





## SUBCONTRACTOR QUALIFICATION FORM

SUBMIT TO:  
POLIVKA INTERNATIONAL COMPANY, INC.  
3915 EAST MARKET STREET, SUITE 412  
WARREN, OHIO 44484  
FAX: 330.369.4601  
EMAIL: [AP@POLIVKAINTL.COM](mailto:AP@POLIVKAINTL.COM)

### GENERAL INFORMATIONAL

(Please respond to all questions on behalf of the company and all parent, subsidiary, joint ventures, and affiliate companies.)

1. List all parent, subsidiary, joint venture or affiliated companies sharing space, leasing equipment, sharing staff, sharing financial and bonding resources.

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2. List owners of 5% or more of common or preferred stock and individuals or companies that guarantee the bid, payment, and performance bonds.

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3. List average annual sales last 3 years:

2012: \_\_\_\_\_ 2011: \_\_\_\_\_ 2010: \_\_\_\_\_

4. List key management staff and company officers. Please list project managers and superintendents that are proposed for this project.

**Name:**

**Title:**

**Company Officers:**

_____	_____
_____	_____

**Key Management Staff:**

_____	_____
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**Proposed Staff:**

_____	_____
_____	_____



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5. List 3 project owners that we may contact for reference information.

Owner:	Contact Name:	Phone:	Email:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. List trades that are self-performed.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Can you provide a current AIA 305 qualification statement if requested? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Is your company signatory to any collective bargaining agreements? Please list.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PAST PERFORMANCE

9. Please list the 5 largest projects your company has completed within the last five years.

Project:	Year:	Project Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Please list all Class I rail clients you have worked for in the past five years.

\_\_\_\_\_

\_\_\_\_\_



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11. Please list your current backlog of projects. Please note the projects that are bonded.

Project:	Owner:	Bonded Amount:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Compliance, Regulatory, and Tax Information**

12. Does the company or do any owners or officers have any federal, state, local payroll, withholding or other tax violations? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Does the company have any outstanding citations, violations, assessments, legal judgments, garnishments, liquidated damages or other penalties or assessments pending against it at this time or within the last five years? Yes \_\_\_\_\_ No \_\_\_\_\_

**Safety**

14. Has your company had any OSHA fines or jobsite fatalities in the last five years?  
Yes \_\_\_\_\_ No \_\_\_\_\_

15. Please attach the company's OSHA NO. 300A logs for the past three years.

16. Please list the company's experience modification ratings (EMR) for the past three years.  
2012: \_\_\_\_\_ 2011: \_\_\_\_\_ 2010: \_\_\_\_\_

17. Does your company have a written safety and health policy? Yes \_\_\_\_\_ No \_\_\_\_\_

18. Does your company have comprehensive general liability, auto liability, and professional liability in effect at this time? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please provide proof of insurance.

19. Does your company perform jobsite safety inspections? Yes \_\_\_\_\_ No \_\_\_\_\_

20. Does your company use an outside consultant to perform safety inspections?  
Yes \_\_\_\_\_ No \_\_\_\_\_



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21. Does your company meet all Drug Free Workplace Requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

22. List any and all OSHA citations, violations or fines over the last five years.

**Citation/Violation/Fine:**

**Year:**

Citation/Violation/Fine:	Year:
_____	_____
_____	_____
_____	_____
_____	_____

### Financial

23. Can your company provide a payment and performance bond if necessary? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is the name of your bonding company, bonding agent, and what is your overall and current bonding capacity?

**Bonding Company:**

**Capacity:**

**Agent:**

Bonding Company:	Capacity:	Agent:
_____	_____	_____
_____	_____	_____
_____	_____	_____

24. What is your DUNS number and current DUNS rating?

DUNS Number: \_\_\_\_\_ DUNS Rating: \_\_\_\_\_

25. What is your primary bank and what is your maximum credit capacity?

Bank: \_\_\_\_\_ Credit Line Amount: \_\_\_\_\_

26. Please list all past and current litigation (past five years).

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_____
_____



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27. Please attach the most recent audited balance sheet and income statement.

28. Please attach an equipment list.

### Legal

29. Please list the name and contact information for the company's attorney(s).

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

30. For the company, its parent, subsidiary, joint venture partner, and affiliates please list the following for the last five years:

a. Contract termination, failure to complete, notice of default, assignment, assessment of liquidated or other damages, claims filed, or other problems completing a contract.

**Contract:**

**Year:**

\_\_\_\_\_  
\_\_\_\_\_

b. Debarment by any local, state or federal agency.

**Local, State or Federal Agency:**

**Year:**

\_\_\_\_\_  
\_\_\_\_\_

c. State or federal EPA, OSHA, or other laws.

**Violation:**

**Year:**

\_\_\_\_\_  
\_\_\_\_\_



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d. Drug Free Workplace violations.

**Violation:**

**Year:**

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e. Has the firm or any owners, officers, agents, consultants, joint venture partners, project managers, guarantors, investors, attorneys, or other key personnel been formally charged with or convicted of any municipal state or federal misdemeanor, felony, or other criminal offense (excluding traffic violations) or been party to a plea bargain, information statement, or other legal process that resulted in reduction or dismissal of charges? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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f. Has the firm or any owners, officers, agents, joint venture partners, project managers, guarantors, investors, attorneys or other key personnel filed bankruptcy within the last 10 years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

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g. Please list all claims pending against owners, suppliers, or other contractors.

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### Statement of Further Assurances

Now comes \_\_\_\_\_, authorized representative of \_\_\_\_\_ and hereby represents and warrants that the company and its officers will do the following in exchange for the opportunity to bid a project with Polivka International Company, Inc.

1. We will provide any and all supplemental information regarding the prequalification process.
2. We will advise Polivka International Company, Inc. of any changes in our responses, our financial condition, or any other issue that may affect our performance on a contract.
3. We agree not to discuss the bidding process or in any way cooperate, collude, exchange information, price fix, or engage in non-competitive activity with any of our competitors on a project with Polivka International Company, either directly or indirectly.
4. We will adhere to all federal, state and local laws.
5. We will not object if our prequalification status is terminated for any misrepresentations of information in this application for prequalification.
6. We agree not to protest or complain to Polivka International Company, Inc., a project owner, or anyone else if we are not the successful bidder on a project.
7. We give permission to Polivka International Company, Inc. and its bonding and insurance agent to contact our bank, surety, or insurance agent to verify any information in this prequalification application.
8. We will comply with any and all contract documents.
9. We will provide a notarized affidavit containing these terms and conditions if requested.

### Authorized Signature

I hereby certify that the information in this entire Subcontractor Qualification Form, including all attachments and referenced information, is factual and complete.

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_