



# Contractor Application



phillywatersheds.org/raincheck

All Rain Check applicants are required to complete sections A through D and H. Contractors applying to install Rain Barrels or Downspout Planters, complete section E; to install Rain Gardens, complete section F; to install Permeable Pavers, complete section G.

## Section A: Contact Information

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

Company Owner \_\_\_\_\_

Project Manager \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address(es) \_\_\_\_\_

\_\_\_\_\_

## Section B: Work Experience

Which of the following types of work do you perform?

- Landscape design/build
- Home Renovation
- Consulting/Design
- Landscape maintenance
- Carpentry
- Other: \_\_\_\_\_
- Masonry/Hardscaping
- Plumbing

Please describe your business (the nature of the work you do, etc.)



Do you have any previous experience, education, and/or training in stormwater management?

If yes, please explain:

Describe your interest in engaging residents about stormwater issues in Philadelphia:

### Section C: Company Information

Is your company a minority-, disadvantaged-, or woman-owned business?

WBE     MBE     DBE     No

Is your company certified as such?                       Yes     No

Are you registered with the Philadelphia OEO?  Yes     No

Average size of job (approximate, in dollars): \$ \_\_\_\_\_

Average number of jobs performed per week (approximate): \_\_\_\_\_

Completion date of last job: \_\_\_\_\_

In what year was your company founded? \_\_\_\_\_

How many people are currently employed by your company? Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

What, if any, languages do you or your lead staff speak fluently? \_\_\_\_\_

Indicate the vehicles and equipment your company owns:

Work vehicles (pickups, vans, other trucks): \_\_\_\_\_

Other vehicles: \_\_\_\_\_

Indicate any other equipment        Mechanical Excavation Equipment

   Mechanical Compaction Equipment

Other equipment: \_\_\_\_\_

My company is able and willing to travel to all neighborhoods in Philadelphia

Yes

No, please elaborate \_\_\_\_\_

### Section D: Licenses and Certifications

Do you carry general liability insurance?

Yes

No

Do you carry workers' compensation insurance?

Yes

No

Do you carry commercial auto insurance?

Yes

No

Is your company or organization currently indebted to the City of Philadelphia for any delinquent taxes?

Yes

No

Is your company or organization on a government debarment list?

Yes

No

Because Rain Check work is within the City of Philadelphia, the following licenses are also required. Please indicate if you have these licenses:

City of Philadelphia Commercial Activity License

Yes

No

PA Home Improvement Contractor Registration

Yes

No

Please list active certifications held by your company/employees (ex. BPI, ICPI, etc.).

Certification	Names of employees who hold this certification

Describe your typical hiring process for employees (preferred qualifications, background checks, etc.)

What else about your hiring practices would you like to share (focus on veterans, ex-offenders, displaced workers, etc.)

Do you offer warranties on any of your work? If so, please provide details.

How did you learn about the contract opportunity with the Rain Check Program?

**Section E: Rain Barrel and Downspout Planter Installer Application**

Rain Barrel and Downspout Planter installers are expected to have plumbing and carpentry, or other relevant experience. Please speak to your qualifications in these areas:

- Do you have experience installing/repairing downspouts and gutters?     Yes     No
  
- Do you have previous experience with cutting cast iron pipes?     Yes     No
  
- Are you capable and willing to cut an above-ground cast iron pipe?     Yes     No

**Job References**

Please list three past customers that we can contact as references.

Name	Phone number	Description of job

**Photos**

Please send 2-4 photos of these projects to [alanna@sbnphiladelphia.org](mailto:alanna@sbnphiladelphia.org). Feel free to also include addition photos from your portfolio.

**Section F: Rain Garden Contractor Application**

Rain Garden contractors are expected to have experience with the design and installation of rain gardens, including downspout conveyance. Please speak to your qualifications in these areas:

Do you have experience installing/repairing downspouts and gutters?  Yes  No

Do you offer warranties on your Rain Garden work? If so, please provide details

**Recent Rain Garden Installations**

Please provide a list of 3-5 rain garden projects that you are most proud of. Please include contact information for at least three that we can contact as references.

Date	Size	City/Town, State	Description/Comments	Contact info for references (please include for three of the following projects)

**Photos**

Please send 2-4 photos of these projects to [alanna@sbnphiladelphia.org](mailto:alanna@sbnphiladelphia.org). Feel free to also include addition photos from your portfolio.

**Section G: Permeable Pavers and De-Paving Contractor Application**

Permeable paver contractor are expected to have experience with the design and installation of paver projects, or other relevant hardscaping work. Please speak to your qualifications in these areas:

- Does your company have experience installing permeable pavers?  Yes  No
- Are you or any of your employees ICPI Certified?  Yes  No
- Have you or any of your employees attended a permeable paver training?  Yes  No

If so, please list the sponsoring organization, date & location

Is your company certified by ICPI?  Yes  No

Is your company an Authorized Contractor for any permeable paver manufacturers? If so, please detail which manufacturers.

Do you offer warranties on your paver work? If so, please provide details.

**Section G:**  
**(continued)**

## **Permeable Pavers and De-Paving Contractor Application**

### **Recent Paver Installations**

Please provide a list of 3-5 paver projects that you are most proud of. Please include contact information for at least three that we can contact as references.

Date	Size (sq. ft.)	City/Town, State	Description/Comments	Contact info for references (please include for three of the following projects)

### **Photos**

Please send 2-4 photos of these projects to [alanna@sbnphiladelphia.org](mailto:alanna@sbnphiladelphia.org). Feel free to also include additional photos from your portfolio.



**Section H:**

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Please email or mail your completed Contractor Application to the attention of Alanna Wittet at:

The Sustainable Business Network of Greater Philadelphia

2401 Walnut Street, Suite 206

Philadelphia, PA 19103

Phone – (215) 922-7400 x 103

Email address: [alanna@sbnphiladelphia.org](mailto:alanna@sbnphiladelphia.org)