 - What is maintenance policy?
 - Ask for safety inspection records on cranes.
 - What is policy on tools? Do they buy new for each job? How do they inspect? Repair?
 - What is policy on other equipment like scaffolding or form work?

8. Inspect Subcontractor's Permanent Establishment
 - Offices
 - Shop

- Warehouse
 - Equipment Yard
9. Determine Computer Capability
 - What is home office use?
 - What is job site use?
 10. What would be planned use of sub-subcontractors for specific work in specific time frame?
 11. What is Contractual Attitude?
 - Willingness to bid lump sum.
 12. List of recent jobs and references.
 13. Overall Impression
 - Cooperative attitude? Forthcoming?
 - Evidence of pride in company?
 - Impression of commitment to quality and safety?
 - Was material presented in a professional way?
 - Impression of management skills?