

# AIA<sup>®</sup> Document A305<sup>™</sup> – 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: Sample

ADDRESS:

SUBMITTED BY: Herman/Stewart Construction and Development, Inc.

NAME: Raymond J. Herman, President

ADDRESS: 4550 Forbes Boulevard, Suite 200, Lanham, MD 20706

PRINCIPAL OFFICE: Same as above

Corporation

Partnership

Individual

Joint Venture

Other

NAME OF PROJECT (if applicable):

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

General Construction

HVAC

Electrical

Plumbing

Other (please specify)

### § 1. ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor? Twenty (20) years

§ 1.2 How many years has your organization been in business under its present business name? Twenty (20) years

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

None

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

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

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.

- § 1.3.1 Date of incorporation: April 1990
- § 1.3.2 State of incorporation: Maryland
- § 1.3.3 President's name: Raymond J. Herman
- § 1.3.4 Vice-president's name(s)

N/A

- § 1.3.5 Secretary's name: Matthew D. Whitney
- § 1.3.6 Treasurer's name: Matthew D. Whitney

§ 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.

Licensed throughout the United States and Puerto Rico, excluding Alaska, Hawaii, and Iowa

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

Maryland

## § 3. EXPERIENCE

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

Demolition, Framing, Drywall, Ceilings and Carpentry

§ 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?

No

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

No

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

No

§ 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.)

No

§ 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.

Available upon request

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

Varies from \$65 Million to \$70 Million per quarter

§ 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.

Available upon request

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

\$125 Million

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

Available upon request.

#### § 4. REFERENCES

##### § 4.1 Trade References:

Bee & H Electric  
2716 Door Avenue  
Fairfax, VA 22031  
John Bolotti  
703-560-3278

Creco, Inc.  
9300 D'Arcy Road  
Upper Marlboro, MD 20774  
Tom Hawkins, Sr.  
(301) 350-1200

D & S Enterprises, Inc.  
9014 Center Street  
Manassas VA 20110  
Dennis Zohorchak  
(703) 507-5973

Dovetail Gallery

352 East 18th Street  
Erie, PA 16503  
Gary Caccione  
814-459-8071

Saia Plumbing and Heating  
16709 Norbrook Drive  
Olney, MD 20832  
Martin Saia  
301-924-3600

**§ 4.2 Bank References:**

M & T Bank  
1410 Springhill Road, Suite 125  
McLean, VA 22102  
David DiLuigi, Vice President  
703-748-5502

**§ 4.3 Surety:**

**§ 4.3.1 Name of bonding company:**

Travelers/Aetna

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

USI DC Metro  
2755 Hartland Road  
Falls Church, VA 22043  
703-698-0788

**§ 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;

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:

Available upon request.

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

| Yes

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

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

| Yes

**§ 6. SIGNATURE**

§ 6.1 Dated at this      day of

| Name of Organization: Herman/Stewart Construction and Development, Inc.

| By: Raymond J. Herman

| Title: President

§ 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      20

Notary Public:

My Commission Expires: