OUTGOING MATERIALS DEFERRED PAYMENT ACCOUNT
APPLICATION INFORMATION
FISCAL YEAR 2012

The City Of San Diego Environmental Services Department offers an Outgoing Materials Deferred Payment Account (OMDPA) option for all landfill customers with large volume outgoing material requests equating to $1,000 of account charges per three-month period.

How to Apply:

1) Read pages one and two to determine eligibility.
2) If your company or organization qualify to apply for the Outgoing Materials Deferred Payment Account, read and fill out the application found on pages three through six.
3) Have your insurance company fill out the Surety Instrument Form.
4) Mail the completed application and surety instrument to the Environmental Services Department, Office of the Director. The complete address is listed within the application. Only original signatures will be accepted.

REQUIREMENTS

1) Accounts are invoiced monthly, and payments are due seventeen (17) days from the date of invoicing.

2) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.) to:

City of San Diego, Environmental Services
Office of the Director
Attention: Accounting
5180 Convoy Street
San Diego, CA 92111

3) **Invoice payments are to be submitted to the City Treasurer's Office at the address listed on the invoice (credit card payments will no longer be accepted)**. **Payment(s) must reference the City of San Diego's invoice number(s) for proper credit.** Any payments submitted to Environmental Services Department shall be returned to the customer and the payment date will reflect the postmark or delivery date to the City Treasurer's Office.

4) Fifty dollars ($50) or 10% of invoice amount, whichever is greater, in penalties will be assessed on payments postmarked or delivered after the invoice due date, plus 1% in interest per month thereafter. In addition to late penalties and interest, collection fees may be assessed. The City does not provide for extensions of the payment due dates.

5) Accounts may be closed at any time if not in compliance with City Rules and Regulations, policies, codes and/or the Fee Schedule and Regulations for the Miramar Landfill.

6) City of San Diego City Charter Section 99 mandates that the City shall not grant credit. To establish an OMDPA, a bond must be provided, payable to the City of San Diego.

7) The Surety Instrument includes Continuous Bonds. Until further notice by the City, all currently established Continuous Bonds will require a "Notice of Continuation" to satisfy their surety requirements. **The "Notice of Continuation" should be included with your renewal application.**

8) **Individuals or organizations who do business with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**

9) The recommended surety amount should provide for three (3) highest months usage during Fiscal Year 2011.

10) Lack of surety will result landfill services being available on a cash basis only.

11) A minimum surety amount totaling $1,000 is required for application.

FOR CITY USE ONLY
DPA NUMBER _____

OFFICE OF THE DIRECTOR
OUTGOING MATERIALS DEFERRED PAYMENT ACCOUNT (OMDPA)
APPLICATION AND AGREEMENT
FISCAL YEAR 2012

Company/Individual_____

Telephone Number_____ Fax Number _____

San Diego Business Tax Certificate _____

Contractor License Number(s), if applicable_____

Accounts Payable Contact Name _____Telephone Number_____

Street Address_____ City_____ Zip Code_____

Mailing Address_____ City_____ Zip Code_____

Surety Contact Name _____Telephone Number_____

Bank Information

Name of Bank_____

Branch and Telephone Number_____

Checking Account Number_____

Credit References

Name_____ Telephone Number_____

Mailing Address_____ City_____ Zip Code_____

Account Number_____

Name_____ Telephone Number_____

Mailing Address_____ City_____ Zip Code_____

Account Number_____

Estimated Monthly Usage $_____Requested Surety Amounts $_____
(Minimum $333) (Minimum $1,000)

Have you ever had an OMDPA with the City of San Diego? Yes_____ No_____
If so, when _____ and what was your account # _____

The charge for DPA cards is $10 each.
Number of DPA cards being requested (new accounts or replacements):_____
Would you like the cards charged on your next invoice? Yes_____ No_____
If not, cards are payable by cash or check in advance upon pick up.

An Outgoing Materials Deferred Payment Account (OMDPA) is available to individuals or organizations with a large volume of outgoing material purchases equating to $1,000 per three-month period. These commodities may include, but are not limited to: Mulch, Compost, or Ground Wood.

Establishment and use of an OMDPA are made under the following conditions:

1) The Agreement will be valid through June 30, 2012, or until replaced or canceled by the Environmental Services Director. The Agreement may be renewed or extended after ninety (90) days, and only upon the submission and approval of a new Application and Agreement, and a new Surety "Notice of Continuation."

2) Individuals or organizations shall be solely responsible for all charges incurred by the use of each OMDPA card, whether or not the charges incurred were authorized by the account holder.

3) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.)

4) OMDPA customers will be invoiced every month for fees accrued during the preceding month. Payment is due to the City Treasurer's Office seventeen (17) days from the date of invoicing.

5) All charges must be paid in full **(credit card payments will no longer be accepted)**, and remitted to the City Treasurer's Office, on or before the designated due date. **Payments must have the City of San Diego's invoice number on the check or money order**. Payment postmarked or delivered after the due date will be considered delinquent and penalties assessed. OMDPA privileges may be denied until full payment and penalties are received. Time extensions shall not be granted.

6) A late penalty of fifty dollars ($50) or 10% of the invoice amount, whichever is greater, will be assessed on payments postmarked or delivered after the invoice due date. For each month late thereafter, one percent (1%) interest per month will be charged in addition to late penalties and collection fees.

7) For all discrepancies, contact the Office of the Director's Accounting Staff at (858) 492-6128. An account may be eligible for adjustments, however, the account must be paid in full by the due date, otherwise late penalties will be assessed. Adjustments, if appropriate, will be made subsequent to payment of the invoice.

8) **Individuals or organizations who do business with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**

9) Account holder will be responsible for increasing the Surety Instrument as needed to continue to receive landfill services without interruption utilizing an OMDPA with the City of San Diego's Environmental Services Department.

10) Delinquent invoices will be referred to the City Treasurer's Office for collection. Any payment on an invoice referred to the City Treasurer's Office will not automatically reflect the payment amount on the OMDPA surety balance.

11) OMDPA Surety Bonds are updated each week. Payment must be received before the close of a scheduled bond update in order to maintain a favorable surety balance. Payment received after the close of a scheduled bond update will be posted in the next scheduled surety update.

12) Fees may be assessed for special processing requested by customers for their account or service based activity. Fees will be assessed for items including rush requests, extra processing requested by customers, customer errors, late submission of application (renewals only), payments, fee waivers and appeals, etc. Assessments will be a minimum of $10 per transaction per day. Additional assessments may be imposed for City costs of staff time, materials, and resources. Charges will be assessed for OMDPA cards or documents and receipts:

A. New or replacement cards - $10 each
B. Duplicate copies of documents including receipts, invoices, etc. - $5 each
C. Duplicate copies of Detail Report or other reports - $15 each.

Fees and penalties are subject to automatic annual adjustments based on Consumer Price Index changes effective July 1, 2011.

13) OMDPA authorization may be revoked at any time for non-payment or failure to maintain and comply with Surety Instrument requirements as determined by the Environmental Services Department.

14) If it is determined that the user is not in compliance with the Agreement, conditions, regulations, statutes, or ordinances at the City of San Diego disposal facilities, the OMDPA will be revoked.

15) In the event that a renewal application package is not postmarked within the renewal period, does not include the Surety Instrument or "Notice of Continuation", is not complete, or contains invalid information, Outgoing Materials purchases shall be provided on a cash/check basis only. Packages postmarked or delivered after the renewal period that are incomplete or require special handling and processing will be subject to fees. Fees will be imposed for all costs related to extra processing and subject to an additional charge of $10 per calendar day for each day the package is delayed. In the event the complete renewal application package and fees owed is not received by June 30, 2011 the OMDPA will be closed, landfill services will be available on a cash/check basis only **and another OMDPA can not be opened in its place until the next renewal period (May 1, 2012 through June 15, 2012) and payment of any outstanding balance is satisfied**.

The undersigned certifies that the applications is true, complete, and correct to the best of his/her knowledge and belief. If the application is made on behalf of a partnership or corporation, the undersigned certifies that he/she is authorized to make this application on behalf of such partnership or corporation. If the application is accepted by the City, the undersigned hereby agrees to comply with the above conditions and all of the provisions established by San Diego Municipal Code Chapter VI, Article 6, or by law, relating to establishment and maintenance of the Outgoing Materials Deferred Payment Account.

I hereby agree to the conditions as stated herein.

_____ _____

Authorized Signature Date

_____

Print Name and Title

FOR CITY USE ONLY

DATE RECEIVED: _____ _____ APPROVED

DATE PACKAGE COMPLETE: _____ _____ DENIED

Samuel Merrill
Environmental Services Franchise Administrator

By:_____ _____

Date