

**CITY OF SAN DIEGO
OUTGOING MATERIALS DEFERRED PAYMENT ACCOUNT
APPLICATION INFORMATION**

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. 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
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 not be accepted). Payment(s) must reference the City of San Diego's invoice number(s) for proper credit.** Any payment 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) 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.
- 6) Surety bonds must be continuous. Replacement bonds must also be continuous.
- 7) **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.**
- 8) A minimum surety amount totaling \$1,000 is required for application.

- 9) The recommended surety amount should provide for three (3) times the highest monthly landfill usage per quarter during the current fiscal year.
- 10) Lack of surety will result landfill services being available on a cash basis only.
- 11) 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.

FOR CITY USE ONLY
DPA # _____
SAP # _____
CONTACT # _____
BP # _____

**CITY OF SAN DIEGO
OUTGOING MATERIALS DEFERRED PAYMENT ACCOUNT (OMDPA)
APPLICATION AND AGREEMENT**

Company/Individual _____

Telephone Number _____ Fax Number _____

City of San Diego Business Tax Certificate # _____ Exp. Date _____

California Resale Certificate, if applicable _____

Accounts Payable Contact Name _____ Telephone Number _____

Email _____

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 indefinitely, or until replaced or canceled by the Environmental Services Director.
- 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 provide OMDPA card for each transaction. Additionally, individuals or organizations must provide 3rd party haulers an authorized business letter for use of account for each transaction. Authorized letter shall include, but not limited to, date of use, account #, business name, and 3rd party hauler name. No exception.
- 4) 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.)
- 5) 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.
- 6) All charges must be paid in full (**credit card payments will not 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.
- 7) 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.
- 8) For all discrepancies contact the Accounting at (858) 492-6128. An account may be eligible for adjustments, however, an invoice once issued must be paid in full by the due date, otherwise late penalties will be assessed. Warrant refund checks, if applicable, will be made subsequent to payment of the invoice.
- 9) **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.**
- 10) Account holder will be responsible for increasing the Surety Instrument as needed to continue to receiving landfill services without interruption utilizing.
- 11) Account holder shall provide to the Environmental Services Department a continuation certificate for continuous bonds with a renewal and/or expiration date noted on Surety Instrument on or before due date.
- 12) 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.

- 12) OMDPA available surety balances 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 not be posted until the next scheduled bond update.
- 13) 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, 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 annual Consumer Price Index changes effective July 1 of each year.

- 14) 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.
- 15) 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.

The undersigned certifies that the application 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

PLEASE KEEP COPY FOR YOUR RECORDS AND REFERENCING

FOR CITY USE ONLY

DATE RECEIVED: _____

_____ APPROVED

DATE PACKAGE COMPLETE: _____

_____ DENIED

Verified and Approved By:

Signature

Date