



Okaloosa County Nonexclusive Commercial Solid Waste Collection Franchise Application Instructions

Beginning January 1, 2018, commercial waste haulers who collect solid waste from commercial businesses within the Okaloosa County (County) Service Area must hold a valid Nonexclusive Commercial Solid Waste Collection Franchise (Nonexclusive Franchise). County Ordinance makes it unlawful for any person to engage in the business of collecting solid waste for transport or disposal of commercial solid waste generated in the Service Area or to engage in the business of soliciting accounts or invoicing customers for commercial solid waste service in the Service Area without a valid Nonexclusive Franchise. The Service Area is all of unincorporated Okaloosa County. The collection of C&D is not included in the Nonexclusive Franchise and will remain open market in the Service Area.

Please allow up to 30 days for the application process from submittal to approval by the Board of County Commissioners. For questions or assistance regarding the application process, please email swregistration@co.okaloosa.fl.us or call 850-689-5774.

During the application processing period and during the full term of the Nonexclusive Franchise, 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.

Application Packet

To be eligible for a Nonexclusive Franchise, the following must be completed and submitted:



Application

The attached application must be completed in its entirety. An incomplete form will delay the application process and may be cause for denial.

- Vehicles and Equipment

The total number of collection vehicles to be operated with the Service Area under the franchise must be reported, including any vehicles used as backup vehicles. Applicant must also complete the Vehicle Inventory Report with detailed vehicle information.



Drug-Free Workplace Form

The attached Drug-Free Workplace Form must be completed and submitted with the application packet.



Proof of Insurance

Proof of insurance must be submitted with the application packet. Insurance limits are located in Article 7 of the Agreement. Applicant with employees must provide verification of Worker's Compensation Insurance. If applicant is Owner/Operating and has no employees, Worker's Compensation Insurance requirements are waived; however, applicant must provide a letter stating that the company has no employees and, therefore, is not required to secure Workers' Compensation Insurance. Should the company hire an employee or several

employees, the waiver is null and void, and the company must secure Workers' Compensation Insurance.

Business License

Please provide a copy of a valid business license.

Vehicle Inventory Report

All applicants must complete the Vehicle Inventory Report for all vehicles that will be used for collection pursuant to this Franchisee. A Microsoft Excel template is provided to assist the applicant with developing a Vehicle Inventory Report. Applicants are not required to utilize the template but all fields must be provided to be deemed complete. The Vehicle Inventory Report must be submitted as an electronic Microsoft Excel spreadsheet file with the application packet. In the event that a new vehicle is added during the term of the Franchise, or a vehicle is taken off the road, a revised Vehicle Inventory Report must be submitted.

Franchise Agreement

The Nonexclusive Commercial Solid Waste Collection Franchise Agreement is attached. Two executed copies must be submitted with the application packet.

Application Fee

A non-refundable application fee of \$500.00 must be submitted with the application packet. Checks or Money Orders should be made payable to "Board of County Commissioners."

Application Review Process

As part of the application review process, County staff may conduct a site visit of applicant's facility to verify completeness, accuracy, and validity of the application and to review applicant's internal controls regarding reporting requirements. The Contract Manager shall take into consideration all components of the application including, but not limited to, the completeness, accuracy, and validity of the application. The Contract Manager shall also have the authority to verify independently any and all statements made and implied in the application. The Contract Manager may also request clarification from any applicant of any or all elements of the submitted application.

Upon submittal, the application will be reviewed for completeness. After a review is conducted, and within fifteen (15) business days from receipt of submission, written notice will be sent to the applicant reporting the status of the application.

If the application has been deemed complete, the Public Works Director will recommend to the Board of County Commissions (Board) at the next available Board Meeting to approve and execute the Franchise Agreement. Regular Board meetings are typically conducted on the first and third Tuesday each month; however, a recommendation for award must be submitted ten (10) calendar days prior to the Board meeting. Board meetings may be cancelled at any time without notice.

If the application has been deemed incomplete, the applicant will be notified as to details causing the application to be incomplete.

DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: _____

SIGNATURE: _____

COMPANY: _____

NAME: _____
(Typed or Printed)

ADDRESS: _____

TITLE: _____

E-MAIL: _____

PHONE NO.: _____