Contractor Application

## 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 Landscape maintenance Masonry/Hardscaping Home Renovation Carpentry Plumbing

□

□

□

□

□

□

□

□

Consulting/Design Other:

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

The Rain Check Program is funded by Philadelphia Water and managed by the Pennsylvania Horticultural Society.

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?

Are you registered with the Philadelphia OEO?

Yes No

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?

Is your company or organization on a government debarment list?

Yes No

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

PA Home Improvement Contractor Registration

Yes No

Yes No

□

□

□

□

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

|  |  |
| --- | --- |
| Certification | Names of employees who hold this certification |
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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 |
|  |  |  |
|  |  |  |
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#### Photos

Please send 2-4 photos of these projects to raincheck@pennhort.org. Feel free to also include additional 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.

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| --- | --- | --- | --- | --- |
| Date | Size | City/Town, State | Description/Comments | Contact info for references (please include for three of thefollowing projects) |
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#### Photos

Please send 2-4 photos of these projects to raincheck@pennhort.org. Feel free to also include additional photos from your portfolio.

# Section G: Permeable Pavers Contractor Application

Permeable paver contractors 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?

□

□

Have you or any of your employees attended a permeable paver training?

Yes No

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 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 thefollowing projects) |
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#### Photos

Please send 2-4 photos of these projects to raincheck@pennhort.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 Rosemary Howard at:

Pennsylvania Horticultural Society, Suite 405

100 N 20th St

Philadelphia, PA 19103

Phone – (215) 98808767

Email address: rhoward@pennhort.org