



**Note to ASA Chapters Receiving This Form:**  
 For instructions on how to handle this application, follow the "Chapter Guideline for Processing the National Construction Best Practices Award" available in the Chapter Toolbox under "Industry Relations." **Do not open the sealed letters of recommendation.**  
 Contact [education@asa-hq.com](mailto:education@asa-hq.com) with questions.

## American Subcontractors Association National Construction Best Practices Award Application Form

### Applicant Information

Firm: \_\_\_\_\_

Individual Completing Form: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Web: \_\_\_\_\_

### Eligibility and Application Submission

- Within the past year, did the Applicant firm sign a contract directly with a construction owner under which it performed construction services?  **Yes**  **No**  
*"Yes" must be checked for the firm to be eligible for the award.*
- Is the Applicant firm located in an ASA chapter area?  **Yes**  **No**  
*If "yes," submit your completed application form, enclosures, and payment of \$495 to the ASA chapter by **Nov. 2, 2018**. Visit [www.asaonline.com](http://www.asaonline.com) and click on "Find a Chapter" for a complete list of chapters & their addresses. If "no," submit your completed application, enclosures, and payment of \$495 by **Nov. 2, 2018**, to American Subcontractors Association, ATTN: Shannon MacArthur, Chair, ASA Task Force on Ethics in the Construction Industry, MEMCO, 210 Spring Hills Dr., Suite 100, Spring, TX 77386. Make checks payable to American Subcontractors Association.*

### Enclosures 1-3: Sealed Recommendations from Specialty Trade Contractors

Enclose with your completed application form sealed recommendations from three (3) specialty trade contractors that have worked for the Applicant firm within the past year under your standard subcontract agreement. Each recommendation must be in a sealed envelope with the signature of a specialty trade contractor's executive management (e.g., Owner, President, CEO, COO, CFO, VP, Director) hand-written and unbroken across the seal. Each recommendation must include an "Evaluation of the Applicant's Business Practices" form completed by the specialty trade contractor. This form is located under "About ASA" on the ASA Web site at [www.asaonline.com](http://www.asaonline.com).

- **Specialty Trade Contractor Recommendation 1**

Specialty Trade Contractor: \_\_\_\_\_

What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_ Last Date of Work: \_\_\_\_\_

Name and Title of Executive Signing Recommendation: \_\_\_\_\_

Phone Number of Executive Signing Recommendation: \_\_\_\_\_

- **Specialty Trade Contractor Recommendation 2**

Specialty Trade Contractor: \_\_\_\_\_

What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_ Last Date of Work: \_\_\_\_\_

Name and Title of Executive Signing Recommendation: \_\_\_\_\_

Phone Number of Executive Signing Recommendation: \_\_\_\_\_

Applicant Company Name \_\_\_\_\_

• **Specialty Trade Contractor Recommendation 3**

Specialty Trade Contractor: \_\_\_\_\_

What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_ Last Date of Work: \_\_\_\_\_

Name and Title of Executive Signing Recommendation: \_\_\_\_\_

Phone Number of Executive Signing Recommendation: \_\_\_\_\_

**Enclosure 4: Standard Subcontract Agreement**

Enclose with your completed application form a copy of your standard subcontract agreement. During the judging process, ASA will treat your standard subcontract as confidential, sharing it only with those individuals involved in evaluating your application. If your firm receives the National Construction Best Practices Award, you agree that ASA may publicize the terms and conditions of your standard subcontract agreement.

- Within the past two years, did the Applicant firm sign and use the enclosed standard subcontract on at least two different construction projects?  **Yes**  **No**  
"Yes" must be checked for your submission to be considered complete.

Sealed recommendations may, but are not required to, include letters of recommendation. Recommendations become the property of ASA. If your firm receives the National Construction Best Practices Award, you agree that ASA may publicize the information contained in the sealed recommendations submitted by specialty trade contractors.

**Application Fee: \$495. – Payment MUST be submitted with Application Form to be considered.**

- Check/Money Order  American Express  VISA  MasterCard  
(payable to the ASA chapter or to ASA — see Application Submission guidelines above)

**Payment Information:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Card Information:**

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name Printed on Card: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_