



**SOUTH SALT LAKE
PUBLIC
WORKS**

DENNIS PAY, P.E.

DIRECTOR &
CITY ENGINEER

195 W OAKLAND AVE
SOUTH SALT LAKE CITY
UTAH
84115

O 801.483.6045

F 801.483.6030

SOUTHSALTLAKECITY.COM

**CHERIE WOOD
MAYOR**

220 E MORRIS AVE
SUITE 200
SOUTH SALT LAKE CITY
UTAH
84115

O 801.483.6000

F 801.483.6001

Bonding Standard Operating Procedure

1. Developer/contractor supplies a cost estimate *and* plans for the project at the Community Development Department located on the first floor of City Hall (220 East Morris Avenue, South Salt Lake, Utah 84115).
2. The Public Works Inspector will scan and email or inter-office mail the project plans and cost estimate to the Public Works Executive Assistant.
3. The City Engineer and the Public Works Inspector will review the plans *and* cost estimate.
4. Upon City Engineer approval, the Public Works Executive Assistant will notify the developer/contractor of the amount needed for the bond including the 10% warranty.
5. The developer/contractor will fill out and submit the bond agreement, acquire the bond funds and return to the Community Development Department with the bond documents for payment.
6. The Public Works Inspector and the developer/contractor will go to the Finance Department located on the second floor of City Hall (220 East Morris Avenue, South Salt Lake, Utah 84115) for payment of bond. (Note: this section only applies if the bond is submitted and held by the City. This section does not apply if the developer/contractor uses an agency beside the City for the bond)
6. All bond forms and supporting paperwork from the contractor along with receipt of bond payment will be inter-office mailed to the Public Works Executive Assistant for tracking purposes.
7. City inspections will take place throughout the construction process.
8. Developer/contractor will notify the Public Works Engineering Division when the project has been completed.
9. The Public Works Inspector will inspect the project.
10. Upon Public Works Inspector approval of project completion, the developer/contractor will submit a letter to the Public Works Engineering Division requesting return of bond funds minus 10% for the one year warranty period.
11. The Public Works Engineering Division will submit a letter to the bonding agency or the South Salt Lake Finance Department requesting release of bond funds as specified in the bond agreement minus the 10% for the one year warranty.
12. After one year warranty period has expired the developer/contractor will submit a letter to the Public Works Engineering Division requesting the release of the 10% warranty funds.
13. The Public Works Engineering Division will submit a letter to the bonding agency or the South Salt Lake Finance Department requesting release of the remaining 10% warranty funds.