



Associated Builders
and Contractors, Inc.



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Accredited Quality Contractor 2018 Recertification Requirements

Instructions to Recertify

All recertifying AQC members must meet the following core criteria:

- Received a minimum of **two quality-based honors** within the past five years.
- **Demonstrates financial stability**, per the company's financial institution of choice.
- **Bonded adequately** for the scope of service provided.
- Maintains a company **Quality Control Program**.
- Has an Incident Rate at, or below, the industry average (**achieved STEP Gold or above**). Companies with fewer than 100 employees may use a three-year average.
- Maintains a **written substance abuse program** that includes a drug/alcohol screening process.
- Publicly pledge a commitment to a **drug- and alcohol-free workplace**.
- Conducts **jobsite hazard analyses** before work commences.
- Conducts a **new employee safety orientation**.
- Provide and require continuing **craft training** for all craft professionals (for companies that self-perform only).
- Regularly participates and/or encourages employees to participate in civic-oriented and **community activities**.
- Maintain an **Equal Employee Opportunity** policy.
- Maintain, and adhere to, a **Harassment-free Workplace** policy.
- Provide and require continuing **management training**.

This document is NOT the application.

All applications must be submitted online at abc.org/aqc. This form is intended to assist you with the preparation of collecting the required data only.

Responses are required for ALL questions. If you are unable to meet any of the core requirements, you will not be eligible for recertification. If your answers require additional space, or require attachments, be sure to clearly label the attached pages, indicating which section of the application they supplement (i.e. Section 1.2). All responses will be held in strict confidence.

If you have any questions regarding this application, call the ABC National office at (202) 595-1378 or email AQC@abc.org.

COMPANY INFORMATION

Full Company Name
Contact First Name
Contact Last Name
Contact Title
Contact Email Address
Contact Phone Number
Company Mailing Address
Company Website
Type of contractor (General/Prime/Subcontractor)
Primary Type of Company (NAICS Code)
Primary Scope of Work Performed (CSI Code)
Annual Volume (\$)
Annual Man-hours Worked
Total Number of Full-Time Construction Workers Your Company Employs
Total Number of Full-time Staff Your Company Employs
Total number of Full-Time Equivalent (FTE) Employee Count
Company Logo
Social Media Handles (Facebook/Twitter/LinkedIn/Instagram)

ADDITIONAL BRANCHES & STEP LEVELS

Is your company applying for AQC status for multiple office locations? Y/N

When applying for the Safety Training Evaluation Process (STEP) – a prerequisite to the AQC application – each applicant is able to prepare one entry encompassing the entire company that includes aggregate company-wide safety data. Or, an applicant may elect to submit separate STEP applications with location-specific data to each local ABC chapter through which the company maintains membership. How the company elects to submit to STEP will determine the company's eligibility to apply for AQC and add any additional branches through ABC chapters where membership is maintained.

- Example One: Company A has three office locations and belongs to the local ABC chapter nearest to each office. When submitting the application for STEP, Company A uses company-wide data and submits to all three chapters, receiving Gold level or higher. All three office locations are eligible for AQC with one primary office and two branches.
- Example Two: Company B has three office locations and belongs to the local ABC chapter nearest to each office. When submitting the application for STEP, Company B uses location-specific data and submits three different applications to each of the three chapters. One location received Gold level or higher and is eligible to apply for AQC, being the primary location. The other two qualified for Silver level and are not eligible for AQC.
- Example Three: Company C has three office locations and only belongs to two local chapters. When submitting the application for STEP, Company C uses company-wide data and submits to their two chapters, receiving Gold level or higher. Both office locations are eligible for AQC with one primary office and one branch. The third office location is not eligible for STEP or AQC since it is not affiliated with an ABC chapter.
- My company's STEP application is submitted using company-wide data OR location-specific data.

1. Quality

Core Requirements:

1.1 I have listed and described below two or more forms of quality-based recognition that my company has received within the past five years. This may include project-based awards earned (i.e. Excellence in Construction awards from ABC National or a chapter, or similar awards from other organizations), recognition by a quality-certified entity, and/or an owner letter of praise or recommendation. The scope of any letters included must be quality-based.

**Please note that this requirement is related to recognition received specifically for a project. It does not include safety or other awards.*

If including project-specific awards received, include the following information for each award:

1. Organization granting the award (if applicable, indicate chapter vs. national organization)
2. Year award was received
3. Name of the project

1.2 I have attached a letter from my company's bank or financial institution on their letterhead, dated within the past six months, stating: 1) the length of the financial relationship; and 2) the strength of my company's financial standing.

**Please note - no confidential financial information is required. Your company's name must be stated at the top of the letter.*

1.3 I have attached a letter from my company's bonding company on their official letterhead, dated within the past six months, stating that our bonding capacity is adequate for the scope of service provided.

-OR-

My company is not bonded; therefore, I have attached a letter signed by our CPA on their official letter head that includes the following information:

- a) Our current Ratio (Current Assets divided by Current Liabilities)
- b) Our debt to Equity Ratio (Total Liabilities divided by Net Worth)
- c) Our ratio of Working Capital divided by Backlog
- d) Our Ratio of Net Worth divided by Backlog
- e) Your Current D&B Rating
- f) Your Current Paydex Score
- g) Your Financial Risk Ratings

1.4 My company has a Quality Control Manual/Program and I have attached the table of contents with this application.

2. Safety

Core Requirements:

2.1 I confirm my company's STEP designation in the most recent program year was:

- Diamond
- Platinum
- Gold
- Silver (see below for further instructions; certification is not guaranteed)

***If your company received **STEP Silver** for the most recent program year, you are not currently eligible to recertify. Please email AQC@abc.org with questions.*

- 2.2 My company has a written substance abuse program that includes a drug/alcohol screening policy.
- 2.3 My company has signed the Construction Coalition for a Drug-And Alcohol-Free Workplace's pledge at drugfreeconstruction.org.
- 2.4 My company performs job-site hazard analyses before work commences.
- 2.5 My company conducts a new employee safety orientation and I have attached a copy of the agenda, including length of time per topic.

3. Craft Training

Core Requirement:

3.1 My company self-performs and I have attached copies of one, or a combination, of the following: curriculum, training schedule, curriculum assessments, and examples of training announcements or notices. Do not include information regarding OSHA, first aid or CPR.

-OR-

My company does not self-perform or employ craft professionals at any time.

4. Community Relations

Core Requirement:

4.1 In the past five years, my company has participated in, or encouraged, its employees to partake in, civic-oriented and/or community activities, and/or construction activities that positively affect the community and I have provided examples of activities during the program year in the box below. (I.e. toy drives, athletic team sponsorships, United Way, Habitat for Humanity, charitable fix-up efforts and/or building, school projects, ACE Mentor Program, etc.)

**If you are recertifying for multiple ABC chapters, please include examples from each office location.*

5. Employee Benefits

5.1 I have attached a copy of my company's Equal Employment Opportunity policy.

5.2 During the program year, my company has _____ its commitment to employee benefits.
If I have indicated a **decrease or an **enhancement**, I have provided details in the box below.*

- Decreased
- Maintained
- Enhanced

6. Management Training

6.1 During the program year, my company has _____ its commitment to management training.
If I have indicated a **decrease or an **enhancement**, I have provided details in the box below.*

- Decreased
- Maintained
- Enhanced

6.2 I have attached a copy of my company's Harassment-free Workplace policy.

**This is a new requirement for AQC members. If your company does not have a policy in place and you would like a vetted model policy to discuss with your legal counsel for adoption, contact ABC National staff at aqc@abc.org.*

7. Recommendation(s) for the AQC Program

7.1 Please provide us with information on companies you would recommend for the AQC program.

- *I verify the information provided in this application is accurate.*
- *I understand that Associated Builders and Contractors is authorized to request additional information to assist its efforts in authenticating this application.*
- *I understand that ABC reserves the right to audit this application.*
- *I understand ABC National will contact the local ABC chapter in order to ascertain information about my company, our AQC eligibility and our ABC membership.*
- *I understand ABC National has ownership of the materials provided and has the permission of this company to refer its name to construction buyers and other construction users.*

Company name: _____

Person completing the form: _____

(This is the person who will be contacted by ABC with any questions and will be provided recertification materials)

Email address of person completing form: _____

Phone number of person completing form: _____

Print Name & Title of Company Principal: _____

Signature of Company Principal: _____

Date: _____



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