



GENESEE & WYOMING INC.
Purchasing Department

Contract Vendors:

Genesee & Wyoming Inc. (G&W), its affiliated properties (RAILROAD) and their partnering Contract Vendors are responsible for delivering high quality products and services that meet all established requirements and specifications, including those of G&W and their partnering Agencies. In an effort to ensure Contract Vendors are able to meet these requirements, all Contract Vendors are being asked to submit prequalification documentation before being approved to receive bid packages.

G&W will review each Vendors prequalification documentation and information for adherence to G&W Standards and Requirements. Additionally, the evaluation criteria shall include, but will not be limited to the following:

- Performance Record
- Managerial, Technical, and Service capability
- Contracting experience
- Financial capability
- Customer Service
- Compliance to G&W insurance requirements
- Compliance to G&W installation requirements
- Implementation of QA/QC procedures and systems
- Approved certifications
- Vendors Construction techniques
- Current vs. projected workload and equipment capabilities
- Material and product control
- Subcontracting procedures and selection

All Vendors registered to do business with Genesee & Wyoming Inc. and its affiliated properties shall periodically undergo a re-qualification process to ensure their continued ability to meet supply and/or contracting obligations with G&W.

G&W is hereby formally requesting that Engineering and Maintenance of Way Contractors, who want to become authorized Vendors, submit the following information for G&W review:



The following Documentation will be **REQUIRED** for submittal to G&W:

- **Vendor Prequalification Form**
 - The attached form will require completion by Vendor to provide your Company's basic information for G&W file records.
- **Proof of Insurance (per project/per railroad)**
 - Provide current Certificate of insurance for G&W Records. A current and valid certificate of insurance for each railroad is required for each individual project awarded; a copy must be submitted to G&W for each individual WORK project upon project award. (Please see requirements for individual Railroad to be named as additional insured in example agreement). This should include:
 - Railroad Protection Liability Insurance
 - Unemployment/Workers Compensation Insurance
 - Commercial Automobile Insurance
 - Pollution Legal Liability Insurance (only as required)
- **Proof of proper Roadway Worker Training (RWT) Certification.**
 - Provide Certified Training Facility and list of all employees certified for G&W Records. This will be required for all field employees working on Genesee & Wyoming Inc. or its affiliated properties. This must be issued for each project prior to commencement.
- **Drug Free / Substance Abuse Workplace Policy and/or Drug Testing Policy.**
 - This is required to ensure Vendors conform to G&W policies. Additionally, some projects require conformity to Agency policy and requirements, which may also apply.
- **Equal Opportunity Employer (EOE) Policy.**
 - This is required to ensure Vendors conform to G&W policies. Additionally, some projects require conformity to Agency policy and requirements, which may also apply.
- **Conflict of Interest Policy.**
 - This is required to ensure Vendors conform to G&W policies. Additionally, some projects require conformity to Agency policy and requirements, which may also apply.
- **Cell Phone and Pagers Policy while on Railroad Property**
 - This is required to ensure Vendors conform to G&W and current FRA policies.
 - Additionally, some projects require conformity to Agency policy and requirements, which may also apply.
- **Workers Compensation Experience Modification Rating/ Current Minimum MOD**
 - Worker compensation experience modification rates/ and current MOD supplied by the state your company resides (must be in official certificate form).



- **List of Equipment**
 - A copy of your company's list of equipment including VIN numbers
- **Resume of Work of Similar Projects Completed**
 - A listing of projects that would be similar to work that would be bid on as a Genesee & Wyoming approved vendor.
- **Company Overview**
 - An overview of your company's history and work.

Note: A submittal checklist of these above listed items is attached for your convenience and use for your submittal package. Incomplete or partial submittal will delay the ability to review and qualify your submittal information.

If your company has a formal policy in place and it can be made available, the following Documentation will be **OPTIONAL** for submittal to G&W as it applies to your employees working on Railroad property for our file records:

- **ADA Policy**
- **Unemployment and Workers Compensation Policy**
- **Sexual/Physical/Verbal Harassment Policy**
- **Smoking and Tobacco Use Policy while on Railroad Property**

The following attached forms will be now be **REQUIRED** to be completed in order to remain on the Approved Vendor List and receive bid packages:

- **VENDOR PRE-QUALIFICATION FORM**
- **CONSTRUCTION AGREEMENT**

Also Contractors are **REQUIRED** to provide a Lien Release upon project completion and before Final Payment is made.

- **RELEASE OF LIEN (PRIOR TO FINAL PAYMENT)**

Please submit the required form and supporting documentation for G&W review.

Thank you,

Kristine Storm

Kristine Storm

VP, Purchasing: 386-503-5555

E-mail: Kristine.Storm@gwrr.com

Attachments: **Vendor Pre-qualification Form**



Vendor Pre-qualification Form

(To be completed by Contractor/Vendor)

To be completed annually or as requested by Genesee & Wyoming for each Vendor to remain on the Authorized Vendor List.

Date of Submittal: _____

Railroad Sponsor: _____

GENERAL VENDOR INFORMATION

Legal Name of Vendor:	
Main Address:	Vendor Remit To Address:
Company Phone:	Federal Tax ID #:
Company Fax:	SS # (if sole proprietorship)
Company Email:	
Company Website:	

CONTACTS

Contact #1 Name:	Contact #2 Name:
Phone:	Phone:
E-Mail:	E-Mail:

SERVICES PROVIDED

- Track/MOW
 Other – Explain
 Bridge & Structures
 Signal

The following for Home Office Use Only

HOME OFFICE CHECKLIST

	Request Sent to Vendor Date	Returned to Railroad Date	Approved Vendor Date
Company Information			
References			
Letter of Good Standing			
Certificate of Insurance			
W-9 Status			
Contract Status			

Reviewed/Approved:	
Vendor Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Approval Signature:	
Approver Name (Print):	



Vendor Pre-qualification Form Cont'd

It is the policy of Genesee & Wyoming Inc. to pre-qualify our subcontractors prior to bidding on any of our projects. You will be required to pre-qualify annually to be able to continue bidding on work and/or at such other times as may be requested by Genesee & Wyoming Inc. All financial information collected will be kept confidential.

General Information

Legal Name of Firm:

DBA:

Registered Address:

City: State Zip

Phone:

Fax:

Your business is: Sole Proprietorship Partnership
 Corporation LLC

If incorporated, please provide date and state of incorporation:

Provide the names and titles of your firm's principal contacts

Principal Contact Title:

Phone Fax:

Email Address:

Estimating Contact Title:

Phone Fax:

Email Address:

Secondary Contact Title:

Phone Fax:

Email Address:

Estimating Contact Title:

Phone Fax:

Email Address:

Safety

Do you have a written safety plan that satisfies OSHA requirements? Yes No

Do you have a designated Safety Officer? Yes No

If yes, Name: Phone:

Have you been cited by OSHA within previous three years and this year to date?

Yes No

If yes, please attach on a separate page an explanation of the rules violation.

Genesee & Wyoming Inc. may require additional information regarding your company's safety history and record upon review of the information provided herein.



Geographical Work Area

List the states in which you are licensed to perform work:

Disadvantaged/Minority/Woman-Owned Business Enterprise Certification

Certification MBE Yes No
WBE Yes No

Small Business Yes No

Small Disadvantaged Business Yes No

Disabled Veteran Owned Business Yes No

References

List the three largest projects you have worked on in the last three years:

1. Project Name:
Contract Value: _____ Date of Completion: _____
General Contractor:
Contact: _____ Phone: _____

2. Project Name:
Contract Value: _____ Date of Completion: _____
General Contractor:
Contact: _____ Phone: _____

3. Project Name:
Contract Value: _____ Date of Completion: _____
General Contractor:
Contact: _____ Phone: _____



List three major Sub-Contractors you have worked with in the last three years:

1. Company Names:

Address:

Phone:

Fax:

Contact:

2. Company Names:

Address:

Phone:

Fax:

Contact:

3. Company Names:

Address:

Phone:

Fax:

Contact:

List three Primary Suppliers:

1. Company Names:

Address:

Phone:

Fax:

Contact:

2. Company Names:

Address:

Phone:

Fax:

Contact:

3. Company Names:

Address:

Phone:

Fax:

Contact:



Experience and Capabilities:

How many years has your company been in business as a contractor under your present name?

How many years of experience in Engineering/Maintenance of Way Work?

List categories of work you are qualified to perform with your own personnel:

List categories of work you normally subcontract to others:

Have you ever failed to complete any work awarded to you? Yes No

If yes where, when and why?

Has your firm ever been removed from an approved bidders list or denied prequalification from a state or federal project? Yes No

If yes where, when and why?

Financial Information

Name of Your Primary Bank:

Address:

Phone:

Fax:

Contact:

Are any of your payable accounts 90 days past due with your material suppliers or subcontractors? Yes No

If yes, attach a separate sheet detailing the amounts and the reason for the past due accounts.

Has your company, owners, and/or principals been involved in any form of bankruptcy proceeding? Yes No

If yes, attach a separate sheet detailing the circumstances surrounding this situation.

Have you been involved in any litigation within the past 5 years? Yes No

If yes, attach a separate sheet detailing each case and the outcome.



Bonding Capacity

What is your bonding capacity?

Who is your bonding company?

Name:

Address:

Phone: Fax:

Contact:

Additional Attachments

In order for pre-qualification to be accepted, please attach the following items

- A copy of your Railroad Protective Liability insurance certificate listing all insurance coverage types and limits.
- A letter from your insurance agent illustrating your current and past three (3) years Workers' Compensation Experience Modification Rating and your current minimum MOD for your job code.
- A Resume of Work of Similar Projects Completed, including value, location, description of projects, owner name and contact information.
- A List of Equipment
- A general overview of your company and your ability to meet our needs.

Please complete pre-qualification in its entirety and return to Genesee & Wyoming.

Kristine Storm
VP, Purchasing
Work: 386-503-5555
E-mail: Kristine.Storm@gwrr.com

Genesee & Wyoming Inc. reserves the right to reject any Contractor or Subcontractor or Supplier based upon review of the enclosed information and any additional information requested.

Vendor Pre-Qualification Form Completed by:

Signature:

Date:

Printed Name:

Title: