# AIA® Document A305™ – 1986

## *Contractor's Qualification Statement*

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

**SUBMITTED TO:** Community College of Philadelphia

**ADDRESS:** 1700 Spring Garden Street
Philadelphia, PA 19130-3991

**SUBMITTED BY:**

**NAME:**

**ADDRESS:**

**PRINCIPAL OFFICE:**

[ ] Corporation

[ ] Partnership

[ ] Individual

[ ] Joint Venture

[ ] Other

**NAME OF PROJECT:** *(if applicable)* Community College of Philadelphia, West Building 4th Floor Renovations

**TYPE OF WORK:** *(file separate form for each Classification of Work)*

[ ] General Construction

[ ] HVAC

[ ] Electrical

[ ] Plumbing

[ ] Other: *(Specify)*

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

**§ 1 ORGANIZATION**

**§ 1.1** How many years has your organization been in business as a Contractor?

**§ 1.2** How many years has your organization been in business under its present business name?

**§ 1.2.1** Under what other or former names has your organization operated?

**§ 1.3** If your organization is a corporation, answer the following:

**§ 1.3.1** Date of incorporation:

**AIA Document A305™ – 1986.** Copyright © 1964, 1969, 1979 and 1986 by The American Institute of Architects. **All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:41:17 on 03/15/2013 under Order No.0866777174_1 which expires on 09/12/2013, and is not for resale.
**User Notes:** (863071315)

§ **1.3.2** State of incorporation:
§ **1.3.3** President's name:
§ **1.3.4** Vice-president's name(s)

§ **1.3.5** Secretary's name:
§ **1.3.6** Treasurer's name:

§ **1.4** If your organization is a partnership, answer the following:
§ **1.4.1** Date of organization:
§ **1.4.2** Type of partnership (if applicable):
§ **1.4.3** Name(s) of general partner(s)

§ **1.5** If your organization is individually owned, answer the following:
§ **1.5.1** Date of organization:
§ **1.5.2** Name of owner:

§ **1.6** If the form of your organization is other than those listed above, describe it and name the principals:

## § 2 LICENSING

§ **2.1** List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ **2.2** List jurisdictions in which your organization's partnership or trade name is filed.

## § 3 EXPERIENCE

§ **3.1** List the categories of work that your organization normally performs with its own forces.

§ **3.2** Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)
§ **3.2.1** Has your organization ever failed to complete any work awarded to it?

§ **3.2.2** Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ **3.2.3** Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

**AIA Document A305™ – 1986.** Copyright © 1964, 1969, 1979 and 1986 by The American Institute of Architects**. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:41:17 on 03/15/2013 under Order No.0866777174_1 which expires on 09/12/2013, and is not for resale.
**User Notes:** (863071315)

**§ 3.3** Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

**§ 3.4** On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

**§ 3.4.1** State total worth of work in progress and under contract:

**§ 3.5** On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

**§ 3.5.1** State average annual amount of construction work performed during the past five years:

**§ 3.6** On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

## § 4 REFERENCES

**§ 4.1** Trade References:

**§ 4.2** Bank References:

**§ 4.3** Surety:

**§ 4.3.1** Name of bonding company:

**§ 4.3.2** Name and address of agent:

## § 5 FINANCING

**§ 5.1** Financial Statement.

**§ 5.1.1** Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

**AIA Document A305™ – 1986.** Copyright © 1964, 1969, 1979 and 1986 by The American Institute of Architects**. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:41:17 on 03/15/2013 under Order No.0866777174_1 which expires on 09/12/2013, and is not for resale.
**User Notes:** (863071315)

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

**§ 5.1.2** Name and address of firm preparing attached financial statement, and date thereof:

**§ 5.1.3** Is the attached financial statement for the identical organization named on page one?

**§ 5.1.4** If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

**§ 5.2** Will the organization whose financial statement is attached act as guarantor of the contract for construction?

**§ 6 SIGNATURE**

**§ 6.1** Dated at this day of

Name of Organization:

By:

Title:

**§ 6.2**

M being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

**AIA Document A305™ – 1986.** Copyright © 1964, 1969, 1979 and 1986 by The American Institute of Architects**. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:41:17 on 03/15/2013 under Order No.0866777174_1 which expires on 09/12/2013, and is not for resale.
**User Notes:** (863071315)

# *Certification of Document's Authenticity*

*AIA® Document D401™ – 2003*

I, Fran Theis, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 16:41:17 on 03/15/2013 under Order No. 0866777174_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A305™ – 1986, Contractor's Qualification Statement, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

_____

*(Signed)*

_____

*(Title)*

_____

*(Dated)*

**AIA Document D401™ – 2003.** Copyright © 1992 and 2003 by The American Institute of Architects**. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law.** This document was produced by AIA software at 16:41:17 on 03/15/2013 under Order No.0866777174_1 which expires on 09/12/2013, and is not for resale.
**User Notes:** (863071315)