



**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH BRANCH**

49 S Van Ness Avenue Suite 600, San Francisco, CA 94103

<https://www.sfdph.org/dph/EH/refuseLiens/default.asp>

Phone: (415) 252-3800

Notice of Refuse Collection Route Permit Application Opportunity for the Yerba Buena Island

(Updated on September 29, 2022; See redlined for changes)

INTRODUCTION

The San Francisco Department of Public Health ("Department"), is announcing opportunity to apply for Refuse Collection Route Permit, which would authorize a Collector to provide Services in a designated route on the Yerba Buena Island (hereinafter referred as designated route "97-YBI"). 97-YBI excludes Federal Facilities and City Facilities governed by the 1999 Federal Facilities Refuse Collection Permit Regulation and the Office of Contract Administration's solicitation contracts, respectively. Each application package must be Complete and Correct and meet the required minimum qualifications set forth in this Notice of Refuse Collection Permit Application Opportunity (hereinafter "Notice"). The Department will determine if submitted application packages meet qualifications and service requirements through the application evaluation process. All interested Applicants shall refer to the [Initiative Ordinance](#) and the [2022 Refuse Collection Regulations](#) ("Regulation") for compliance of all regulatory requirements.

DEFINITIONS

"Applicant" means a person, firm, or corporation applying for a permit, as applicable, issued by the Department to collect, transport, or dispose Refuse in the City.

"City" means the City and County of San Francisco.

"Collector" means a person, firm, or corporation duly licensed to collect, transport, or dispose of Refuse pursuant to the provisions of the Initiative Ordinance and the Regulation.

"Complete" means all documentation required as part of the application for a Refuse collection permit as applicable, pursuant to the Regulation, have been provided to the Department.

"Correct" means all information provided as part of the application for a Refuse collection permit pursuant to the Regulation, is accurate, exact, and fully describes the applicable filing requirement information.

"Department" means the San Francisco Department of Public Health.

"Director" means the Director of the San Francisco Department of Public Health or the Director's designee.

"Inadequate Service" has the meaning set forth in Section 4 of the Initiative Ordinance. "Initiative Ordinance" means the Refuse Collection and Disposal Ordinance of 1932 adopted on November 8, 1932, and as amended from time to time.

"Rate Board" means the San Francisco Refuse Rate Board.

"Refuse" has the meaning set forth in Section 1 of the Initiative Ordinance.

"Regulation" means the Department's Regulation for the Issuance of Refuse Collection Licenses and Permits Within the City and County of San Francisco, adopted by the San Francisco Health Commission on February 15, 2022.

"Route" has the meaning set forth in Section 4 of the Initiative Ordinance.

"Service" means the act of proper collection, transport, dispose, and/or charge of Refuse.



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OPEN PERMIT APPLICATION PERIOD

All interested Applicants are encouraged to apply during the period of September 12, 2022 through **October 31, 2022** by 5 p.m. Pacific Standard Time ("PST") to be eligible for evaluation and consideration. Application packages must be submitted electronically in searchable PDF to dph-sfsolidwaste@sfdph.org.

SCOPE OF WORK

The Collector who is issued the 97-YBI Route Permit shall provide Services on Yerba Buena Island to include currently existing residential units and as well as additional housing units and commercial operations to be added to Yerba Buena Island in the future. Currently there is one development property with 124 residential units on Yerba Buena Island that requires refuse collection services. It is anticipated that additional housing units and commercial operations will become available on Yerba Buena Island in the near future. The service levels are expected to increase as additional housing units become occupied throughout Yerba Buena Island. As additional units become occupied, the Collector will need to increase the Services correspondingly to fulfill the additional needs. According to the June 28, 2011 Treasure/Yerba Islands Design for Development document prepared by Treasure Island Development Authority, the Yerba Buena Island will have an average daily population of 620 that will generate 13 tons of Refuse per month once the housing units become fully occupied. The amount of Refuse will be generated on YBI is the Department's best estimate based on currently available information and is subject to change based on the opening of future developments. This permit is inclusive of the current developed property as well as future developments on Yerba Buena Island. This permit does not apply to those facilities that are managed by Treasure Island Development Authority or by the federal agencies, or facilities that are governed by Office of Contract Administrator's contract.

The Collector who is issued with the 97-YBI Route Permit shall provide and maintain refuse collection containers for landfill, compostable, and recyclable materials, and routine refuse collection services, in accordance with all applicable local, state, and federal rules and regulations related to waste collection.

REFUSE RATE & ATTESTATION

The Rate Board, in coordination with the Refuse Rate Administrator, establishes all Refuse rates, currently available at <https://sfpublicworks.org/refuserates>, for Collectors permitted to operate in the City, pursuant to the Initiative Ordinance. The selected Collector may not charge a greater rate for Refuse Services than the rates set by the Rate Board. As part of the application, any Applicant must attest that the Applicant will abide by all provisions of the Initiative Ordinance and will not charge a greater rate for the collection and disposition of Refuse than that set by the Rate Board pursuant to the Initiative Ordinance.

PERMIT TERM

Pursuant to Section 1(g) of Chapter 5 of the Regulation, the Director intends to issue the 97-YBI Route Permit for a term of ten (10) years.

Permits may be terminated due to license revocation pursuant to the Regulation or conviction for any violation of the Initiative Ordinance.



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PRE-APPLICATION QUESTIONS/ANSWERS (“E-QUESTION SESSION”)

Applicants may email questions to dph-sfsolidwaste@sfdph.org concerning the route and permit application process during September 12, 2022 through September 22, 2022 by 5 p.m. PST. The Department will post the questions received and responses provided on the Department’s website at <https://www.sfdph.org/dph/EH/SolidWaste/default.asp> by September 29, 2022 at 5 p.m. PST.

E-Question Session Instructions

1. Email questions to dph-sfsolidwaste@sfdph.org concerning the route and permit application process.
2. Applicants are required to note the following subject matter in their e-mail subject line “**E-QUESTION SESSION FOR REFUSE ROUTE PERMIT 97-YBI**”
3. Applicants are required to provide the following in the body of the e-mail: first name, last name, business entity, phone number, e-mail address, and question(s) concerning the route and/or permit application process.
4. Upon submittal, Applicants will receive an e-mail response from the Department confirming receipt.

E-Question Session Disclaimer Statements

The following are disclaimer statements for Applicants who choose to participate in the E-question session:

1. Applicants are not required to participate in the E-Question session. However, Applicants are responsible for reviewing the Department’s website for any changes or other pertinent information resulting from the E-Question session.
2. Applicants shall send succinct questions directly related to the route permit and/or permit application process.
3. Comments not in a question form or any questions that are deemed irrelevant to the route permit and/or permit application process may not be answered and will be excluded from posting on the Department’s website.
4. All relevant questions and answers will be publicly disclosed on the Department’s website. The Department will withhold Applicants’ personal contact information (e.g., Name, Phone Number, and E-mail) when publicly disclosing the questions and answers on its website.
5. Any e-mail(s) sent directly to program staff and NOT to the designated e-mail address, DPH-sfsolidwaste@sfdph.org, will not be answered and will be excluded from posting on the Department’s website.
6. Once the timeframe to submit E-Question expires, any questions received via e-mail after the deadline may not be answered and will be excluded from posting on the Department’s website.
7. Any change or addition to the Application requirements resulting from the E-Question session will be posted on the Department’s website.



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APPLICATION MATERIALS

Please read the following information carefully. Applicants must submit the following items in the specified order, manner, and format to be eligible for evaluation and consideration for the 97-YBI Route Permit:

Form and Manner of Submission

All submissions must be in one searchable PDF format file with a table of contents. The application package must be labeled as per the instructions provided herewith. If the Applicant would like the Department to evaluate a document within the PDF file for multiple sections, the Applicant must include another copy of the document and label it respectively. The Department will not evaluate the document except for the section labeled. Bullet points with *italicized wordings* are designed to guide an Applicant to understand what elements may be considered to evaluate the criteria during the evaluation process.

Required Submission

General Requirements	Label As
A non-refundable application filing fee of \$380 payable to SFDPH. Mail or deliver check or money order to: San Francisco Department of Public Health Environmental Health Branch, Solid Waste Program 49 South Van Ness Ave, Ste 600 San Francisco, CA 94103 No cash is accepted, and credit card payment is only accepted in-person.	N/A
A signed and dated Application for Refuse Collection Route Permit, all applicable fields must be completed.	Item 1
A copy of the current business registration certificate or copy of a receipt confirming registration with a temporary business account number.	Item 2
Refuse Collector license information or evidence of submission of a refuse collector license application to the Department. Pursuant to the Regulation Chapter 5, Section 1(a), any person, firm, or corporation who desires to collect, transport, or dispose of refuse in the City shall obtain and maintain a valid license as a refuse Collector and, if applicable, a route permit from the Department for each route at which the Service is proposed to be provided. The Applicant must have a valid refuse collector license by the third stage of the evaluation process.	Item 3
Evidence of submission of a project application to San Francisco Planning Department to initiate Environmental Review pursuant to California Environmental Quality Act. The Applicant must have an approval from SF Planning Department by the third stage of the evaluation process.	Item 4
An attestation declaring to abide by all provisions of the Initiative Ordinance and Applicant will not charge a greater rate for the refuse Services than the rate set by the Rate Board.	Item 5
A signed and dated Declaration of Healthy and Safe Working Conditions.	Item 6
A signed and dated Worker’s Compensation Declaration for Regulated Businesses.	Item 7



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Minimum Qualifications	Label As
<p>A showing of need statement describing the nature of need for this Refuse collection route permit.</p> <ul style="list-style-type: none"> <i>The statement shall not exceed one page</i> <i>The statement shall include an introduction describing the purpose, the applicant's background, interest, and commitment to successful Refuse Services. The statement shall conclude with why the Applicant is the most qualified candidate to provide Refuse Services</i> 	Item 8
Documents of financial responsibility, which include all of the following:	
<p>Records of audited financial statements, including Profit & Loss Statements, Balance Sheets, and all required notes to the financial statements for the past five (5) years. Such financial statements shall be certified by a Certified Public Accountant.</p> <ul style="list-style-type: none"> <i>Financial statements must show year and types of documents</i> <i>The CPA license must be provided and verifiable through the National Association of State Boards of Accountancy</i> 	Item 9A
<p>Evidence of ability to secure a performance bond or equivalent security equal to the amount for up to six (6) months of services or in an amount of \$25,000 (see Performance Bond form).</p> <ul style="list-style-type: none"> <i>The evidence provided shall list the type of bond and demonstrate bond amount will cover six (6) months of services</i> 	Item 9B
<p>Certificate of liability insurance in the amount of \$1 million per occurrence/\$2 million aggregate, whichever is greater.</p> <ul style="list-style-type: none"> <i>The certificate of liability insurance must be current and demonstrate the amount as indicated above</i> 	Item 9C
<p>Description of any previous bankruptcies and other significant existing financial obligations (e.g., lease, pending lawsuits) within the past five (5) years.</p> <ul style="list-style-type: none"> <i>If the Applicant did not file bankruptcies or have other existing financial obligations within the past five (5) years, the Applicant must provide a statement confirming such facts.</i> 	Item 9D
Records of operational competency, which include the following:	
<p>Worker's compensation experience modification factor for the past five (5) years or provide a proposed computation that is comparable to the experience modification factor.</p> <ul style="list-style-type: none"> <i>Five years of experience modification factor must be submitted, OR</i> <i>Data supporting injury rate and computation demonstrating the company's injury rate per full time equivalent</i> 	Item 10A



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Scoring Criteria	Label As
Records of operational competency, which include all of the following:	
<p>Statement of Refuse industry experience that is comparable to the level required at the proposed route(s) served. Demonstrate the capacity to successfully operate reliable Refuse collection Services in San Francisco by providing a descriptive statement of the manner in which Refuse Services are provided in service areas outside of the City, if any. Information such as size, number, and topography of markets the Applicant serves and capability to operate and deliver Services in comparably large and dense cities will be used as determining factors during the evaluation. The statement shall include:</p> <ul style="list-style-type: none"> • <i>A detailed industry experience description including information on size of geographic area served, number of service accounts, and topography of the markets</i> • <i>Experiences demonstrating comparably unique and innovative refuse services needed in San Francisco</i> • <i>Demonstration of high commitment and capacity to operate an efficient and reliable refuse collection service</i> <p><i>Demonstration of ability to avoid disruptions in refuse collection services; a certification that the applicant has appointed one or more employee representatives to its governing board may suffice to make this showing</i></p>	Item 10B
<p>List of equipment used to collect and transport Refuse, trucks, and equipment lease agreements.</p> <ul style="list-style-type: none"> • <i>Identification of the vehicle count, make/model, types of vehicles, and vehicle spec sheets for the vehicles to be used on this route</i> • <i>Demonstration of performance capacities – how different types of vehicles (including back-up vehicles) operate and collect different types of waste streams</i> • <i>Statement that explains routine and back-up equipment is in good condition, is accessible and readily available to avoid disruptions in refuse collection services</i> • <i>Demonstration of ability to scale up refuse collection services during expansion, a state of emergency, or as needed</i> 	Item 10C
<p>Description of maintenance procedures. <i>The procedures shall:</i></p> <ul style="list-style-type: none"> • <i>Include maintenance personnel information, training plan and records</i> • <i>Provide information regarding frequency and method of routine equipment maintenance</i> • <i>Include detailed steps on maintenance performance</i> • <i>Describe documentation and record keeping of the maintenance types, day, and time, and precaution measures</i> 	Item 10D
<p>Location and description of offices and maintenance shops. <i>Information shall include:</i></p> <ul style="list-style-type: none"> • <i>A detailed site map labeling various buildings</i> • <i>Description of each office and maintenance shops to include functions of each location, operating hours, tools, equipment, and records stored in the listed locations</i> • <i>Location of maintenance shops that are accessible to performance maintenance as needed</i> 	Item 10E
<p>Refuse collection method and proposed collection schedules. <i>Information shall:</i></p> <ul style="list-style-type: none"> • <i>Address compliance of federal, state, and local solid waste management laws</i> • <i>Demonstrate the ability to provide 3 waste streams refuse collection</i> • <i>Provide a detailed schedule of effective refuse services collection which includes service days of week for the respective service areas and the type of refuse to be collected</i> • <i>Demonstrate flexibility to change method and schedules as needed to meet the refuse collection services based on demands</i> 	Item 10F



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<p>DMV Records of all Refuse collection vehicle drivers employed by the Applicant and years of commercial driving experience.</p> <ul style="list-style-type: none"> • <i>DMV records of the drivers (routine and backup) with the commercial driving experience who would be servicing on the proposed route</i> • <i>12-months of DMV records of all the designated drivers who would be servicing on the proposed route</i> • <i>Record dates on all DMV records must be within one year</i> 	<p>Item 10G</p>
<p>Description of major vehicle accidents, causing any injury or death to a person or damage to vehicle(s) or property(ies) over \$1,000, in the past five (5) years. <i>The Description shall:</i></p> <ul style="list-style-type: none"> • <i>Describe 5 years history of major vehicle accidents</i> • <i>Include number of accidents and number of drivers involved</i> • <i>Include any pending results and outcomes of these major vehicle accidents</i> • <i>Include measures instituted to prevent the reported accidents from occurring in the future</i> 	<p>Item 10H</p>
<p>Description of safety procedures. <i>Description shall:</i></p> <ul style="list-style-type: none"> • <i>Include a copy of the company's current Health & Safety Plan (HSP)</i> • <i>The HSP includes all seven core elements: (1) Management Leadership (2) Worker Participation (3) Hazard Identification & Assessment (4) Hazard Prevention & Control (5) Education & Training Program (6) Evaluation & Improvement (7) Management of Contractors/Staffed Employees</i> • <i>Demonstrate company's commitment to ensure safety of employees, equipment, environment, and the community being served.</i> • <i>Include a written procedure detailing risk management and safety measures to prevent an accident or emergency disaster</i> • <i>Include an incident response plan with associated documents (e.g., incident reports).</i> 	<p>Item 10I</p>
<p>Records demonstrating the following program compliances:</p>	
<p>Procedures of waste acceptance control program to exclude hazardous and designated wastes. <i>Procedures shall:</i></p> <ul style="list-style-type: none"> • <i>Address compliance of federal, state, and local hazardous and designated waste laws</i> • <i>Describe protocols for managing and handling of hazardous/restricted waste, which outlines prevention and response protocols during refuse collection services</i> • <i>Address training and training records maintenance for staff who are involved in refuse collection services (i.e., route supervisors, route and back up drivers, operations supervisors)</i> 	<p>Item 11A</p>
<p>Customers' complaint resolution procedures. <i>Procedures shall:</i></p> <ul style="list-style-type: none"> • <i>Provide key performance indicator on complaint response (i.e., response timeline)</i> • <i>Provide standard operational procedure describing how staff manage and process complaints</i> • <i>Describe methodology used to monitor process and implement process based on complaint's data.</i> • <i>Provide new employee training protocols</i> 	<p>Item 11B</p>
<p>Copy of customer complaint log from a comparable refuse collection operation for the previous five (5) years. <i>The records shall:</i></p> <ul style="list-style-type: none"> • <i>Provide 5 years of records or all records from the time of starting the operation</i> • <i>Include complainant information, date, and nature of the complaints (provide key directory to reason codes if used).</i> • <i>Specify actions taken to resolve the complaints</i> • <i>Provide key performance indicators (e.g., date of resolving complaint)</i> 	<p>Item 11C</p>



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<p>Planned method for final disposition of Refuse collected, including but not limited to materials being transferred to other facilities or operations for further processing, recycled materials, and solid waste. <i>The description of method shall:</i></p> <ul style="list-style-type: none"> • Address compliance with the City’s Landfill Disposal Agreement approved on July 2015 (“2015 Agreement”). In accordance with 2015 Agreement, the description shall confirm that all landfill materials will be taken to Hay Road during this evaluation period • Provide description of process to collect, transport, and separate recyclable and compostable materials from points of collection to end markets, including the locations of transfer and other processing stations • Provide a description of waste source separation recovery efforts • Confirm facilities identified in this section are permitted facilities (SWIS #, permit status, active/inactive landfills) 	<p>Item 11D</p>
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Definitions Applicable to the Evaluation

“3 waste streams refuse collection method” means three-container collection system collecting source separated different types of refuse including landfill, organics, and recyclables.

“Designated Waste” means hazardous waste that has been granted a variance from hazardous waste management requirements pursuant to Section 25143 of the Health and Safety Code; or Nonhazardous waste that consists of, or contains, pollutants that, under ambient environmental conditions at a waste management unit, could be released in concentrations exceeding applicable water quality objectives or that could reasonably be expected to affect beneficial uses of the waters of the state as contained in the appropriate state water quality control plan.

“Experience Modification Factor” is a numerical representation of claim history by comparing the ratio of the cost of a company’s actual workers compensation claims to companies of similar size in the same industry.

“Hazardous Waste” include any waste material or mixture of wastes which is toxic, corrosive, flammable, an irritant, a strong sensitizer, which generates pressure through decomposition, heat or other means, if such a waste or mixture of wastes may cause substantial personal injury, serious illness or harm to humans, domestic animals, or wildlife, during, or as an approximate result of any disposal of such wastes or mixture of wastes as defined in Article 2, Chapter 6.5, Section 25117 of the Health and Safety Code. The terms “toxic,” “corrosive,” “flammable,” “irritant,” and “strong sensitizer” shall be given the same meaning as in the California Hazardous Substances Act (Chapter 13 commencing with Section 28740 of Division 21 of the Health and Safety Code)

“Key Performance Indicator” means a quantifiable measure used to evaluate the success of a process.

“Modification Factor” is a multiplication factor used to calculate worker’s compensation premium based on an organization’s workers’ compensation claims experience compares to other businesses similar in size and type.

“Performance Bond” is a bond issued by a bank or other financial institution, guaranteeing against the failure of the other party to meet obligations specified in the contract or permit conditions. Acceptable types of bonds include surety bond and performance bond.

“Restricted Waste” includes agricultural wastes, inert solids, white-coated major appliances, and scrap metals.



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APPLICATION EVALUATION PROCESS

The application evaluation process will be conducted in three stages:

Stage	Evaluation Process
First	Determination of Completeness
Second	Criteria Evaluation
Third	Final Evaluation

First Stage. Determination of Completeness

During this stage, the Department will review each application package for completeness. The Department will identify all deficiencies and allow the Applicant up to five (5) days to cure all deficiencies cited. The first stage is a pass/fail determination as to whether the Applicant meets all minimum requirements. The application packages are not given numeric scores during this stage. Application packages that pass the first stage will proceed to the second stage of application evaluation. The Department will notify the Applicant via email within fifteen (15) days from the submission deadline date as to whether the application package is accepted as complete.

Second Stage. Criteria Evaluation

Criteria Evaluation will be conducted by a panel (“Evaluation Panel”), on behalf of the Director, and may include staff from various City Departments and/or members from outside of the City Departments. Evaluation Panel will review the details of the application packages for compliance demonstration. The operational competency (weighed 50%) and program compliance (weighed 50%) sections will be scored according to the evaluation scoresheet created by the Department. The scored criteria will be summed and calculated based on the weighted percentages.

Notice of Completed Application and Intent to Permit

Upon completion of the second stage, the Department will provide the notice of completed application to interested parties, including but not limited to all existing refuse collection permittees, and other permit applicants. The Department will publish a notice of completed application along with a notice of intent to issue the Route permit to a selected Applicant on the Department’s website for fifteen (15) days. The notice of completed application will specify information regarding hearing request for the public and final conditions the selected Applicant must comply with prior to the issuance of the 97-YBI Route Permit.

Public Hearing

The Department will hold a public hearing only if requested by an interested party or the public within fifteen (15) days of the first publication of the notice of completed application. A Permit or a Conditional Permit may be issued without a public hearing unless a timely request for a hearing is made. If the Department receives a request for hearing within the timeframe set forth on the notice of completed application or Director’s discretion deems that a public hearing is in the public interest, the Department will hold a public hearing within thirty (30) days from the date at which the time period to request a hearing expires. A notice of a public hearing will be posted on the Department’s website not less than



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fifteen (15) days prior to the date of such hearing. Where multiple applicants are seeking a refuse collection permit for the same route(s), a public hearing shall be held on all pending completed applications if a request for a hearing is made for any of the pending completed applications.

Third Stage. Final Evaluation

The selected Applicant will proceed to the third stage of the evaluation process, Final Evaluation. Within thirty (30) days of the public hearing, if any, or the notice of completed application, the Department will conduct a final review of the selected Applicant's application package to ensure that the Applicant meets the final conditions. Final evaluation will include verification that the Applicant receives an approval from San Francisco Planning Department, obtains a valid refuse collector license from the Department, secures notarized surety or performance bond securing the amount for up to six months of services, and submits a refuse collection truck permit application to the Department.

DIRECTOR'S FINAL ACTION

Based on result of the complete evaluation process, the Director will take final action on the permit application package within thirty (30) days of the public hearing, if any, or the notice of completed application. At the discretion of the Director, the Director may extend the time period for taking final action by providing written notice to the Applicant of the additional time. A written decision will be sent to all Applicants, and any person requesting a copy, and to all persons who presented testimony at the public hearing (if any) within five (5) days from rendering a final decision. The Director reserves the right to issue more than one permit if deemed appropriate to ensure the adequacy of Services are provided on the route.

FEES

In addition to the license and permit application fees, Applicant shall pay additional fees to reimburse the City for costs relating to the application review processes. These costs may include, but are not limited to, additional consultation review hours.



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STANDARD TERMS AND CONDITIONS FOR RECEIPT OF APPLICATION PACKAGES

Errors and Omissions in Notice

Applicants are responsible for reviewing all portions of this Notice. Applicants are to promptly notify the Department, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the Notice. Any such notification should be directed to the Department promptly after discovery, not more than ten calendar days after the Notice is issued. Modifications and clarifications will be made by addenda as provided below.

Lack of response from the Department will in no way modify the solicitation or excuse the Applicants from full compliance with the specifications of the Notice or the Route Permit issued pursuant to the solicitation.

Inquiries Regarding Notice

Technical or procedural inquiries regarding this Notice, other than programmatic questions addressed through the E-Question procedure described above, must be directed to:

SFDPH – Environmental Health, Refuse Collection Unit

Email: dph-sfsolidwaste@sfdph.org

Change Notices

The Department may modify the Notice, prior to the application package due date, by issuing change notices, which will be posted on the Department's website. The Applicant shall be responsible for ensuring that its application package reflects any and all Change Notices issued by the Department prior to the application package due date regardless of when the application package is submitted. Therefore, the City recommends that the Applicant consult the Department's website frequently, including shortly before the application package due date, to determine if the Applicant has downloaded all Change Notices. In the event that modifications are posted to the Department's website, the Department will send a courtesy notice by email to the Applicants that have submitted the Application Packages. This notice will advise the Applicant that changes have been posted. Notwithstanding this provision, the Applicant shall be responsible for ensuring that its proposal reflects any and all modifications or addenda issued by the Department prior to the application package due date.

Financial Responsibility

The City accepts no financial responsibility for any costs incurred by an Applicant in responding to this solicitation. Submissions of the solicitation will become the property of the City and may be used by the City in any way deemed appropriate.

Sunshine Ordinance and Public Record Act

In accordance with S.F. Administrative Code Section 67.24(e), all records of communications between the Department and persons or firms seeking a permit shall be open to inspection immediately after the permit has been issued. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a permit until and unless that person or organization is issued the permit. Information provided by Applicant which is covered by this paragraph will be made available to the public upon request. If the Applicant requests that any part of the application remain confidential, Applicant must include a statement of legal justification regarding the Department's right to uphold the request.



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Pursuant to the California Public Records Act, the Department does not disclose personal contact information to members of the public. The Department will redact home addresses, personal phone numbers, and personal email addresses of members of public because such personal contact information implicates the privacy rights of individuals and typically sheds no light on the Department's operations. (Cal. Gov. Code § 6254(c).)

Reservations of Rights by the Department

The issuance of this Notice does not constitute an agreement by the Department that a route permit will actually be awarded by the Department. The Department expressly reserves the right at any time to:

1. Waive or correct any defect or informality in the Notice, any response, application package, or application package procedure.
2. Reject any or all application packages.
3. Reissue a Notice of Refuse Collection Route Permit Application Package Opportunity.
4. Prior to submission deadline for application packages, modify all or any portion of the review or selection procedures, including deadlines for accepting application packages, the specifications or requirements for any materials, equipment or services to be provided under this Notice, or the requirements for contents or format of the application packages.
5. Determine that no route permit will be issued.

Waiver

No waiver by the Department of any provision of this Notice shall be implied from any failure by the Department to recognize or take action on account of any failure by an Applicant to observe any provision of this Notice.

Appeal to Board of Appeals

Any person who has been denied a permit, or whose permit has been suspended, revoked or withdrawn, or who believes that his or her interest or the public interest will be adversely affected by the grant, denial, suspension or revocation of a permit may appeal or request for a review of Director's decision with the Board of Appeals in a manner prescribed in Article I of the San Francisco Business and Tax Regulations Code



APPLICATION FOR REFUSE COLLECTION ROUTE PERMIT

Pursuant to San Francisco Health Code § Article 6 Section 313, It shall be unlawful for any person, firm or corporation to collect any refuse from any dwelling place, household, apartment house, store, office building, restaurant, hotel, institution or commercial establishment in the City and County of San Francisco or on any of the garbage routes into which said City and County, is divided without first having obtained from the Director of Public Health a permit so to do in the manner and on the terms and conditions specified in Section 4 of the aforesaid ordinance approved by the electors at the general election held on November 8, 1932.

New Route Permit Application Existing Route Permit Information Update

DATE:	DBA (Business Name):	SF BUSINESS REGISTRATION CERTIFICATE (BAN):
BUSINESS ADDRESS:		FLEET LOCATION ADDRESS:
MAILING ADDRESS (If different):		
BUSINESS PHONE NUMBER:	BUSINESS EMAIL:	
OWNERSHIP NAME (Business Trade Name as it appears on SF Business Registration Certificate):		
TYPE OF OWNERSHIP (Check one):	<input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> LP	

LIST BUSINESS OWNER(S) AND MAJOR OFFICERS IF APPLICABLE:

FOR INFORMATION UPDATE TO EXISTING PERMITTED ROUTES (If more than 1 route, attach additional page(s))

DPH Route Permit #:	<input type="checkbox"/> Route Permanently Out of Service:
<input type="checkbox"/> Change of Contact Information:	Date Out of Service:
New Information:	<input type="checkbox"/> Other:

ASSOCIATED REFUSE COLLECTOR LICENSE/AUTHORIZATION

Copies of any applicable permits, licenses, and contracts:

<input type="checkbox"/> Refuse Collector License #:
<input type="checkbox"/> Existing Refuse Collection Permit #:
<input type="checkbox"/> Federal Facilities <input type="checkbox"/> Non-Federal Facilities DPH Route Information:
<input type="checkbox"/> City Departments (Contract with Office of Contract Administrator) Contract #:
<input type="checkbox"/> Other:

PERMIT REQUIREMENTS (PROVIDE SEPARATE DOCUMENTS)

<input type="checkbox"/> Application for Refuse Collection Route Permit: <ul style="list-style-type: none">FeesBusiness Registration Certificate or EquivalentDeclaration for Health & Safe Working ConditionsWorker's Compensation Declaration for Regulated Businesses	<input type="checkbox"/> Showing of Need <input type="checkbox"/> Evidence of Submission of Project Applicant for Environmental Review <input type="checkbox"/> Financial Responsibility <input type="checkbox"/> Operational Competency <input type="checkbox"/> Program Compliance
---	--

The undersigned hereby applies for a Route Permit and agrees to operate in accordance with all applicable federal, state, and local regulations, laws, and such inspection procedures needed to ensure compliance. Payment of the required fee and late penalties, if any, to secure a valid route permit is required before commencing or continuing operations. Failure to do so may result in a misdemeanor citation, infractions, permit suspension/revocation proceedings, and/or closure. Notify San Francisco Department of Public Health of any changes in the type of business activity, name, mailing address, or ownership. Permittee will abide by all the provisions of the Initiative Ordinance and will not charge a greater rate for the collection and disposition of said Refuse than the fixed rate in or pursuant to the Initiative Ordinance.

SIGNATURE(S) OF ALL OWNER(S) AND OFFICERS(S):

X _____ X _____ X _____ X _____

FOR OFFICE USE ONLY

Total Amount Paid: \$	Check #:	Receipt #:			
Type of Fees Paid: <input type="checkbox"/> Application for Refuse Collection Route Permit <input type="checkbox"/> Other					
I recommend	<input type="checkbox"/> Issuance or <input type="checkbox"/> Denial of the Refuse Collection Route Permit.				
Special Notes:					
Inspector	Date	Principal Inspector	Date		
Date Received	Census Tract	BAN#	Permit #	Type of Permit/Classification/Limitations	Location ID



Declaration of Healthy and Safe Working Conditions
Declaración de Condiciones de Trabajo Sanas Y Seguras
健康及安全工作條件聲明
Deklarasyon ng Mabuti at Ligtas na Kondisyon sa Trabaho

The Department of Public Health is responsible for ensuring healthy and safe conditions for those working and living in San Francisco. Establishments permitted by the Department must remain compliant with all laws.

El Departamento de Salud es responsable de asegurar condiciones saludables y seguras para las personas que trabajan y viven en San Francisco. Establecimientos permitidos por el Departamento deben cumplir con todas las leyes.

衛生署是負責確保於三藩市工作及居住的人士有一健康和安全的環境。從衛生署取得許可營運的設施/場所必須保持遵守所有法律。

Ang Kagawaran ng Pamublikong Kalusugan ay may pananagutan para sa pagtiyak ng mabuti at ligtas na mga kondisyon para sa mga nagtatrabaho at naninirahan sa San Francisco. Ang mga establisyemento na pinahihintulutan ng Kagawaran ay dapat manatiling sumusunod sa lahat ng mga batas.

Owner/Operator:	_____
DBA/Name of Business:	_____
Business Address:	_____ San Francisco, CA 941 _____

翻譯及你的簽署聲明在本頁後面。

¡Ojo! La traducción y firma de su declaración se encuentra en la parte posterior de esta página.

Ang pagsasalin at paglagda ng iyong deklarasyon ay nasa likod ng pahinang ito.

1.	I understand that this business must comply with all local, state, and federal labor laws in order to obtain and maintain a valid Permit To Operate from the Department. I affirm that as an operator of the above business, I am aware of and agree to comply with the following laws when applicable to my business:	
	<ul style="list-style-type: none"> • San Francisco Labor Codes <input type="radio"/> Yes <input type="radio"/> No • California Labor Code Division 4—Have and maintain Workers Compensation Insurance or be self-insured) <input type="radio"/> Yes <input type="radio"/> No • California Labor Code Division 2—Employment Regulation and Supervision <input type="radio"/> Yes <input type="radio"/> No • California Labor Code Division 5—Occupational Health and Safety <input type="radio"/> Yes <input type="radio"/> No • All other federal, state, and local labor codes <input type="radio"/> Yes <input type="radio"/> No 	
2.	I will request my provider of Workers Compensation Insurance to designate as a “Certificate Holder” the SF Environmental Health Branch at 49 South Van Ness Ave, #600, San Francisco, CA 94103.	<input type="radio"/> Yes <input type="radio"/> No

I am the owner or authorized agent of the owner of this business. I declare under penalty of perjury that the information on this Declaration of Healthy and Safe Working Conditions is true and correct.

Print Name	Signature	Date
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I acknowledge that failure to comply with all applicable federal, state, and local labor laws may result in suspension or revocation of my Permit To Operate issued by the San Francisco Department of Public Health or a referral to the applicable federal, state, or local agency for enforcement.

Print Name	Signature	Date
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1. 為了獲得與保持公共衛生署發出的有效營運許可証，我明白此設施/場所必須遵守全部本地、州、和聯邦政府的勞工法例。我申明作為上述設施/場所的營運商，我了解並同意遵守以下的法例：

- 三藩市勞工法 會 不會
- 加州勞工法第4部分 - 具備維護工人賠償保險或自我保險 會 不會
- 加州勞工法第2部分 - 就業監管與監督 會 不會
- 加州勞工法第5部分 - 職業健康及安全 會 不會
- 所有其它的聯邦、州、和本地勞工法 會 不會

2. 我將會要求我的工人賠償保險提供者指定位於49 South Van Ness Ave, #600, San Francisco, CA 94103 的三藩市環境衛生部 (SF Environmental Health Branch) 為“證書持有者”。 會 不會

本人是本企業的擁有着或其授權代理人。在會觸及偽證處罰情況下，本人聲明本健康及安全工作條件聲明中的資訊均是真實與正確。

以正楷英文清楚寫上姓名

簽名

日期

我確知如不遵守所有實施的聯邦、州、及本地勞工法例會導致三藩市公共衛生署簽發給我的營運許可証被中止或撤銷或我會被轉介到相關的聯邦、州、或本地執法機構。

清楚寫上姓名

簽名

日期

1. Yo entiendo que este negocio debe cumplir con todas las leyes laborales locales, estatales y federales con el fin de obtener y mantener un Permiso Para Operar válido del Departamento de Salud Pública. Yo afirmo que como operador del negocio mencionado arriba, estoy consciente de y acepto cumplir con las siguientes leyes, cuando si aplicable a mi negocio:

- Ordenanzas laborales de San Francisco Sí No
- División 4 del Código Laboral de California -Tener y mantener Seguro de Compensación de Trabajadores o tener su propio seguro) Sí No
- División 2 del Código Laboral de California - Regulación y Supervisión del Empleo Sí No
- División 5 del Código Laboral de California - Salud y Seguridad Ocupacional Sí No
- Todos los demás códigos laborales federales, estatales y locales Sí No

2. Solicitaré a mi proveedor de Seguro de Compensación del Trabajador que designe como "Titular de Certificado" la Subdivisión de Salud Ambiental de SF en el 49 South Van Ness Ave, #600, San Francisco, CA 94103 Sí No

Soy el propietario o un representante autorizado del propietario de este negocio. Declaro bajo pena de perjurio que la información en esta Declaración de Condiciones Trabajo Saludables y Seguras es verdadera y correcta.

Escribir Nombre

Firma

Fecha

Yo reconozco que incumplimiento de todas las leyes laborales federales, estatales y locales puede resultar en la suspensión o revocación de mi Permiso Para Operar emitido por el Departamento de Salud Pública de San Francisco o ser referido a la agencia federal, estatal, o local aplicable para hacer cumplir la ley.

Escribir Nombre

Firma

Fecha

1. Nauunawaan ko na itong negosyo ay dapat sumunod sa lahat ng lokal, estado, at pederal na batas sa paggawa upang makakuha ng at mapanatili ang isang may-bisang permiso na mangasiwa mula sa Kagawaran. Pinagtibay ko na bilang isang tagapangasiwa ng negosyong ito, nababatid at sinasang-ayunan ko ang mga sumusunod na batas kung naaangkop sa aking negosyo

- San Francisco Labor Codes Oo Hindi
- California Labor Code Division 4—Magkaroon at magpanatili ng Workers Compensation Insurance o self-insurance. Oo Hindi
- California Labor Code Division 2—Regulasyon ng trabaho at pangangasiwa Oo Hindi
- California Labor Code Division 5—Kalusugan at kaligtasan sa trabaho Oo Hindi
- Lahat ng iba pang mga pederal, estado at lokal na batas sa paggawa Oo Hindi

2. Ako ay hihiling sa aking tagalaan ng Workers Compensation Insurance upang maitalaga bilang isang "Certificate Holder" ang SF Environmental Health Branch sa 49 South Van Ness Ave, #600, San Francisco, CA 94103 Oo Hindi

Ako ang may-ari o ang awtorisadong ahente ng may-ari ng negosyong ito. Idinedeklara ko sa ilalim ng parusa sa panunumpa nang walang katotohanan na totoo at tama ang impormasyon sa Deklarasyon ng Mabuti at Ligtas na Kondisyon sa Trabaho na ito.

Pangalan

Lagda

Petsa

Tinatanggap ko na ang hindi pagsunod sa lahat ng mga pederal, estado, at lokal na batas sa paggawa ay maaaring magdulot ng suspensyon o pagbawi ng aking permiso na mangasiwa na ibinigay ng Kagawaran ng Pamublikong Kalusugan ng San Francisco, o isang pagsangguni sa angkop na pederal, estado, o lokal na ahensiya para sa pagpapatupad.

Pangalan

Lagda

Petsa



Labor Law Checklist For San Francisco Business Owners

AS A SMALL BUSINESS OWNER, YOU ARE RESPONSIBLE FOR COMPLYING WITH FEDERAL, STATE, AND LOCAL LABOR LAWS.

THIS CHECKLIST IS FOR YOUR USE AND DOES NOT NEED TO BE SUBMITTED. IT WILL HELP YOU COMPLY WITH THE MOST IMPORTANT SAN FRANCISCO AND CALIFORNIA LABOR LAWS. IT IS NOT A COMPLETE LIST, AND IT IS NOT INTENDED AS LEGAL ADVICE. CONTACT THE LABOR LAW AGENCIES LISTED AT THE END OF THIS CHECKLIST FOR DETAILED INFORMATION.

WAGES

- 1. Pay all workers the *San Francisco* Minimum Wage, which adjusts annually. Maintain time and payroll records.
- 2. Pay overtime pay of 1.5 times for hours over 8 per day or 40 per week.
- 3. Pay all wages within legal timeframe when employees terminate their employment.
- 4. Display posters about wages, unemployment, and pay day.

REST BREAKS

- 5. Provide 10 minutes of paid break for every 4 hours worked.
- 6. Provide 30 minutes of uninterrupted unpaid break for every 5 hours worked.

HEALTH BENEFITS

- 7. Provide 1 hour of paid sick leave for every 30 hours worked.
- 8. Contribute towards health care if you have more than 20 employees.
- 9. Provide up to 12 weeks of unpaid medical leave if you have more than 50 employees.
- 10. Purchase workers compensation insurance for all employees.
- 11. Deduct disability insurance.
- 12. Display posters about sick pay and workers compensation benefits.

YOUNG WORKERS

- 13. Ask for work permits if under 18.
- 14. Schedule them to work not too many hours or too early or late in the day.
- 15. Assign teens low-risk job tasks.

SAFETY AND HEALTH PROTECTION

- 16. Prepare and implement an Injury and Illness Prevention Program.
- 17. Identify and correct unsafe and hazardous conditions.
- 18. Establish safe working procedures.
- 19. Provide and maintain all safety tools and equipment that employees need.
- 20. Make available to employees a Material Safety Data Sheets for each chemical used.
- 21. Provide training on hazards, safe operating procedures, and the use of safety equipment. Use visual aids (signs, labels, posters) to reinforce training.
- 22. Keep 3 feet clearance (no storage) in front of electrical panels. Replace damaged electrical cords. Replace missing covers of electrical boxes.
- 23. Inspect first aid kits regularly, replenish materials as needed.
- 24. Keep aisles and exit route clear of obstructions. Keep floors clean and dry or supply mats. Clean up spills immediately.
- 25. Report serious injury, illness, or death to Cal-OSHA immediately.
- 26. Keep records of injuries and illnesses as well as insurance claims related to work place injuries. If using a Log 300, records workplace injuries and illnesses on the log.
- 27. Provide medical exams if required by law and provide employees access to their medical records and results of workplace chemical exposure records.
- 28. Post Cal-OSHA Safety & Health Protection on the Job poster.

OTHER GENERAL RESPONSIBILITIES

- 29. Provide equal employment opportunities regardless of race, color, religion, sex, or national origin, disabilities, marital status, or age.
- 30. Prohibit sexual harassment or other types of harassment towards employees who have refused to do unsafe work or have made a complaint to a labor law enforcement agency.
- 31. Allow workers to organize and form a union.

WHERE TO GET MORE INFORMATION

Item #	Agency
1	SF-OSLE
2	CA-DLSE
3	CA- DLSE
4	SF-OSLE
5	CA- DLSE
6	CA- DLSE
7	SF-OSLE
8	SF-OSLE
9	FEH
10	WC
11	EDD
12	WC, SF-OSLE
13	CA- DLSE
14	CA- DLSE
15	CA- DLSE
16	Cal-OSHA
17	Cal-OSHA
18	Cal-OSHA
19	Cal-OSHA
20	Cal-OSHA
21	Cal-OSHA
22	Cal-OSHA
23	Cal-OSHA
24	Cal-OSHA
25	Cal-OSHA
26	Cal-OSHA
27	CA-OSHA
28	Cal-OSHA
29	FEH
30	FEH
31	NLRB

Agency List

- ➔ **(CA-DLSE)** Department of Industrial Relations
Division of Labor Standards Enforcement
455 Golden Gate Ave., 10th fl.
San Francisco, CA 94102
(415) 703-5300 www.dir.ca.gov/dlse
- (Cal-OSHA)** Department of Industrial Relations
California Occupational Safety and Health Administration
121 Spear Street, Room 430
San Francisco, CA 94105
(415) 972-8670 www.dir.ca.gov/dosh
- ➔ **(EDD)** Employment Development Department
745 Franklin Street, #300
San Francisco, CA 94102
(800) 480-3287 www.edd.ca.gov
- (FEH)** Department of Fair Employment and Housing
2218 Kausen Dr., #100
Elk Grove, CA 95758
(800) 884-1684 www.dfeh.ca.gov
- (NLRB)** National Labor Relations Board
901 Market Street, #400
San Francisco, CA 94103
(415) 356-5130 www.nlr.gov
- ➔ **(SF-OSLE)** Office of Labor Standards Enforcement
1 Dr. Carlton B. Goodlett Place, Room 430
San Francisco, CA 94102
(415) 554-6271 www.sfgov.org/olse
- (WC)** Department of Industrial Relations
Division of Workers' Compensation
455 Golden Gate Ave., 2nd fl.
San Francisco, CA 94102
(415) 703-5011 www.dir.ca.gov/dwc



Workers' Compensation Declaration for Regulated Businesses

Owner/Operator: _____

DBA/Name of Business: _____

Address of Business: _____ SFDPH Permit Type: _____

I understand that this business must comply with the Workers' Compensation laws of the State of California to obtain and maintain a valid permit to operate from the San Francisco Department of Public Health. I hereby affirm one of the following declarations:

- I have and will maintain a **"Certificate of Consent to Self-Insure"** for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- I have and will maintain a **"Certificate of Insurance"** for workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier

Policy Number

- I certify that this business is **not subject to requirements of Section 3700 of the Labor Code** at this time.

I agree that if this business employs any person in any manner so as to become subject to the workers' compensation laws of the State of California and the provisions of Section 3700 of the Labor Code, I will comply with those provisions and I will provide proof of coverage as required by the San Francisco Department of Public Health.

Date

Applicant Signature

Required Attachment: **Certificate of Insurance** from Carrier *or*
 Certificate of Self-Insurance from the State.

Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to **one hundred thousand dollars (\$100,000)**, in addition to the cost of compensation, damages as provided in Section 3706 of the Labor Code, interest and attorney's fees.