

SUBCONTRACTOR PREQUALIFICATION

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-LEG-PRO-006	00 (Initial Issue)	2026-10-24	President	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To establish a standardized process for assessing and approving subcontractors prior to award, ensuring capability, financial stability, safety performance, and regulatory compliance consistent with Tier 1 construction standards.

2. SCOPE

Applies to all subcontractors and specialty trades providing labor, materials, or services to STRAVIK Construction Group for structural general contracting, structures, development and infrastructure operations. Covers initial prequalification, renewal, suspension, and removal from the Approved Vendor List (AVL).

3. REFERENCES

- STV-QMS-MAN-001 Corporate Quality Manual
- STV-GOV-POL-002 Code of Ethics
- STV-LEG-REG-003A Insurance Certificates and Bonds
- STV-LEG-REG-005A Labor Law Compliance Records
- ISO 9001:2015 (8.4 Control of External Providers)
- OSHA and State Labor Regulations

4. RESPONSIBILITIES

Role Responsibility

Initiates prequalification and maintains the Procurement Manager AVL.

Reviews technical compliance and quality QA/QC Manager system certifications.

Evaluates safety programs, incident rates, HSE Manager and training records.

Assesses financial health and bonding Finance Manager capacity.

Approves final subcontractor status and President authorizes engagement.

5. PREQUALIFICATION CRITERIA

Category Requirements

Legal name, address, years in business, ownership Company Information structure

State contractor license, trade certifications, ISO Licenses & Certifications credentials

Audited statements, bank references, bonding Financial Capability capacity

HSE Performance TRIR, EMR, safety manual, training matrix

QA/QC manual, inspection procedures, equipment Quality System calibration

Category Requirements

Project Experience Comparable projects in size and complexity

Workforce & Equipment Qualified personnel, key plant and machinery

Code of conduct, anti-bribery policy, labor law Ethical & Legal Compliance adherence

6. EVALUATION PROCESS

1. Subcontractor submits Prequalification Form (STV-LEG-REG-006A) with supporting documents.

2. Procurement and QA/QC review criteria using the Prequalification Evaluation Matrix (STV-LEG-REG-006A).

3. Each criterion scored 1–5 with weighted percentages.

4. Overall rating determines approval status:

■ 90–100 = Approved • 75–89 = Conditional • < 75 = Rejected / Monitor

5. Approved subcontractors added to AVL with validity of 12 months.

7. RECORD CONTROL & REVALIDATION

■ All files stored in QMS SharePoint under “/Procurement/Subcontractor Prequalification”.

■ Revalidation required annually or after any incident, claim, or ownership change.

■ Expired or inactive firms flagged as “Suspended” until renewal.

8. RECORD RETENTION

Maintain records for a minimum of five (5) years from last transaction date.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.