



Accredited Quality Contractor Application

Associated Builders and Contractors





THE VALUE OF THE AQC DESIGNATION

ABC's Accredited Quality Contractor (AQC) program provides national accreditation and recognition to construction firms that document their commitment to quality achievement in four areas of corporate responsibility:

- Safety
- Employee Benefits
- Training
- Community Relations and Outreach Activities

The AQC program is an effective tool used by many contractors to help them recruit and retain employees, secure bids and be recognized for their corporate citizenship and outreach activities in the community. All this serves to strengthen the image of the ABC member, the association and merit shop construction.

AQC ELIGIBILITY

Only companies that participate in ABC's Safety Training Evaluation Process (STEP) program and have earned the STEP Platinum or STEP Gold designation are eligible to apply for the AQC designation. To learn more about the STEP program, visit www.abc.org/STEP.

APPLICATION INSTRUCTIONS

The AQC application asks questions regarding your business operations, the level of involvement your company has with the local community, and the safety, training and employee benefits your firm offers your employees. Check the appropriate answer that best describes your company's policy or involvement in a particular program. (In future years you will renew with a one-page form.) This application is also available at www.abc.org/AQC

All responses will be held in strict confidence.

APPLICATION SCORING PROCEDURES

Allow at least 30 days for tabulation and review of your documentation. Applications that are not approved will be returned with a refund of the fee (less \$95 for processing), an explanation from the committee on areas for improvement and an invitation to resubmit after 90 days.

1. QUALITY

- 1.1 Is your company a member in good standing with either the Chamber of Commerce or the Better Business Bureau? Yes No
- 1.2 Has your company won an Excellence in Construction award from ABC or has it won other industry or community organization awards demonstrating involvement with exceptional projects? (Provide letters of acknowledgement or copies of certificates specifying the job and type of work completed for the awards received.)
- 1.3 Provide three letters of recommendation from three clients your company has worked for in the last year.

2. SAFETY/STEP

- 2.1 Provide your company's STEP (Safety Training Evaluation Process) designation: _____
(STEP Platinum or STEP Gold at least once in the last two years is required to apply for AQC)

For a STEP program application or information go to the ABC website (<http://www.abc.org/STEP>).
- 2.2 Include a copy of your Safety Handbook or similar information.

3. MANAGEMENT EDUCATION

- 3.1 Provide a table of contents outlining your company's management education curriculum.

(Check all that apply.)
 - No training program
 - Management seminars
 - Supervisor courses
 - Administrative skills courses
- 3.2 Indicate which of the following statements best describe your company's policy regarding management education cost.
 - Courses at employee's expense
 - Courses partially paid for by company
 - Courses fully paid for by company
- 3.3 Does your company provide training to unskilled workers prior to employment? Yes No
- 3.4 What is the percentage of dollars spent on training of your total payroll? _____
- 3.5 What is the total amount spent on training? _____

Important Include the following supporting documentation and/or information:

- ✓ Training schedule
- ✓ Training notices (or similar information)

4. CRAFT TRAINING

- 4.1 Provide a letter from an ABC chapter, the National Center for Construction Education and Research (NCCER) or educational institution certifying that your company participates in an ongoing craft-training program for your employees.
- 4.2 What is the percentage of dollars spent on training of your total payroll? _____
- 4.3 What is the total amount spent on training? _____

Bonus

Does your company have an employee who is a craft instructor? Yes No

Indicate name and title: _____

Important Include the following supporting documentation and information:

- ✓ Training schedule
- ✓ Training notices (or similar information)

5. EMPLOYEE BENEFITS

Check the appropriate YES or NO box below regarding your company's insurance plans for both salaried and hourly employees.

	Salaried		Hourly	
	Yes	No	Yes	No
5.1 Does your company offer medical insurance coverage? What percentage does your company pay for employees? What percentage does your company pay for dependents?	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%
5.2 Does your company offer an ERISA qualified retirement plan? Does your company offer a matching contribution? If yes, what is the match? Is your plan profit sharing?	<input type="checkbox"/> <input type="checkbox"/> ____%	<input type="checkbox"/> <input type="checkbox"/> ____%	<input type="checkbox"/> <input type="checkbox"/> ____%	<input type="checkbox"/> <input type="checkbox"/> ____%
5.3 Does your company offer any disability insurance coverage? If yes, what percentage of the cost does your company pay?	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%
5.4 Does your company offer life insurance? If yes, what percentage of the cost does your company pay?	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%	<input type="checkbox"/> ____%
5.5 Does your company offer at least two weeks of paid vacation leave? If yes, how many days?	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____
5.6 Does your company offer at least 5 days paid sick leave? If yes, how many days?	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____
5.7 Does your company offer at least 6 paid holidays? If yes, how many days?	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____	<input type="checkbox"/> ____

5.8 Which of the following benefits does your company offer its employees (check all that apply):

- | Salaried | Hourly | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | “Cafeteria (125) Plan” for applicable benefits |
| <input type="checkbox"/> | <input type="checkbox"/> | Travel reimbursement to and from project |
| <input type="checkbox"/> | <input type="checkbox"/> | Per diem |
| <input type="checkbox"/> | <input type="checkbox"/> | Flex time |
| <input type="checkbox"/> | <input type="checkbox"/> | Jury duty plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Parental leave |
| <input type="checkbox"/> | <input type="checkbox"/> | Accidental Death and Dismemberment (AD&D) Insurance |
| <input type="checkbox"/> | <input type="checkbox"/> | Incentive bonus plan (safety, completion, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Holiday bonus pay |
| <input type="checkbox"/> | <input type="checkbox"/> | Paid bereavement plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee recognition awards (non-monetary) |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee Assistance Plan (EAP) |

Bonus Questions

	Yes	No
Does your company have a company newsletter?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company provide company vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have subsidized day care (child/disabled/elderly)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company offer an Employee Stock Ownership Plan (ESOP) not tied to a retirement plan?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company offer a stock purchase plan (matched and/or unmatched)?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have any innovative company programs that are industry trend setting? (Explain innovative programs on separate sheet of paper.)	<input type="checkbox"/>	<input type="checkbox"/>

Important Include the following supporting documentation and information:

- ✓ Employee benefits handbook (or similar information)
- ✓ Any additional information or materials that would be helpful to us in making a determination

6. COMMUNITY RELATIONS AND OUTREACH

Community Relations Yes No

- 6.1 Does your company sponsor and encourage its employees to join and participate in civic-oriented activities? Examples include blood drives, adopt-a-highway and adopt-a-school programs, home fix-up efforts, athletic team sponsorships, etc.? (Attach materials that are used to promote and communicate your company efforts.)
- 6.2 Does your company partner in chapter community service programs? (Attach materials that are used to promote and communicate your company efforts.)
- 6.3 Does your company actively participate in civic and community projects or support charitable organizations? Examples include United Way. (Attach materials that are used to promote and communicate your company efforts.)
- 6.4 Does your company make speakers available to civic groups, school career days, etc? (Attach materials that are used to promote and communicate your company efforts.)

Diversity Yes No

- 6.5 Does your company have a policy statement on diversity?
Has the CEO signed the statement? (Attach a copy of the statement.)
- 6.6 Does your company offer diversity training for new employees and supervisors?
- 6.7 Does your company employ minorities reflective of the market you are servicing?
- 6.8 Are your company worksites gender friendly with equal facilities for men and women?
- 6.9 Does your company encourage the use of minority vendors and local purchasing?
- 6.10 Does your company have an employee-recruitment program? Examples include partnerships with local schools or employee-referral incentives.

Image Yes No

- 6.11 Does your company participate in activities that positively affect the image of the industry? Examples include school programs, Habitat for Humanity or other community outreach. (Attach materials that are used to promote and communicate your company efforts.)
- 6.12 Does your company provide ABC logos for jobsites?
- 6.13 Does your company provide ABC logos for hard hats?
- 6.14 Does your company provide company uniforms?

Bonus Questions Yes No

- Does your company have a summer employment program for students from diverse backgrounds? An example is INROADS. (Attach materials that are used to promote and communicate your company efforts.)
- Does your company offer second language courses? Examples include Spanish for English-speaking supervisors.

Important Include the following supporting documentation and information to support ABC's ability to promote your company accomplishments:

- ✓ Press clippings (from in-house newsletter or local publications)
- ✓ Copies of plaques or certificates of appreciation
- ✓ Thank you letters
- ✓ Photographs

All items listed immediately above will become the property of ABC National and may be used in promotion for the purpose of expanding a positive industry image.

7. COMPANY INFORMATION

Primary Contact Name: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Type of Contractor: General Subcontractor Specialty (specify type): _____

Annual Volume: _____ Number of Employees: _____ Annual Manhours Worked: _____

Primary ABC Chapter Membership: _____

Indicate other chapters where you are currently a member and have a branch office and would like to be listed as an AQC Member. (If your company is a member in more than three chapters, provide the list of additional chapters on an attached sheet.) Each branch office will receive an AQC Plaque and be listed in ABC's "www.FindContractors.com" website for referrals. **(There is an additional \$50 fee for each branch office listing.)**

Chapter: _____ Primary Company Contact: _____

Chapter: _____ Primary Company Contact: _____

Chapter: _____ Primary Company Contact: _____

AQC Pledge

As an Accredited Quality Contractor, our company is committed to providing our clients with the highest quality construction services and we care deeply about our employees and the communities in which we build. We are proud to be part of the construction industry and are dedicated to the principle of free enterprise. We commit ourselves to serve our communities and to provide our employees with the skills they need to work safely and productively in order to meet the needs of our clients.

I have accurately answered each of the questions in this application to the best of my ability. I understand that Associated Builders and Contractors is authorized to request additional information to assist its efforts in authenticating this application. 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.

Name of Company Principal: _____

Signature of Company Principal: _____ Date: _____

**Send this completed application with supporting materials and a check payable to "ABC" in the amount of \$295, plus \$50 for each additional company branch office listing to: ABC Accredited Quality Contractor Program
4250 North Fairfax Drive, 9th Floor
Arlington, VA 22203**

