



City of McAllen – Public Works

This letter is to remind you of the requirements your company must follow in order to maintain a private haulers permit allowing you to conduct business within the city limits of McAllen.

The proceeding document requirements shall be strictly adhered to and submitted to us no later than **Monday, December 12, 2011 at 3:00 P.M.** All annual renewals hereafter will be due no later than December 1st as per City Ordinance, Chapter 90 Section 122c, with **no exceptions**. The documents are:

1. Application
2. Certificate of general liability with the proper limits of coverage and workman's comp required. City Ordinance 90-122;b1
3. A ***Notarized*** Hold Harmless Indemnity Agreement. (Form Attached)
4. Copy of license agreement between your business and an EPA/TCEQ approved landfill where your solid waste will be disposed.
5. A ***Notarized*** agreement from your company to pay the City of McAllen five (5) percent of your total gross revenues on a quarterly basis. (Form Attached)
6. A current rate list for services provided by your company.
7. A \$220.50 (Two hundred twenty dollars and 50/100) fee accompanied with the completed application form (Form Attached) in order to receive 2011 Permits authorizing all refuse trucks to conduct business within the city limits of McAllen. All temporary trucks must be specified on the application in order to receive permits for those trucks.

Also as a friendly reminder all reports are due by the 10th of every month or the next business day if it falls on a holiday or weekend. All reports must be submitted in electronic format and utilize the spreadsheet format as provided by the City of McAllen. Additionally a signed hard copy of the report must be submitted.

Submit monthly revenue report of accounts being serviced in McAllen. The report should include sufficient detail on total gross revenues as follows:

- A. Name of client/company
- B. Contact Name
- C. Telephone Number
- D. Service Address (location where roll-off/compactor is placed)
- E. Roll-Off/Compactor Size
- F. Number of pick-ups
- G. Hauling Fee
- H. Disposal Fee

In addition a ***Summary Quarterly Report*** should be sent with the corresponding payment.

Payment Due Dates: January 17, 2011 for Oct.-Dec. 2010, also due are any other previous quarters that is pending *no exceptions*).

April 15, 2011 – 1st Qtr. 2011
July 15, 2011 – 2nd Qtr. 2011
October 17, 2011 – 3rd Qtr. 2011
January 16, 2012 – 4th Qtr. 2011

For your reference and review, a copy of the ordinance pertaining to the above requirements is attached. Be advised that the City of McAllen is in the process of modifying its Sanitation Ordinance. It is your responsibility to stay informed of all changes and adhere to the ordinance as it pertains to your operations at all times.

You are therefore required to maintain your permits in good standing in order to conduct business within the city limits of McAllen as stated in the attached ordinance. Failure to comply will result in strict and detrimental action to your company.

If you have any questions or require additional information, please feel free to contact my office at 956-681-4000.

Respectfully,

CITY OF MCALLEN

Carlos A. Sanchez, P.E., CFM
Public Works Director

ATTACHMENTS