

## How To Become A Permitted Grant of Privilege Hauler In City of Fort Worth

### Step 1: Call or e-mail the City of Fort Worth to request a Grant of Privilege Application

- The City of Fort Worth Solid Waste Services Division will provide a Microsoft Excel workbook with all required forms and directions as well as the list of additional forms required. Please review and fill out all forms provided and supply additional forms requested.

#### Form 1: Application

- Complete and submit the application
- There is a \$25.00 application fee
- Please make check payable to:
  - City of Fort Worth, Solid Waste Services Division
- Please send check to:
  - City of Fort Worth, Solid Waste Services Division
  - Grant of Privilege Program
  - 4100 Columbus Trail
  - Fort Worth, TX 76133
- Please be sure to include all requested information on the application. Incomplete applications will not be accepted and will be returned to the hauler.
- The completed application shall be e-mailed or mailed to Solid Waste Services Division, 4100 Columbus Trail, Fort Worth, TX 76133.
  - E-Mail: [GrantofPrivilege@fortworthtexas.gov](mailto:GrantofPrivilege@fortworthtexas.gov)
- Attachments to Application
  - Certificate of Insurance (COI)
    - It is required that the COI have the City of Fort Worth added as a Certificate holder. (on the bottom left of the COI) Enter the following information in the Certificate Holder box: "City of Fort Worth, 200 Texas St, Fort Worth, TX 76102."
    - The following language must be added to the comment section of all COIs:
    - *"All applicable policies shall be endorsed to name comprised of the City of Fort Worth and, as respects to the contracted service, agents, officers, directors and employees [City] as its interests may appear, and must afford the City the benefit of any defense provided by the policy. Applicable policies shall each be endorsed with a waiver of subrogation in favor of City with respect to the Operations and/or Project and shall be endorsed to provide that said insurance is primary protection and any self-funded or commercial coverage maintained by the City shall not be called upon to contribute to loss recovery. Applicable policy shall have a minimum thirty (30) days' notice of cancellation or material change in coverage shall be provided to City. A ten (10) days' notice shall be acceptable in the event of non-payment of premium."*

- *Business Auto - “Such insurance shall cover liability arising out of “any auto” including owned, hired, and non-owned autos, when said vehicle is used in the course of Insured’s business and/or the Project. If Insured owns no vehicles, coverages for hired and non-owned autos is acceptable. Insured waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by insured pursuant to agreement or under any applicable auto physical damage coverage.”*

#### Form 2 – Vehicle List

- Form must be completely filled out: Year, Make, Model, License number, Truck Number (Company’s number for the truck), truck color, fuel type (diesel, CNG, electric, etc.) and body type (rear load, front load, ASL, etc.).

#### Form 3 – Permit Invoice

- This form is the Vehicle List with permit cost and permit number added
- Form must be completely filled out: Year, Make, Model, License number, Truck Number (Company’s number for the truck), truck color, fuel type (diesel, CNG, electric, etc.) and body type (rear load, front load, ASL, etc.).

#### Form 4 – Quarterly Input Form

- **Fee:** Grantee hereby agrees to pay to the City a fee of ten percent (10%) of the Gross Hauling Revenue generated from Grantee's operations within City Limits.
- **Fee Payment:** The fee shall be paid on a quarterly basis no later than thirty (30) days after the end of each calendar quarter.
  - Calendar Quarters end March 31, June 30, September 30, December 31
- The payment shall be made to the City of Fort Worth, Environmental Services Department, Solid Waste Services Division, 4100 Columbus Trail, Fort Worth, TX 76133.
- **Delinquent Payments:** Fee payments received after the due date shall be subject to interest at the rate of twelve (12%) percent per annum until the fees are paid in full.
- **Payments**
  - Payments can be made via Check or ACH
  - ACH authorization form should be e-mailed
  - City staff will complete the form and send back to hauler
  - Hauler must send it to their bank

#### Form 5 – Texas Ethics Commission Form 1295

- The City of Fort Worth requires a Texas Ethics Commission Form 1295 to be completed and submitted with the application. This form must be completed on-line and a copy of the PDF certificate must be e-mailed to the City.
  - Link: <https://www.ethics.state.tx.us/filinginfo/1295/>

- Instructional Video:
  - <https://www.ethics.state.tx.us/filinginfo/videos/Form1295/CreateCertificate/CreateCertificate.html>
- For “Agency/Entity Name” please enter: “City of Fort Worth”
- For Contract ID Number enter: “City of Fort Worth GOP Agreement”
- For Description of goods and services to be provided please enter: “Non-Exclusive Grant of Privilege Agreement for Collection and Transportation of Municipal Solid Waste”

#### Form 6 – Grant of Privilege Agreement

- Haulers will receive a draft agreement for review. Please review and let us know if you have any questions
- This version of the agreement is not for signature.

#### Step 2 – Review of All Materials

- Once all forms are completed and submitted to the City, they will be reviewed and Solid Waste staff will reach out with any questions

#### Step 3 –City Council Approval

- All approved applications will be submitted for approval by the City Council.
  - Please note City Council agendas are determined months in advance so this step can take between 2-3 months.
- At this time, you will receive an update from the City on the status of your application
- Once the application is approved by City Council hauler will receive a copy of the Grant of Privilege agreement for signature and execution

#### Step 4 – Signing and Executing agreement

- Agreements will be sent via Adobe sign when possible
- Read and Sign the Grant of Privilege Agreement
- Please be sure to fill in the blanks on page one, sign the agreement, and have a Witness sign in the “witness’ section

#### Step 5 – Inspection and Permitting of Vehicles (Trucks)

- Once the agreement is executed the Solid Waste Team will schedule a time to inspect and permit all vehicles.
  - Vehicles should be brought to the Southside Service Center at 4100 Columbus Trail for inspection
- There is a fee of \$135 for the first truck inspection and \$50 for all additional trucks.
- An invoice will be generated and provided at the time of inspection

For all questions please contact:

- Environmental Services, Solid Waste Services Division
- 817-392-1234
- E-Mail: [GrantofPrivilege@fortworthtexas.gov](mailto:GrantofPrivilege@fortworthtexas.gov)