



Contractor Requirements

Thank you for you expressed interest in our program. In order to qualify to be on our contractors list, you must complete our Contractor's Qualification Package and provide a copy of the following. To receive your Contractor's Qualification Package contact Curtis Riley via email at criley@phillynhs.org or call 215-988-9879 x209.

<u>Absolutely Required</u>	<u>Optional/Not Required</u>
Certificate of Liability Insurance	Certificate of Vehicle Insurance
Certificate of Worker's Compensation	Federal Income Tax returns (2 years)
References	Verification of Bank Account
Judgement Check (Small Claims Court), if applicable	Articles of Incorporation
City Business License	MBEC (Minority Business Enterprise) or WBEC (Women Business Enterprise Certification), if applicable
Federal Tax Form W-9	
List of all sub-contractors you utilize. (Updates will be required with each award)	
Must be registered with the Attorney General's office.	

Pre-Qualifications for Sub-Contractors

<u>Absolutely Required</u>	<u>Optional/Not Required</u>
Professional Liability Insurance	Vehicle Insurance
City Business License	2 years of tax returns
Current Workmen's Comp. Insurance	Bank Statement
Original signed tax form W-9	

If applicable:

- Home Repair License
- Electrical License
- Plumbing License
- Roofing License
- MBEC or WBEC