

INFORMATION REQUIRED FOR THE COMPANY EVALUATION
(GENERAL)

1. BRIEF COMPANY HISTORY
2. SPECIFIC PRODUCTS AND/OR SERVICES OFFERED (INCLUDE WRITTEN AUTHORIZATION FOR REPRESENTATION FROM SUBCONTRACTOR AND/OR MANUFACTURERS)
3. LOCAL REPRESENTATIVE (NAME, TELEPHONE AND ADDRESS)
4. WORKING HOURS (OFFICE, FIELD AND SHIFT)
5. ORGANIZATIONAL CHART SPECIFYING CHAIN OF COMMAND, TOP/CHIEF MANAGEMENT OFFICIALS AND THEIR POSITIONS
6. COMPANY EMPLOYEE INFORMATION:
 - A. NUMBER OF EMPLOYEES (INCLUDE JOB DESCRIPTIONS AND EXPERIENCE, WHETHER REGULAR, TEMPORARY OR UNDER CONTRACT)
 - B. SPECIFY PERSONNEL WHICH ARE SPECIALIZED, PROFESSIONAL OR LICENSED TECHNICIANS
 - C. SPECIFY LABOR UNIONS (IF ANY / IF APPLICABLE)
8. EXTERNAL TECHNICAL ADVISORS (CONTRACTUAL RELATION)
9. REPRESENTATIVES IN CHARGE OF BUSINESS DOINGS WITH PREPA AND THEIR COMPLETE CONTACT INFORMATION (NAMES, POSITION, DEPARTMENT OR DIVISION THEY BELONG TO, TELEPHONE NUMBERS, E-MAIL ADDRESS, MAILING ADDRESS, ETC.)
10. PERSONNEL RECRUITING PROCESS
11. PERSONNEL TRAINING PROGRAMS:
 - A. TYPES OF PROGRAMS OFFERED (INCLUDE BRIEF DESCRIPTION)
 - B. FREQUENCY OF TRAINING
 - C. COPY OF PROGRAM DOCUMENTS AND CERTIFICATIONS
12. POLICIES FOR DRUG, ALCOHOL AND/OR CONTROLLED SUBSTANCE ABUSE
12. COPIES OF CURRENT LICENSES, CERTIFICATIONS AND REGISTRATIONS OF COMPANY'S PROFESSIONAL AND TECHNICAL PERSONNEL, AS WELL AS EXTERNAL TECHNICAL ADVISORS
13. COPIES OF ASSOCIATION, SOCIETY, ORGANIZATION OR INSTITUTE MEMBERSHIPS, FOR EXAMPLE: NFPA, ISO, ASME, API, AND OTHERS AS APPLICABLE

14. COPIES OF LICENSES, CERTIFICATIONS OR PERMITS OF ASSOCIATIONS, INSTITUTES OR GOVERNMENT AGENCIES, SUCH AS: OSHA-300, OSHA-300(A), EPA, ISO, AWWA, ASTM, IEEE, ASME AND OTHERS AS APPLICABLE
15. GUARANTEES OFFERED ON SERVICES AND MATERIAL
16. EVIDENCE OF ISO-9000 OR ISO-14000 PROGRAMS ESTABLISHED WITHIN THE COMPANY AND/OR OF THE COMPANIES REPRESENTED
17. EXPLANATION OF QUALITY CONTROL PROGRAM WITH SUBMITTAL OF MANUAL COPY
18. DESCRIPTION OF MEASURES TAKEN TO ASSURE QUALITY OF THE MATERIAL PURCHASED AND FINAL PRODUCT
19. EXPLANATION OF HEALTH AND SAFETY PROGRAM WITH SUBMITTAL OF MANUAL COPY
20. EVIDENCE OF PROTECTION SYSTEMS AGAINST FIRE, THEFT AND VANDALISM
21. LOCALIZATION AND DESCRIPTION OF FACILITIES:
 - A. APPROXIMATE SQUARE FOOTAGE OF WORKSHOP(S), WAREHOUSE(S), OFFICE(S), YARD(S), ETC.
22. BRIEF, GENERAL DESCRIPTION OF EQUIPMENT (INCLUDE COPIES OF ANY LICENSING REQUIRED FOR SUCH EQUIPMENT)
23. EXPLANATION OF PREVENTIVE MAINTENANCE PROGRAM
24. COPIES OF PERMITS, CERTIFICATIONS, STANDARDS AND LICENSES NECESSARY FOR OPERATIONS, FOR EXAMPLE: EPA, DOT, OSHA, FDA, NATIONAL BOARDS OF ASME STAMPS, AND OTHERS AS APPLICABLE.
25. DEMONSTRATE TYPICAL PROJECT ORGANIZATION (EXAMPLE CPM)
26. LIST OF ALL RECENT PROJECTS (COMPLETED PROJECTS, CURRENT PROJECTS)
27. NUMBER OF PROJECTS CAPABLE OF HANDLING SIMULTANEOUSLY WITH CURRENT RESOURCES
28. SOFTWARE PROGRAMS USED OR AVAILABLE FOR THE PURPOSE OF FACILITATING PROJECT DATA EXCHANGE OR COMMUNICATION WITH PREPA
29. TRANSPORTATION LOGISTICS, FOR EXAMPLE: LICENSING, MANNER/METHOD IN WHICH PRODUCTS ARE PACKAGED, TRANSPORTED, ROUTES USED, SUBCONTRACTORS USED, ETC.

30. MAIN CLIENTS AND RECOMMENDATION LETTERS

31. FINANCIAL STATEMENT

32. BONDING CAPACITY, GUARANTEES/WARRANTIES OFFERED AS MANUFACTURERS

33. ANY/ALL OTHER FACTORIES USED BY THE COMPANY TO MANUFACTURE THE PRODUCTS OFFERED, CONTRACTUAL AGREEMENT INFORMATION AND LOCALIZATION