

CONTRACTOR VALIDATION APPLICATION

(LIQUID & PRECURED JOINT SEALANTS) CSI SECTION 07920

Company: _____ Company Contact _____

Address _____

City/State/ZIP _____

Phone _____ Facsimile _____

Email _____ Website _____

I. Similar Project Experience (20 Points) (Work Task)

Narrative: This category applies specifically to completed projects for the work task being validated (i.e. liquid & precured joint sealants).

A. Please attach a list of the top 5 projects in the last 3 years (i.e. name, location, description, contract value, contact/telephone number, work crew) **(Exhibit)**

Point Value: 5 points for complete submittal, otherwise 0 points.

Comments _____

Awarded _____

B. Number of years company performing specific work task? _____

Point Value: 0 points (0-2 years); 1 point (2-3 years); 2 points (3-4 years); 3 points (4-5 years); 4 points (5-6 years); 5 points (6+ years)

Comments _____

Awarded _____

C. Attach reference letters from designer, manufacturer and owner. **(Exhibits)** (One letter should be from a project in Item "A" above.)

Point Value: 5 points for all three letters, otherwise 0 points.

Comments _____

Awarded _____

D. Has your company received any project awards or special project recognition? (Yes) _____ (Attach Copy) **(Exhibit)**; (No) _____

Note: Recognized construction related organizations shall consist of, but not necessarily be limited to, county/city/state; Sealant, Waterproofing &

Restoration Institute (SWR Institute); American Institute of Architecture (AIA); International Concrete Repair Institute (ICRI); American Society of Testing and Materials (ASTM); Associated General Contractors (AGC); Construction Specifications Institute (CSI); Roofing Consultants Institute (RCI); etc.

Point Value: 5 points if yes, otherwise 0 points if no.

Comments _____

Awarded _____

Category I Subtotal _____

II. "Key" Management Personnel (15 Points) (General Corporate)¹

Narrative: This category applies specifically to the primary office Project Manager handling day-to-day affairs for the majority of the work task being validated. This individual can not be executive management unless he/she is also managing the day-to-day field activities.

A. Attach resume of "primary" office employee, job description and one reference letter from a designer and one reference letter from a property owner regarding this individual's management ability. **(Exhibits)**

Note: This item identifies if the individual company or branch office has a qualified and competent person responsible for managing projects for the work task being validated.

Point Value: 2 points if resume identifies and substantiates the Project Manager's credentials; 1 point if job description confirms responsibility for day to day affairs; 1 point for each reference letter (maximum 2 points).

Comments _____

Awarded _____

¹ Please note that this Application only deals with the Applicant's employees – not independent contractors, subcontractors or workers paid via Form 1099.

B. Number of years overall experience of Project Manager in the sealant, waterproofing & restoration industry? _____

Note: It takes time to learn this complex industry. Award will be made on exposure.

Point Value: 1 point (0-2 years); 2 points (2-4 years); 3 points (4-6 years); 4 points (6-8 years); 5 points (9+ years)

Comments _____

Awarded _____

C. Number of years Project Manager has been with company? _____

Note: In today's time, management can be transient. Award will be made on stability.

Point Value: 1 point (0-1 years); 2 points (1-2 years); 3 points (2-3 years); 4 points (3-4 years); 5 points (4+ years).

Comments _____

Awarded _____

Category II Subtotal _____

III. Financial Stability (15 Points) (General Corporate)

Narrative: This category relates to corporate strength in the marketplace.

A. Attach a letter from your insurance carrier identifying your bonding rate percentage. **(Exhibit)**

Note: Bonding limits may vary depending upon when a company submits its application and their backlog. In the event that a company has a variable rate based on size and type of work, please have the carrier reference an average rate this past year for a \$500,000.00 project.

Point Value: 9 points (< 1.0%); 7 points (1.00-1.25%); 5 points (1.26-1.50%); 3 points (1.51-1.75%); 2 points (1.76-2.00%); 1 point (2.01-2.25%); 0 points (> 2.36%).

Comments _____

Awarded _____

B. Working Ratios: Assets/Liabilities _____; Accounts Receivable/Accounts Payable (AR/AP) _____; Debt/Worth _____

Note: These are key ratios that banks and bonding companies commonly review. Since the ratios change throughout the course of a year, the values should reflect the most recent three fiscal year average. These key ratios shall be certified via letter from the applicant's independent outside corporate accountant. **(Exhibit)**

Point Value: 2 points for each benchmark better than ~ Assets/Liabilities > 1.5; AR/AP > 2.5; Debt/Worth < 2.0.

Comments _____

Awarded _____

Category III Subtotal _____

IV. Safety (20 Points) (General Corporate)

Narrative: This category relates to the applicant's ability to perform any work safely. Applicable information must be substantiated with a letter from the applicant's insurance carrier. **(Exhibit)**

A. Current worker's compensation adjustment factor? _____

Note: Since this rate is weighted over three years, anything below 1.0 indicates a strong safety program with low risk regarding accidents and occurrences. Award will be based on a sliding scale using 1.00 as the benchmark for the modification rate.

Point Value: 4 points (.80-.90); 3 points (.91-1.00); 2 points (1.01-1.10); 1 point (1.11 – 1.20); 0 points (> 1.21).

Comments _____

Awarded _____

B. Any job related fatalities within the past 5 years?

(Yes) _____ (No) _____

Point Value: 4 points if the answer is no, otherwise 0 points.

Comments _____

Awarded _____

C. Number of calendar days lost time accident free? _____

(Attach OSHA 300 log) **(Exhibit)**

Note: This number should reflect corporate/branch status at the date of the application. This item rewards the applicant for performance of any work for extended periods of time accident free.

Point Value: 1 point (1-100 days); 2 points (101-200 days); 3 points (201-300 days); 4 points (301+ days).

Comments _____

Awarded _____

D. Any OSHA citations with fines in the past 3 years?
(Yes) _____ (No) _____ If Yes ~ Number of fines: _____;
Total Dollar Amount of Fines: \$ _____

Note: This item rewards a company for working smart and safe. There may be instances where a company is cited but not fined after going through an interview process (i.e. dismissed) or simply cited and reprimanded. As such, provisions are made for this case.

Point Value: 4 points if the answer is no; 3 points if the answer is yes but without any fines; 2 points if the answer is yes and total fines are less than \$500.00; 1 point if the answer is yes and total fines are less than \$1,000.00; otherwise 0 points.

Comments _____

Awarded _____

E. Do you have a documented safety program? (Yes) _____
(Please attach) **(Exhibit)**; (No) _____

Note: A basic plan should consist of: a) respirator protection program with medical questionnaires b) corporate rules and regulations c) hazard communication program and d) fall protection program. Reward will be one point for each of the noted minimum basics.

Point Value: 4 points total, one point for each furnished item or that is included as a component of a master safety program.

Comments _____

Awarded _____

Category IV Subtotal _____

V. Training (20 Points) (Work Task)

Narrative: This category pertains to the applicant's work force experience specifically regarding the task (i.e. liquid & precured joint sealants) being validated.

A. Average number of year's service for: Foreman _____;
Journeyman _____

Note: Experience relates to a higher standard of quality and production. Points can be awarded for an individual's prior work related experience as it pertains to the work task being validated. Please note that a Foreman refers to the lead person of a working crew which can also be commonly referred to as a crew supervisor. In addition, some companies classify their Journeymen as mechanics as well. Please denote the average cumulative experience per job class. Points will be awarded 50% for each job classification meeting the noted years of service.

Point Value: Average Years of Service for Foreman ~ 2 points (> 20 years), 1 point (10-19 years), 0 points (0-9 years); Average Years of Service for Journeyman ~ 2 points (> 10 years), 1 point (5-9 years), 0 points (0-4 years).

Comments _____

Awarded _____

B. Has your firm's training program been validated by the SWR Institute or comparable entity? (Yes) _____ **(Exhibit)** (No) _____

Point Value: 8 points if program is validated by the SWR Institute or comparable entity (i.e. manufacturer) **(attach letter)**; 6 points if the answer is no but with "detailed" written plan and **attachments**; 3 points if the answer is no but with "detailed" written plan without attachments; 1 point if the answer is no with "limited" written plan summary; 0 points if the answer is no without any attempt to substantiate.

Comments _____

Awarded _____

C. Confirm number of field employees and the percentage trained in work task (i.e. sealants) being validated?

Employees _____ Trained % _____

Note: This item confirms how overall proficient a company's work force is relative to the specific work task being validated. There is less risk for the consumer to choose a company where a majority of the work force is trained versus a company with only 25%. The more employees trained relates to a company's strength in the marketplace.

Point Value: 4 points (> 80%); 3 points (65-79%); 2 points (50-64%); 1 point (35-49%); 0 points if < 35%.

Comments _____

Awarded _____

D. Do you possess an approved applicator status?
(Yes) _____ (No) _____

Note: This item involves a special partnering relationship with a manufacturer beyond a simple purchase agreement. It relates to the fact that the manufacturer puts their "stamp" on the applicant's work. A copy of the agreement or letter must be **attached** to substantiate the points.

Point Value: 4 points for yes, otherwise 0 points.

Comments _____

Awarded _____

Category V Subtotal _____

**VI. General Corporate Data (10 Points)
(General Corporate)**

Narrative: *This category relates to various items showing strength within the marketplace.*

A. Total number of employees? _____

Note: This item reflects a company's ability to perform any work on projects small to large. A larger company should have more available resources regarding a specific work task. This item does not include independent subcontractors (i.e. workers paid via form 1099).

Point Value: 3 points (> 50 employees); 2 points (11-49 employees); 1 point (1-10 employees)

Comments _____

Awarded _____

B. Identify professional affiliations and leadership roles of any key employees? Please identify the key employee's name and his/her professional affiliations and leadership roles.

Note: This item rewards a company for active key employees within the marketplace. Some recognized affiliations shall consist of, but not necessarily limited to, Sealant, Waterproofing & Restoration Institute (SWR Institute), International Concrete Repair Institute (ICRI), Scaffolding Institute Association (SIA), American Institute of Architecture (AIA), American Society of Testing and Materials (ASTM); Roofing Consultants Institute (RCI); and other organizations whether or not industry related. Leadership roles refer to officers and/or director positions within the noted organizations.

Point Value: 1 point for each affiliation, maximum 3 points.

Comments _____

Awarded _____

C. Attach a sample of your current insurance certificates. **(Exhibit)**

Note: This item confirms if a company possesses adequate coverage to perform any work. Reward will be based on attaining at least the stated minimum coverage per insurance type: GL = General Liability; Auto = Automobile; Umbrella = Umbrella; W/C = Worker's Compensation.

Point Value: 1 point (GL is equal to or greater than \$1 Million); 1 point (Auto is equal to or greater than \$1 Million); 1 point (Umbrella is equal to or greater than \$2 Million); 1 point (W/C is equal to or greater than \$500,000).

Comments _____

Awarded _____

Category VI Subtotal _____

TOTAL ALL CATEGORIES I-VI _____

RECOGNITION LEVEL _____

- Platinum (91-100)
- Gold (81-90)
- Silver (71-80)
- Bronze (61-70)

SWR Institute Headquarters Use Only:

_____ Date Application Received

_____ Date Assigned to Committee

_____ Applicable Fees Paid

_____ Certificate of Validation (i.e. Grant Date) issued:

Date: ____/____/____; Expiration Date: ____/____/____