



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 676-6219 · Fax (212) 676-6204

Michael J. Mansfield  
*Commissioner/Chair*

July 20, 2009

Dear Licensee:

Due to the recent increase in subcontracting between trade waste licensees, the Commission has created a new form that will simplify the process through which licensees apply for authorization for subcontracts. This authorization process will help the Commission ensure that subcontracting agreements are used for lawful purposes.

Enclosed, please find the new subcontract authorization form. Part I requests the names of both parties to the subcontract. Both companies must be licensed with the Commission before applying for subcontract approval. Part II requests information about the commercial establishment that will be serviced by the subcontractee. Please note that each location requires a separate application. Part III requests information about the subcontracting agreement. Please note that the subcontractor must mail the commercial establishment the enclosed form notification letter by certified mail within fifteen (15) days of the effective date of the subcontract.

Additionally, the subcontract application must be submitted to the Business Integrity Commission at least thirty (30) days prior to the proposed commencement of the subcontract. If a more immediate effective date is required, please attach a letter providing a brief justification. The Commission will attempt to complete this review process expeditiously; however, under no circumstances shall a licensee commence subcontracting without prior approval. Lastly, please note that all subcontracts must be approved by the Commission, even if the subcontracting arrangement has already commenced without Commission approval. Failure to comply with these guidelines will be considered a violation of the Rules of the City of New York.

Thank you for your cooperation and please contact the Commission at (212) 676-6219 with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Mansfield" followed by a long, sweeping horizontal flourish.

Michael J. Mansfield  
Commissioner/Chair



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**APPLICATION FOR TRADE WASTE REMOVAL SUBCONTRACT AUTHORIZATION  
 (TO BE FILLED OUT BY SUBCONTRACTOR)**

-----OFFICE USE ONLY-----

APPLICATION #: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

APPROVED: \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**PART I – BUSINESS IDENTIFYING INFORMATION**

1. Subcontractor Business Name: \_\_\_\_\_

2. Subcontractee Business Name: \_\_\_\_\_

**PART II – SUBCONTRACTED LOCATION IDENTIFYING INFORMATION**

1. Name: \_\_\_\_\_

\*As listed on Customer Register

2: Categorization of Location (Restaurant, Store, Office, etc.) \_\_\_\_\_

3. Address: \_\_\_\_\_

4. Business Telephone No.: \_\_\_\_\_

5: Primary Contact: \_\_\_\_\_

6. Primary Contact Telephone No.: \_\_\_\_\_

7. Fax Number: \_\_\_\_\_

8. E-Mail Address: \_\_\_\_\_

9. Contract Term: \_\_\_\_\_

10. Days Serviced (M/T/W/R/F/Sa/Su): \_\_\_\_\_

**Please complete individual applications for all additional locations.**

**Part III – SUBCONTRACTING AGREEMENT INFORMATION**

1. Proposed Effective Date:\* \_\_\_\_\_

\*Must be at least thirty (30) days after date application is submitted, in accordance with Title 16A, §5-05(b) of the Rules of the City of New York. If a more immediate effective date is required, please attach a letter providing a brief justification to be reviewed by the Commission.

2. Proposed End Date, if applicable: \_\_\_\_\_

3. Please describe the business justification behind the subcontracting agreement. If your response includes a discussion of your company's route location or density, please provide all related route maps.

4. Please describe the financial arrangements of the agreement and provide a copy of all affected contracts or proposed contracts.

5. Please find an attached form letter to be completed and sent by the subcontractor to the affected commercial establishment by certified mail within fifteen (15) days of the effective date of the subcontract. Retain receipt of delivery. Notification letter shall not be sent prior to subcontract approval.

\_\_\_\_\_  
(Signature of Subcontractor Principal)

\_\_\_\_\_  
(Date)

(Carting Company Letterhead)

(Date)

To Our Customer,

We write to advise you that we have recently received approval from the Business Integrity Commission to subcontract your waste hauling service to (name of subcontractee). Pursuant to that subcontracting arrangement, (name of subcontractor or subcontractee) will bill you directly and your rate will not change.

Under New York City law, we are required to inform you of this subcontracting agreement. If you do not approve for any reason, you have the right to break the current contract and select another carting company to haul your waste. In order to do so you must give (name of subcontractor) 30 days written notice of termination. If you fail to object to the subcontract within 90 days of notice, you will have been deemed to accept it.

If you have any questions about your rights, **you may contact the New York City Business Integrity Commission at (212) 676-6219.**

Sincerely,

(Signature)  
Print Name  
Title