

# Application for County Franchise

(Chapter 6.20 of Sacramento County Code)



A current, valid County (County) Franchise for Commercial Solid Waste Collection is required for non-exclusive commercial solid waste collection, transportation, and disposal services in the unincorporated areas of Sacramento County.

County Franchise Application review process is as follows:

1. Applicant submits completed application and all attachments to: [commercialwaste@saccounty.net](mailto:commercialwaste@saccounty.net)
2. New applicant submits non-refundable \$1,000 application fee to the County.
3. Applicants will be notified of either: A) Recommendation to Board of Supervisors to grant a franchise; B) Incomplete application; or C) Denial.
  - A. If application is recommended for County Board approval, the franchise shall be effective when the applicant and the County sign the written agreement.
  - B. The applicant will be notified if the applicaiton is incomplete and identify what information or materials the application is missing.
  - C. The applicant will be notified of the reason(s) why the application was denied.

Please email [commercialwaste@saccounty.net](mailto:commercialwaste@saccounty.net) with questions.

Important application documents and attachments are as follows:

- Attachment 1- County Franchise for Commercial Solid Waste Collection Agreement
- Attachment 2- Annual Diversion Plan Template
- Attachment 3- Vehicle Inventory Form
- Attachment 4- Insurance Requirements of Franchise Agreement
- Attachment 5- Sheriff's Clearance Form
- Chapter 6.20 of Sacramento County Code can be found at [www.SacGreenTeam.com](http://www.SacGreenTeam.com).

Application Submittal Checklist:

- Completed Application Form, including Sections 1, 2, 3, 8, and 10
- Applicant's Annual Diversion Plan
- Completed Attachment 3- Vehicle Inventory Form
- Applicant's Certificate of Insurance
- Letter of Credit or vehicle refundable cash deposit (New Applicant Only)
- Completed Attachment 5- Sheriff's Clearance Form/Live Scan (New Applicant Only)

## SECTION 1 – IDENTIFICATION

Legal Business Name or Name of Applicant Corporation (Entity Granted Franchise):

Local Street Address of Business OR Corporation (Street, City, State, Zip):

Business Mailing Address (If Different From Above):

Business Phone:

Business Fax:

Business Website:

Sacramento County Business License No:

Primary Contact for Correspondence (Name, Title):

Primary Contact Information (Email, Address, Phone):

Authorized Signatory Contact (If Different Than Primary Contact) (Name, Title):

Authorized Signatory Contact (Email, Address, Phone):

## SECTION 2 – BUSINESS ENTITY TYPE

**Type of Organization (check one):** Mark the applicable status of your company.

Corporation:

Limited Liability Company (LLC):

Limited Partnership:

General Partnership:

Limited Liability Partnership:

Sole Proprietorship:

Other (Please specify):

## SECTION 3 – SERVICES

**Service(s) Provided (check all that apply):**

\*Franchisees are required to provide recycling and organic material recycling services to each of its generators unless that generator has obtained an exemption, or provided an alternative service verification.

Business Solid Waste Collection

Source Separated Recyclables Collection

Multifamily Solid Waste Collection

Construction and Demolition Waste Collection

Organic Waste Collection

Other (Please Specify)

## SECTION 4 – DIVERSION PLAN

Franchisees are required to provide education, outreach, and technical assistance to ensure commercial generator recycling compliance as required by Section 6.20.285 of Sacramento County Code, as well as AB 341, AB 1826, and SB 1383 state compliance requirements. Franchisees are required to submit a Diversion Plan to the County on an annual basis with this application.

**Complete Attachment 2** - Annual Diversion Plan Template and attach to the completed application.

## SECTION 5 – VEHICLE INVENTORY & INSPECTIONS

### A. Vehicle Inventory

Franchisees are required to submit its Commercial Solid Waste Vehicle Inventory Form on an annual basis. **Complete Attachment 3** - Vehicle Inventory Form and attach to the completed application.

### B. Annual Vehicle Inspections

All Franchisee vehicles shall be inspected by Sacramento County Environmental Management Department (EMD) before they may be used for commercial solid waste operations. 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 unincorporated areas of the County.

**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 [commercialwaste@sacounty.net](mailto:commercialwaste@sacounty.net). New vehicles must be inspected by EMD before being put into service.

## SECTION 6 – INSURANCE REQUIREMENTS

Franchisees are required to provide a valid Certificate of Insurance (COI) showing proof of adequate coverages as required in Attachment 4. A valid and adequate COI must be submitted as part of the application.

## SECTION 7 – FINANCIAL REVIEW (new applications only)

Applicants must provide satisfactory proof to the County that the applicant has adequate financial resources to conduct commercial solid waste collection services.

Examples of satisfactory proof include: an Irrevocable Letter of Credit; or a vehicle refundable cash deposit to the County of \$500 for each of the vehicles identified in applicant's Vehicle Inventory Form, as discussed in Section 5 above.

Checks made payable to:

Department of Waste Management and Recycling  
County of Sacramento  
10863 Gold Center Drive  
Rancho Cordova, CA 95670

**Please attach Letter of Credit to completed application or submit check for vehicle refundable cash deposit with application submittal.**

## SECTION 8 – JUDGEMENTS

Chapter 6.20.245 B.4 of Sacramento County Code requires that a complete listing and explanation of any civil or criminal rulings or judgments in excess of five-thousand dollars (\$5,000), or convictions against applicant, or any of applicant's partners, major stockholders (stockholder owning 10% or more of company), or corporate directors of 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 statement above, please complete the following:

A. 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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If yes, please provide the following for each conviction (attach a separate sheet if necessary to the completed application):

Name of Person or Company:	
Type of Conviction:	
Date of Conviction:	
Brief Description of Conviction:	

B. 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
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If yes, please provide the following for each ruling or judgment (attach a separate sheet if necessary to the completed application):

Name of Person or Company:	
Type of Judgement or Ruling:	
Date of Judgement or Ruling:	
Brief Description of Judgement of Ruling:	

## SECTION 9 – SHERIFF'S CLEARANCE/ LIVE SCAN (new applications only)

The applicant, and any of the applicant's partners, major stockholders (stockholder owning 10% or more of company), or corporate directors of parent or subsidiary companies, must complete the Sheriff's Clearance Form attached hereto as Attachment 5, and submit it to the Sheriff's Department at:

Licensing Detective  
 Special Investigations Intelligence Bureau  
 4500 Orange Grove Ave.  
 Sacramento, CA 95841

**SECTION 10 – CERTIFICATION**

Read the following statement carefully:

The County grants franchises pursuant to Chapter 6.20 of Sacramento County Code. 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 6.20 of Sacramento County Code.

I understand that I must have a current, valid County Franchise for Commercial Solid Waste Collection in order to provide commercial solid waste collection, transportation, and disposal services in the unincorporated areas of Sacramento County.

I hereby grant the County the right to inspect any and all equipment and/or facilities and/or records during reasonable hours to ensure compliance with Chapter 6.20 of Sacramento County Code.

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 Chapter 6.20 of Sacramento County Code. 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 the company(s) attests conformity with Generally Accepted Accounting Principles in accounting practices; obligation to insurance and indemnification requirements of all County contractual partners including franchisees; and commitment to the compliance with the requirements of the franchise agreement, including timely submittal of fees and reports.

I hereby certify that I owe no outstanding fees of any kind to the County 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 current and I shall file a new verified statement within forty-eight (48) hours of any change indicating in detail the nature of the change.

I hereby acknowledge that I have read, understand, and will abide by the terms and conditions of the County Franchise Agreement.

**Acknowledgement:** By submitting this Application for County Franchise, I agree to abide by the terms above.

Print Name:

Signature:

Date: