

To haul waste material in the City of Sacramento, you must hold a Non-Exclusive Commercial Solid Waste Collection Franchise. This is the Application to start the Non-Exclusive Commercial Solid Waste Collection Franchise process.

The review for a City of Sacramento Franchise *Application* will be as follows:

- 1) Applicant sends completed application and all attachments to: wastecompliance@cityofsacramento.org
 - a. Applicants will receive an email confirmation within 3 business days advising the application has been received and is being reviewed.
- 2) Within 60 days of submittal, applicants will be notified of either: 1) recommendation to City Council to award a franchise; 2) incomplete application; or 3) denial.
 - a. A completed application with recommendation to City Council to award a franchise does not confer a franchise.
 - i. A Non-Exclusive Commercial Solid Waste Collection Franchise is effective when the applicant and the City have fully executed and signed a written agreement, and the applicant satisfies all the requirements and conditions set forth in Chapter 13.24 of the Sacramento City Code and the franchise agreement.
 - b. If the application is incomplete, the City of Sacramento will provide email notice to the applicant that the application is incomplete, identifying what information or materials the application is missing.
 - c. If the application is denied, the applicant will be notified in writing of the reason(s) why.

- ❖ For questions, please email wastecompliance@cityofsacramento.org or contact (916)808-4846.
- ❖ Fees schedule.

SECTION 1 - IDENTIFICATION

Business Name or Name of Applicant Corporation:	City of Sacramento Business Operation Tax Account Number:
Business Phone:	Business Fax:
Business Email:	Business Website:
Business Mailing Address (Street, City, State, Zip):	
Primary Contact for Correspondence:	Title of Primary Contact (Owner, Manager, Office Manager, etc):

SECTION 2 – BUSINESS ENTITY TYPE

Select the applicable business entity type.	
Corporation:	Limited Liability Company (LLC):
Limited Partnership:	General Partnership:
Limited Liability Partnership:	Sole Proprietorship:
Other (Please be Specific):	Public Agency:

SECTION 3 – SERVICES

A. Service Type(s) Provided (check all that apply):	
* Service types with an asterisk denote requirement to provide recycling and organic material recycling services to all customers, except to those who have obtained an exemption to a franchisee-provided service from the City of Sacramento.	
Business Solid Waste Collection*:	Source Separated Recyclable Material*:
Multi-family Commercial Waste Collection*:	Organic Waste Collection*:
Construction and Demolition Waste Collection:	Other (Please Specify):

SECTION 4 – VEHICLES/FLEET

A. Vehicle Inventory – Total Vehicles by Type

Provide the totals for each vehicle type used by the Franchisee for waste pick-up listed below.

Type	Number	Type	Number
Front Loaders		Rear Loaders	
Side Loaders		Roll-Offs	
Other (Please Specify)		Other (Please Specify)	

B. Vehicle Inventory - List of All Vehicles

Applicants must submit a vehicle inventory list as an attachment to this application utilizing the Vehicle Inventory List Template provided as a downloadable template in the reporting template section of the City's website.

C. Location of Franchisee Fleet

Street Address (Street, City, State, Zip):	Vehicle Shop On-Site:	Yes	No
Assessor Parcel Number:	Surface Type in Parking Area:		
Site Description:			

D. Franchisee Fleet Inspections

The following shall apply to Franchisee fleet:

- All Franchisee vehicles shall be inspected by Sacramento County Environmental Management Department (EMD) before they may be used for commercial solid waste operations.
 - Sacramento County EMD will contact Franchisee to schedule an appointment for vehicle inspections. A per vehicle inspection cost will be charged.
- A vehicle franchise decal for each vehicle that has passed an inspection will be mailed to applicant and must be affixed to the vehicle. It is illegal for any vehicle not clearly displaying this decal to collect commercial solid waste in the City of Sacramento.

Note: Any change in the vehicle inventory during the term of the Franchise Agreement, such as adding a new truck, must be reported on a revised Commercial Solid Waste Vehicle Inventory form. Email the revised form to wastecompliance@cityofsacramento.org. New vehicles must be inspected by Sacramento County EMD before being put into service.

SECTION 5 – INSURANCE REQUIREMENTS

A. Requirements and Minimum Scope of Insurance

Requirements for Franchisee Minimum Scope of Insurance is outlined in the Franchise Agreement, Exhibit C, Insurance.

B. Insurance Carrier Information

Complete the following information:

Policy Type	Carrier	Policy Number	Effective Date	Carrier Contact (Name/Phone)
Auto/Truck				
General Liability				
Worker's Comp				
Other				

C. Verification of Coverage

- In addition to providing Insurance Carrier Information above, upon approval of intent to award a franchise, Franchisee agrees to provide all certificates evidencing coverage as required in the Franchise Agreement to the City of Sacramento within 10 days of receiving an intent to award.
- Certificates of Insurance must be submitted prior to performing any services provided under the award of a franchise.

SECTION 6 – DIVERSION PLAN

Franchisees are required to submit a Diversion Plan to the City of Sacramento on an annual basis.

All franchisees are required to provide education, outreach, and technical assistance to ensure commercial generator recycling compliance within the City of Sacramento, as well as AB 341, AB 1826 and SB 1383 state compliance requirements.

Required Attachment for Diversion Plan (required for all applications):

- The *required* Diversion Plan is also located on the City of Sacramento website along with a Diversion Plan template for Franchisees.

Acknowledgement: By selecting this box, applicant certifies understanding of the requirement to provide education and outreach to customers and agrees to provide the City of Sacramento with the required Diversion Plan as an attachment to this application.

SECTION 7 – JUDGEMENTS & BACKGROUND CLEARANCE

A. Franchisees must provide a complete listing and explanation of any civil or criminal rulings or judgments in excess of \$5,000, or convictions against applicant, any of applicant's partners, major stockholders, corporate directors or parent or subsidiary companies. Applicants that are subject to the periodic reporting requirements of section 13(a) of the Securities Exchange Act, may, in lieu of the information required by sections 13.24.110.C.1.f. and 13.24.110.C.2.d., submit the information reported pursuant to 17 CFR sections 229.103 (legal proceedings) and 229.403 (security ownership of certain beneficial owners and management) on the most recent form 10-K filed by the applicant with the Securities and Exchange Commission.

Pursuant to the statements above, please complete the following:

1) Has the applicant, a manager, a financial officer, a partner, a corporate officer, a major stockholder, a parent company, or a subsidiary company ever been convicted of a criminal offense? (Omit minor traffic violations or offenses as a minor)	Yes	No
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a) If you answered “yes” to section 7.1 above, please provide the following for each conviction (attach a separate sheet if necessary):

Name of Person or Company:	
Type of Conviction:	
Date of Conviction (mm/dd/yyyy):	
Brief Description of Conviction:	

2) Has the applicant, a manager, a financial officer, a partner, a corporate officer, a major stockholder, a parent company, or a subsidiary company ever had a criminal or civil ruling or judgment in excess of \$5,000?

Yes

No

a) If you answered “yes” to section 7.2 above, please provide the following for each conviction (attach a separate sheet if necessary):

Name of Person or Company:	
Type of Judgement or Ruling:	
Date of Judgement or Ruling (mm/dd/yyyy):	
Brief Description of Judgement of Ruling:	

B. Additionally, the applicant, any managers, any financial officers, any partners, any corporate officers, or any major stockholders, representing or associated with the Business applying for this Commercial Solid Waste Collection Franchise *may* be required to complete a Live Scan Department of Justice (DOJ) Fingerprint Background Check as part of the review of the Non-Exclusive Commercial Solid Waste Commercial Franchise Application.

A member of the City of Sacramento team will contact the applicant with details and instructions if Live Scan Fingerprinting is required. Please do not complete the Live Scan services unless the City of Sacramento has advised this is required. It is the responsibility of the applicant to ensure all required applicants complete the Live Scan Fingerprinting if required.

Acknowledgement: By selecting this box, applicant certifies Section 7 has been read and agrees all information listed in section 7 is true and accurate. The applicant also acknowledges the City of Sacramento *may* require Live Scan Fingerprinting as outlined in section 7.B, and understands the City of Sacramento will contact applicant if Live Scan is required (and failure to complete Live Scan could result in denial of application).

SECTION 8 – FINANCIAL REVIEW (*New Applicants Only*)

New applicants must provide satisfactory proof to the Solid Waste Manager that the applicant has adequate financial resources to conduct commercial solid waste collection services.

Examples of satisfactory proof include: an Audited Financial Statement; an Irrevocable Letter of Credit; a Bond in the amount of \$10,000 or refundable cash deposit to the City of \$500 for each of the vehicles identified in section 3.B.

New applicants must attach proof of adequate financial resources as attachment to this application for review.

SECTION 9 – CERTIFICATION

Read the following statement carefully:

Franchises are issued by the City of Sacramento. All collection services shall be provided by the Franchisee. Sub-contracting and other forms of transferring obligations and/or responsibilities imposed by the Franchise are prohibited except as expressly allowed by Chapter 13.24 of the Sacramento City Code.

I understand that I must have a valid City of Sacramento Franchise Agreement to collect and/or haul commercial solid waste in the City of Sacramento.

I hereby grant the City of Sacramento and the Sacramento County Environmental Management Department the right to inspect any and all equipment and/or facilities and/or records during reasonable hours to ensure compliance with Chapter 13.24 of the Sacramento City Code. I understand that denial of such entry or the violation of Chapter 13.24 shall be grounds for suspension or termination of said Franchise.

I hereby certify that the information in this application package is true and correct, that the operation will be conducted in accordance with the information contained and certified herein, and in accordance with the requirements of the City of Sacramento, Recycling and Solid Waste Division. Further, I hereby certify that I have access to suitable facilities for keeping vehicles and equipment clean and in good repair and that I own or will have access to reasonable local office and billing facilities.

I hereby certify that any financial books and accounts for all revenue and income arising from the Franchise operations listed in this application are kept in a manner that conforms to Generally Accepted Accounting Principles.

I hereby certify that I or the company(ies) listed in this application will show proof of insurance pursuant to Section 5 of this application package prior to commencing business related to this Franchise.

I hereby certify that I owe no outstanding fees of any kind to the City of Sacramento nor are there any federal or state tax liens filed against me or any property I own.

I hereby state that all information contained in the franchise application shall be kept up-to-date by the applicant who shall file a new verified statement within forty-eight (48) hours of any change indicating in detail the nature of any change in the information.

The City of Sacramento will contact applicant to advise applicant of the franchise application fee. Franchise application fees are non-refundable and must be submitted to the address below:

Payments shall be mailed to:

City of Sacramento
Attn: Commercial Waste Compliance
2812 Meadowview Rd., Bldg 1
Sacramento, CA 95832

Printed Name:	Signature:	Date:
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