

Solid Waste Collection and Transportation License Application Instructions

WARNING: Applications submitted with information missing and/or without all requested attachments will be considered incomplete and may be returned to the applicant and not credited as received.

The information requested in this license application is for internal office use by the St. Louis County Environmental Services Department; Solid Waste Division. Proprietary information will not be released.

Before You Start

Before you start to fill out the application, it will be helpful for you to gather the following information:

- * Minnesota and Federal Tax Identification Numbers
- * Detailed information about all wheeled vehicles used for the collection and/or transportation of mixed solid waste within St. Louis County including weight, capacity, inspection dates, license numbers, make/year, model.
- * Capacity sizes for containers.
- * Insurance information including Certificates of Insurance for general liability, vehicle insurance, and workers' compensation.
- * Names and addresses of generators of biomedical wastes.
- * Disposition information for biomedical wastes.
- * Disposition information on wastes collected separately.
- * Rate and fee schedules.
- * Numbers of residential and commercial generators outside of St. Louis County.

SECTION A. APPLICANT INFORMATION:

1. Applicant Name: Applicant should be someone knowledgeable about the business such as the business owner or chief operating officer.
2. Title: Print applicant's job title or position in the company.
3. Business Name: Print the complete legal name of the business.
4. Telephone Number: Print your regular phone number, including the area code, by "Voice." If you have a fax machine with a separate phone number, include the phone number for the fax machine.
5. Business E-mail address: Print the current business e-mail address.
6. Business Address: Print the complete business address, including zip code.
7. Check One: Check the appropriate line to indicate whether the business is a corporation, partnership, or a sole proprietorship (individually owned).
8. Mailing Address for Official Notices: Print the address to which official notices are to be sent if different than business address.

9. Names of Officers: If the business is incorporated or a cooperative under the laws of Minnesota or any other state, print the names and titles of the officers.
10. Names of Owners: If the business is a partnership or is individually owned, print the names of the owners.
11. Vehicle and Container Storage Locations: Provide the address(es) where the trucks are parked overnight and/or maintenance work is done, if different than the business address.
12. Name of previous business and transfer date: If this business has been purchased or otherwise obtained during the past year, print the name and address of the previous ownership and the date of transfer of ownership.
13. Minnesota Tax I.D. #: If the licensee is a corporation, fill in the corporation's Minnesota Business Identification number. If the licensee is an individual proprietorship, fill in the owner's social security number. If the licensee is a partnership, fill in the social security numbers of the partners. Also fill out the enclosed Minnesota Department of Revenue Tax form.
14. Federal Tax I.D. #: This is the number assigned to the business by the Internal Revenue Service.

SECTION B. VEHICLE IDENTIFICATION

This information will be used to accurately identify each solid waste collection and transportation vehicle operating within St. Louis County.

NOTE: Vehicles hauling MSW (Mixed Solid Waste) need to be licensed. Vehicles used solely for the purpose of hauling only cardboard, recycling or demolition material do not need to be licensed at this time.

Every solid waste collection and transportation vehicle, regardless of how often used or how large in size, shall be properly licensed. To properly identify and license each wheeled vehicle, some basic information is needed. Complete this section by providing all the information about each vehicle. The "SW Vehicle I.D. #" is the number that is currently used at the landfill and/or transfer station to identify each vehicle. If a vehicle does not have an I.D. #, write "none" in that column. The "Minnesota Inspection Exp. Date" is the expiration date of the Minnesota vehicle inspection.

Every wheeled vehicle (whether self-propelled or not), including back-up vehicles, regardless of size, used for the collection and/or transportation of mixed municipal solid waste must be licensed. For example, in the case of a rig and trailer, each must be licensed separately; whereas, a pickup truck would only require one license. In the event that a licensee must use a replacement vehicle not listed in the license application, the licensee must request temporary vehicle approval from the Environmental Services Department prior to using the vehicle. A temporary vehicle approval shall be valid for no longer than seven (7) calendar days. Any vehicle purchased or put into use during the license year must be licensed within seven (7) calendar days of purchase or date first put into use.

SECTION C. INSURANCE

Questions regarding insurance requirements should be directed to the St. Louis County Purchasing Agent at 218-726-2666.

The applicant or licensee shall complete and return the enclosed Workers' Compensation form and provide with this application **certificates of insurance containing a ten (10) day cancellation notice to the St. Louis County Environmental Services Director** issued by insurers duly licensed to do business in the State of Minnesota. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request.

The following insurance MUST be maintained for any hauler contracting with St. Louis County to provide MSW collection and haulage for the duration of this license:

A Certificate of Insurance for each policy must be on file with the St. Louis County Environmental Services Department prior to issuance of this license and prior to commencement of any work under this license. Each certificate must include a 10-day notice of cancellation, non-renewal, or material change to all named and additional insureds.

The County reserves the right to rescind any license not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Hauler. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. All subcontractors shall provide evidence of similar coverage.

General Liability Insurance:

\$500,000 for claims for wrongful death and each claimant for other claims.

\$1,500,000 each occurrence for claims.

No Less Than \$2,000,000 Aggregate coverage.

Policy shall include at least premises, operations, completed operations, independent contractors and subcontractors and contractual liability and environmental liability.

St. Louis County **must be named additional insured.**

Business Automobile Liability Insurance:

\$500,000 for claims for wrongful death and each claimant for other claims.

\$1,500,000 each occurrence.

Must cover owned, non-owned and hired vehicles.

Any hauler NOT contracting with St. Louis County for MSW collection and haulage IS required to provide insurance limits necessary to cover their business activities.

Workers' Compensation:

Per statutory requirements. Certificate of Compliance must be executed and filed with St. Louis County. St. Louis County reserves the right to rescind any license not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Hauler.

Indemnification Clause:

Except as may be caused by the sole negligence of the County or its employees, Haulers shall indemnify and save harmless St. Louis County, its employees, and its agents from all claims, actions, demands, and judgments of any kind arising in whole or in part from any act or omission of Hauler, its subcontractors, and their agents, servants, or employees, incident to the performance of the contract and from all expenses in connection with such claims, actions, demands and judgments, and shall assume, without expense to the County, the defense of any such claims, actions, demands and judgments, irrespective of whether it is alleged, claimed, or proved in connection with such act or omission that negligence of the County or its representatives caused or contributed thereto.

Hauler agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurances indicated in paragraph entitled "INSURANCE."

This provision is not intended to create any cause of action in favor of any third party against the Hauler of the County or to enlarge in any way the Hauler's liability, but it is intended solely to provide for indemnification of the County from liability for damages or injuries to third persons or property arising from the Hauler's or the Hauler's agents' performance hereunder.

Please Note: The application will *not* be considered complete until these forms have been received and approved by the Environmental Services Department.

SECTION D. FINANCIAL ASSURANCE

Payment made each time waste is delivered to a St. Louis County solid waste facility.

SECTION E. MINNESOTA DEPARTMENT OF REVENUE

If you collect Minnesota Sales Tax from your customers and pay directly to the Minnesota Department of Revenue, you will not be required to pay the sales tax on those loads that are tipped at St. Louis County disposal facilities, provided that you provide the County proof of your exemption. If you are exempt from paying Minnesota sales tax and the Greater Minnesota Landfill Cleanup Fee and you have not already filed a Waste Hauler's Exemption Certificate (Form SWMT-10), complete the enclosed exemption certificate form and return it with the license application.

Contact the Minnesota Department of Revenue with any questions about the SWMT-10 form at **1-651-282-5770** or go to the State of Minnesota website at <http://www.revenue.state.mn.us/solid-waste-management-tax>.

SECTION F. FEE SCHEDULE

Fill in blanks with the appropriate information. Each solid waste hauler business must pay a \$50 annual license fee. This amount has been filled in on the application form. The annual license fee for each vehicle is \$25 in addition to the business license fee. Indicate the number of wheeled vehicles to be licensed. This number is the total number of vehicles listed in Section B, Item 1, of the application form. Multiply the number of vehicles by the license fee of \$25. Add the annual license fee and the total vehicle fee to get the total dollar amount to be remitted.

Checks are to be made payable to the St. Louis County Auditor.

SECTION G. CERTIFICATION AND SIGNATURE

The application must be signed by the appropriate person. If the licensee is an individual proprietorship, the owner must sign. If the licensee is a corporation or a cooperative, the signature must be that of an officer of the corporation or cooperative. If the licensee is a partnership, one partner must sign. The title of the person signing must also be provided as well as the date of signing.

LICENSES FROM OTHER AUTHORITIES

Haulers that operate within the jurisdiction of cities, towns and/or townships may also be required to be licensed by those authorities.

Issuance of a solid waste license by St. Louis County does not preclude any hauler from being required to obtain licenses and pay any required fees from other licensing authorities.

FINAL INSTRUCTIONS

1. Use the checklist on the application form to be sure all requested information and attachments have been included.
2. Send completed application, documentation, and payment to:

St. Louis County Environmental Services Department
Solid Waste Division
Virginia Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792

3. If you have any questions on completing this application or providing the requested information, contact Mark St. Lawrence, Director, St. Louis County Environmental Services Department; Solid Waste Division, at 218-749-0647 or 1-800-450-9278 (in Minnesota).