

## Mayor's Office: Council Agenda Item Request Form

*This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.*

Date Received

(office use)

Date of Request	5/21/2018
Requesting Staff Member	Carlton Christensen
Requested Council Date	June 5, 2018
Topic/Discussion Title	Consideration of a resolution authorizing Interlocal Agreements (ILAs) with Cottonwood Heights, Murray, and Emigration Canyon providing for the transfer of county transportation funds.
Description	Authorizing the execution of ILAs providing for: 1) the transfer of \$250,000 of county transportation funds to Cottonwood Heights to reimburse the city for certain costs incurred to construct the unfinished portion of Big Cottonwood Trail between 3477 E and 3509 E on Big Cottonwood Canyon Road; 2) the transfer of \$132,590 of county corridor preservation funds to Murray City to reimburse the city for certain costs incurred to design a bike lane on the road that is known as 500 West, Riverside Drive, Murray Boulevard, and 700 West between 4050 S and 6400 S; and 3) date adjustment to accommodate construction schedule (moved from 2019 to 2020) for previously approved Emigration Canyon Metro Township ILA to install signage and strip on Emigration Canyon Road between Rotary Park and SR-65.
Requested Action <sup>1</sup>	Approval / Consent agenda
Presenter(s)	Helen Peters & Carlton Christensen
Time Needed <sup>2</sup>	Recommend for consent agenda, otherwise, 5 minutes
Time Sensitive <sup>3</sup>	Yes
Specific Time(s) <sup>4</sup>	No
Will You Be Providing a PowerPoint	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will You Be Providing Back-Up Documentation or Handouts? <small>Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.</small>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Mayor or Designee approval:



RESOLUTION NO. \_\_\_\_\_, 2018

A RESOLUTION OF THE SALT LAKE COUNTY COUNCIL APPROVING EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF COTTONWOOD HEIGHTS PROVIDING FOR THE TRANSFER OF UP TO \$250,000 OF COUNTY TRANSPORTATION FUNDS TO THE CITY TO BE USED BY THE CITY FOR CERTAIN PURPOSES.

W I T N E S S E T H

WHEREAS, Salt Lake County (the "County") and the City of Cottonwood Heights (the "City") are "public agencies" as defined by the Utah Interlocal Cooperation Act, UTAH CODE ANN. §§ 11-13-101 *et seq.* (the "Cooperation Act"), and, as such, are authorized by the Cooperation Act to enter into an interlocal cooperation agreement to act jointly and cooperatively on the basis of mutual advantage;

WHEREAS, pursuant to Section 41-1a-1222, UTAH CODE ANN., the County has imposed a local option highway construction and transportation corridor preservation fee on each motor vehicle registration within the County; and

WHEREAS, fifty-percent of the revenue generated by said fee is deposited into the County of the First Class Highway Projects Fund pursuant to Section 72-2-121, UTAH CODE ANN., along with other moneys deposited therein, including certain sales and use taxes and voluntary contributions; and

WHEREAS, during the 2013 General Session, the State legislature amended Section 72-2-121 of the Utah Transportation Code, UTAH CODE ANN. §§ 72-1-101 *et seq.*, to provide for the transfer of certain funds from the County of the First Class Highway Projects Fund to the legislative body of the County to be used for certain transportation purposes (hereinafter "County Transportation Funds"); and

WHEREAS, the County desires to use County Transportation Funds to further regional transportation by financing all or a portion of the costs of highway construction, reconstruction, or maintenance projects throughout the County in accordance with Section 72-2-121, UTAH CODE ANN. and other applicable law; and

WHEREAS, the County and the City now desire to enter into the interlocal cooperation agreement attached hereto as **ATTACHMENT A** (the "Interlocal Agreement") providing for the transfer of up to Two Hundred Fifty Thousand Dollars and No Cents (\$250,000) of County Transportation Funds to the City to be used by the City as described in the Interlocal Agreement;

**APPROVED AND ADOPTED** in Salt Lake City, Salt Lake County, Utah, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.


\_\_\_\_\_  
Aimee Winder-Newton, Chairperson

ATTEST:

\_\_\_\_\_  
Sherrie Swensen  
Salt Lake County Clerk

Voting:

Council Member Bradley	_____
Council Member Bradshaw	_____
Council Member Burdick	_____
Council Member DeBry	_____
Council Member Granato	_____
Council Member Jensen	_____
Council Member Newton	_____
Council Member Snelgrove	_____
Council Member Wilson	_____

APPROVED AS TO FORM:  
Digitally signed by  
 Stephen Barnes  
Date: 2018.03.01  
15:23:31 -07'00'

\_\_\_\_\_  
Deputy District Attorney

**INTERLOCAL COOPERATION AGREEMENT**

*between*

**SALT LAKE COUNTY**

*and*

**CITY OF COTTONWOOD HEIGHTS**

This Interlocal Cooperation Agreement (this "Agreement") is entered into by and between **SALT LAKE COUNTY**, a body corporate and politic of the State of Utah (the "County") and the **CITY OF COTTONWOOD HEIGHTS**, a municipal corporation of the State of Utah (the "City"). The County and the City may each be referred to herein as a "Party" and collectively as the "Parties."

**RECITALS:**

A. The County and the City are "public agencies" as defined by the Utah Interlocal Cooperation Act, Utah Code Ann. §§ 11-13-101 *et seq.* (the "Interlocal Act"), and, as such, are authorized by the Interlocal Act to enter into this Agreement to act jointly and cooperatively in a manner that will enable them to make the most efficient use of their resources and powers. Additionally, Section 11-13-215 of the Interlocal Act authorizes a county, city, town, or other local political subdivision to share its tax and other revenues with other counties, cities, towns, local political subdivisions, or the state.

B. Pursuant to Section 41-1a-1222 of the Utah Code the County has imposed a local option highway construction and transportation corridor preservation fee on each motor vehicle registration within the County. Fifty-percent of the revenue generated by said fee is deposited into the County of the First Class Highway Projects Fund, pursuant to Section 72-2-121 Section 72-2-121 of the Utah Transportation Code, along with other moneys deposited therein, including certain sales and use taxes and voluntary contributions.

C. During the 2013 General Session, the State Legislature amended Section 72-2-121 of the Utah Transportation Code, Utah Code Ann. §§ 72-1-101 *et seq.*, to provide for the transfer of certain funds from the County of the First Class Highway Projects Fund to the legislative body of the County to be used for certain transportation purposes (hereinafter "County Transportation Funds").

D. The County desires to use County Transportation Funds to further regional transportation by financing all or a portion of the costs of highway construction, reconstruction, or maintenance projects throughout the County in accordance with Section 72-2-121 of the Utah Transportation Code and all other applicable federal, state and local laws, rules and regulations.

Department of Transportation, Housing and Economic Development, in writing, the date that the City submitted its CATNIP application to the County; and (b) expiring upon the earlier of (1) the date the City has been disbursed, in aggregate, the Maximum Reimbursable Amount, (2) the date this Agreement is terminated, or (3) June 30, 2019.

(l) Request for Disbursement: A statement from the City, substantially in the form attached hereto as **Exhibit A**, requesting an amount of Transportation Funds to be disbursed to the City for reimbursement of Reimbursable Project Costs.

(m) Transportation Code: Utah Code Ann. §§ 72-1-101 *et seq.*

(n) Transportation Funds: As defined in Section 2.1 below.

## **ARTICLE 2 - DISBURSEMENT OF COUNTY TRANSPORTATION FUNDS**

2.1. County Transportation Funds. During the Reimbursement Term, the County shall disburse County Transportation Funds (hereinafter "Transportation Funds") to the City to reimburse the City for Reimbursable Project Costs, up to a maximum of Two Hundred Fifty Thousand Dollars and No Cents (\$250,000.00) (the "Maximum Reimbursable Amount"), all on the terms and subject to the conditions of this Agreement.

2.2. Annual Status Update. Until the Project has been completed and Transportation Funds have been fully disbursed to the City, the City shall, on an annual basis, update the County on the status of (a) the Project and (b) the anticipated timing and amount of future Request for Disbursement submittals. This annual update shall be submitted to the County in writing (via letter or email) on or before June 30<sup>th</sup> each year.

## **ARTICLE 3 – REPRESENTATIONS AND WARRANTIES**

3.1. City's Representations and Warranties. The City hereby represents, covenants, and warrants to the County as follows:

(a) Use of County Transportation Funds. Any Transportation Funds disbursed to the City by the County under this Agreement will be used by the City: (1) solely to reimburse the City for costs actually incurred by the City for the Project during the Reimbursement Term, so long as such costs are consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code; and (2) in accordance with all other applicable federal, state and local laws, rules and regulations.

(b) No Default. No default or Event of Default has occurred and is continuing, and no event has occurred and is continuing which with the lapse of time or the giving of notice, or both, would constitute a default or an Event of Default in any material respect on the part of the City under this Agreement.

(c) Information. To the best of the City's knowledge, any information furnished to the County by the City under this Agreement or in connection with the matters covered in this Agreement are true and correct and do not contain any untrue

Specifications, County staff has determined that: (1) the City has provided adequate evidence and assurances that it has funded or will cause to be funded all but two hundred fifty thousand dollars (\$250,000) of the total cost of the Project; (2) the Project Schedule and Budget is acceptable and will adequately address transportation needs within Salt Lake County; and (3) the Final Plans and Specifications is acceptable and will adequately address transportation needs within Salt Lake County.

4.2. Conditions for Each Disbursement of Transportation Funds. The County will not be obligated to disburse Transportation Funds to the City to cover Reimbursable Project Costs unless and until the following conditions have been satisfied:

(a) Documents to be Furnished for Each Disbursement. The City has furnished to the County, for each and every disbursement:

(1) a Request for Disbursement; and

(2) invoices and proof of payment for any Reimbursable Project Cost incurred by the City for which the City is seeking reimbursement from the County pursuant to the Request for Disbursement.

(b) Completion of Project Element. The City has completed or caused to be completed the Project Element or Elements to which the Request for Disbursement relates and for which Reimbursable Project Costs were incurred by the City.

(c) Reimbursable Project Costs Paid by the City. The Reimbursable Project Costs included in the Request for Disbursement have actually been paid by the City.

(d) No Event of Default. No Event of Default has occurred and is continuing beyond any applicable cure period.

(e) Warranties and Representations True. All warranties and representations made by the City in this Agreement have remained true and correct and all warranties and representations made by the City in the Request for Disbursement are true and correct.

4.3. Disbursements.

(a) In General. For any and all desired disbursements of Transportation Funds, the City shall submit a Request for Disbursement directly to the County. The City agrees to respond in a timely manner to any reasonable requests made by the County for additional information relating to any Request for Disbursement. In the event that the County declines to make the full disbursement requested in any Request for Disbursement for failure to comply with the terms of this Agreement, the County shall notify the City promptly and shall provide a written explanation of the specific reasons for such decision. The City shall not submit a Request for Disbursement to the County until the Project has been completed.

indemnify the County from any improper use of the Transportation Funds, as indicated in Section 5.1 below.

## **ARTICLE 5 — COVENANTS AND AGREEMENTS**

### **5.1. Indemnification and Liability.**

(a) Liability. Both Parties are governmental entities under the Governmental Immunity Act of Utah, Utah Code Ann. §§ 63G-7-101 *et seq.* (the “Immunity Act”). Neither Party waives any defenses or limits of liability available under the Immunity Act and other applicable law. Both Parties maintain all privileges, immunities, and other rights granted by the Immunity Act and all other applicable law.

(b) Indemnification. The City agrees to indemnify, hold harmless, and defend the County, its officers, agents, and employees from and against any and all actual or threatened claims, losses, damages, injuries, debts, and liabilities of, to, or by third Parties, including demands for repayment or penalties, however allegedly caused, resulting directly or indirectly from, or arising out of (i) the City’s breach of this Agreement; (ii) any acts or omissions of or by the City, its agents, representatives, officers, employees, or subcontractors in connection with the performance of this Agreement; or (iii) any improper use of the Transportation Funds. The City agrees that its duty to defend and indemnify the County under this Agreement includes all attorney’s fees, litigation and court costs, expert witness fees, and any sums expended by or assessed against the County for the defense of any claim or to satisfy any settlement, arbitration award, debt, penalty, or verdict paid or incurred on behalf of the County. The City further agrees that the City’s indemnification obligations in this Section 5.1 will survive the expiration or termination of this Agreement.

5.2. Recordkeeping. The City agrees to maintain its books and records in such a way that any Transportation Funds received from the County will be shown separately on the City’s books. The City shall maintain records adequate to identify the use of the Transportation Funds for the purposes specified in this Agreement. The City shall make its books and records available to the County at reasonable times.

5.3. Assignment and Transfer of Transportation Funds. The City shall not assign or transfer its obligations under this Agreement nor its rights to the Transportation Funds under this Agreement without prior written consent from the County. The City shall use the Transportation Funds provided pursuant to this Agreement exclusively and solely for the purposes set forth in the Agreement.

## **ARTICLE 6 —DEFAULTS AND REMEDIES**

6.1. City Event of Default. The occurrence of any one or more of the following shall constitute an “Event of Default” as such term is used herein:

(a) Failure of the City to comply with any of the material terms, conditions, covenants, or provisions of this Agreement that is not fully cured by the City on or before

County and the City authorizing the execution of this Agreement by the appropriate person or persons for the County and the City, respectively, (b) the execution of this Agreement by a duly authorized official of each of the Parties, (c) the submission of this Agreement to an attorney for each Party that is authorized to represent said Party for review as to proper form and compliance with applicable law, pursuant to Section 11-13-202.5 of the Interlocal Act, and the approval of each respective attorney, and (d) the filing of a copy of this Agreement with the keeper of records of each Party. This Agreement shall terminate upon expiration of the Reimbursement Term. If upon expiration of the Reimbursement Term, the County has not disbursed to the City the Maximum Reimbursable Amount, then all such undisbursed Transportation Funds may be used by the County as the County deems appropriate.

7.3. Non-Funding Clause.

(a) The County has requested or intends to request an appropriation of Transportation Funds to be paid to the City for the purposes set forth in this Agreement. If Transportation Funds are not appropriated and made available beyond December 31 of the county fiscal year in which this Agreement becomes effective, the County's obligation to contribute Transportation Funds to the City under this Agreement beyond that date will be null and void. This Agreement places no obligation on the County to Contribute Transportation Funds to the City in succeeding fiscal years. The County's obligation to contribute Transportation Funds to the City under this Agreement will terminate and become null and void on the last day of the county fiscal year for which funds were budgeted and appropriated, except as to those portions of payments agreed upon for which funds are budgeted and appropriated. The Parties agree that such termination of the County's obligation under this Paragraph will not be construed as a breach of this Agreement or as an event of default under this Agreement, and that such termination of the County's obligation under this Paragraph will be without penalty and that no right of action for damages or other relief will accrue to the benefit of the City, its successors, or its assigns as to this Agreement, or any portion thereof, which may terminate and become null and void.

(b) If Transportation Funds are not appropriated and made available to fund performance by the County under this Agreement, the County shall promptly notify the City of such non-funding and the termination of this Agreement. However, in no event, shall the County notify the City of such non-funding later than thirty (30) days following the expiration of the county fiscal year for which Transportation Funds were last appropriated for contribution to the City under this Agreement.

7.4. Force Majeure. Neither Party will be considered in breach of this Agreement to the extent that performance of their respective obligations is prevented by an Event of Force Majeure that arises after this Agreement becomes effective. "Event of Force Majeure" means an event beyond the control of the County or the City that prevents a Party from complying with any of its obligations under this Agreement, including but not limited to: (i) an act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); (ii) war, acts or threats of terrorism, invasion, or embargo; or (iii) riots or strikes. If an Event of Force Majeure persists for a period in excess of sixty (60) days, the County may terminate this



under this Agreement are solely to the County and that the County's obligations under this Agreement are solely to the City. The Parties do not intend to confer any rights to third parties unless otherwise expressly provided for under this Agreement.

7.11. Agency. No officer, employee, or agent of the City or the County is intended to be an officer, employee, or agent of the other Party. None of the benefits provided by each Party to its employees including, but not limited to, workers' compensation insurance, health insurance and unemployment insurance, are available to the officers, employees, or agents of the other Party. The City and the County will each be solely and entirely responsible for its acts and for the acts of its officers, employees, or agents during the performance of this Agreement.

7.12. No Waiver. The failure of either Party at any time to require performance of any provision or to resort to any remedy provided under this Agreement will in no way affect the right of that Party to require performance or to resort to a remedy at any time thereafter. Additionally, the waiver of any breach of this Agreement by either Party will not constitute a waiver as to any future breach.

7.13. Severability. If any provision of this Agreement is found to be illegal or unenforceable in a judicial proceeding, such provision will be deemed inoperative and severable, and, provided that the fundamental terms and conditions of this Agreement remain legal and enforceable, the remainder of this Agreement shall remain operative and binding on the Parties.

7.14. Counterparts. This Agreement may be executed in counterparts and all so executed will constitute one agreement binding on all the Parties, it being understood that all Parties need not sign the same counterpart. Further, executed copies of this Agreement delivered by facsimile or email will be deemed an original signed copy of this Agreement.

IN WITNESS WHEREOF, each Party hereby signs this Agreement on the date written by each Party on the signature pages attached hereto.

*[Intentionally Left Blank - Signature Page Follows]*

INTERLOCAL AGREEMENT – SIGNATURE PAGE FOR CITY

CITY OF COTTONWOOD HEIGHTS

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_, City Recorder

Date signed: \_\_\_\_\_

*Approved as to Form and Legality:*

CITY ATTORNEY

By \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

## REQUEST FOR DISBURSEMENT

To: Salt Lake County

Re: City of Cottonwood Heights – Interlocal Agreement for Transportation Funds (DA Log No. 17-09025)

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Terms not otherwise defined herein shall have the meaning ascribed to such terms in the Interlocal Cooperation Agreement (the “Agreement”) between the Salt Lake County (the “County”) and the City of Cottonwood Heights (the “City”) (DA Log No. 17-09025). In connection with said Agreement, the undersigned hereby states and certifies that:

1. Each item listed on **Schedule 1** attached hereto is a Reimbursable Project Cost and was incurred in connection with the Project or Projects.
2. These Reimbursable Project Costs have been paid by the City and are reimbursable under the Agreement.
3. Each item listed on **Schedule 1** has not previously been paid or reimbursed from money obtained from the County.
4. Invoices and proof of payment for each item listed on **Schedule 1** is attached hereto.
5. There has not been filed with or served upon the City any notice of any lien, right of lien or attachment upon or claim affecting the right of any person, firm, or corporation to receive payment of the amounts stated in this request, except to the extent any such lien is being contested in good faith.
6. All work for which reimbursement is requested has been performed in a good and workmanlike manner and in accordance with the Agreement.
7. The City is not in default or breach of any term or condition of the Agreement, and no event has occurred and no condition exists which constitutes an Event of Default under the Agreement.
8. All of the City’s representations set forth in the Agreement remain true and correct as of the date hereof.
9. The City acknowledges and agrees that the County’s review and approval of this Request for Disbursement will not be deemed to be a review by the County as to whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is sought hereunder is consistent with the allowable uses for County Transportation Funds described in

## Reimbursable Project Costs Request Detail:

This portion above is to be filled out by the City.

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This portion below is to be filled out by the County.

Approving Signature by County

## RESOLUTION

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the County Council of Salt Lake County:

1. That the Interlocal Agreement between Salt Lake County and Murray City is approved, in substantially the form attached hereto as **ATTACHMENT A**, and that the Salt Lake County Mayor is authorized to execute the same.
2. That the Interlocal Agreement will become effective as stated in the Interlocal Agreement.

*[The balance of this page was intentionally left blank – Signature page follows]*

**ATTACHMENT A**

Interlocal Cooperation Agreement between Salt Lake County and Murray City

transfer of up to One Hundred Thirty-Two Thousand Five Hundred Ninety Dollars and No Cents (\$132,590.00) of County Transportation Funds to the City to reimburse the City for certain costs incurred by the City to design a bike lane on the road that is known as 500 West, Riverside Drive, Murray Boulevard, and 700 West—the name of road varies depending on location—between 4050 South and 6400 South in Murray, Utah and construct a bike lane on 700 West between 5400 South and 6400 South in Murray, Utah (the “Project”), so long as such costs are consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code.

## **AGREEMENT:**

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements contained herein, the sufficiency of which is hereby acknowledged, the Parties represent and agree as follows:

### **ARTICLE 1 - INCORPORATION AND DEFINITIONS**

1.1. Incorporation and Definitions. The foregoing recitals and all exhibits hereto are hereby made a part of this Agreement. Unless otherwise defined in this Agreement, terms shall have the meaning set forth in the Transportation Code. The following terms shall have the following meanings in this Agreement:

- (a) City’s Funding Assurance: As defined in Section 4.1(a) below.
- (b) County Transportation Funds: As defined in Recital C above.
- (c) Event of Default: As defined in Section 6.1 below.
- (d) Event of Force Majeure: As defined in Section 7.4 below.
- (e) Final Plans and Specifications: As defined in Section 4.1(c) below
- (f) Maximum Reimbursable Amount: The amount specified in Section 2.1 below.
- (g) Project: As defined in the Recitals.
- (h) Project Schedule and Budget: As defined in Section 4.1(b) below.
- (i) Project Element. A discrete portion of the Project.
- (j) Reimbursable Project Costs: Costs incurred by the City during the Reimbursement Term for the Project, so long as such costs are contemplated by the City’s Project Schedule and Budget and consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code.
- (k) Reimbursement Term: The period of time: (a) commencing with (1) the effective date of this Agreement, or (2) if approved by the Director of the County’s Department of Transportation, Housing and Economic Development, in writing, the date

(d) Relationship of County and City. The County is not acting as a lender to the City. The County has no fiduciary or other special relationship with the City and therefore no fiduciary obligations are created by this Agreement or are owed to the City or any third parties.

(e) Effect of Request for Disbursement. Each Request for Disbursement shall constitute a representation and warranty that the information set forth in such Request for Disbursement is true and correct.

3.2. City's Additional Representations – Liability and Reliance. Notwithstanding anything to the contrary in this Agreement, the City further represents that the County has not opined on and will not at any point be deemed to have opined on whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is made to the City under this Agreement is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code or in accordance with other applicable federal, state and local laws, rules and regulations. As such, notwithstanding anything to the contrary in this Agreement, the City agrees to be liable for and indemnify the County from any improper use of the Transportation Funds, as indicated in Section 5.1 below. Furthermore, the City agrees that it will independently determine whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is sought by and made to the City under this Agreement is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code, and, as indicated in Section 4.3(e) below, the City agrees that it will not rely on the County's review or acceptance of the City's Project Schedule and Budget, Final Plans and Specifications, or any Request for Disbursement in making that determination.

#### **ARTICLE 4 -- DISBURSEMENTS**

4.1. Conditions for Commencement of Disbursement of Transportation Funds. The County will not be obligated to commence disbursement of Transportation Funds for Reimbursable Project Costs, unless and until the following conditions have been satisfied:

(a) City Funding Requirement. The City has provided to the County evidence and assurances that it has funded or will cause to be funded all but One Hundred Thirty-Two Thousand Five Hundred Ninety Dollars and No Cents (\$132,590.00) of the total cost of the Project (the "City's Funding Assurance").

(b) Project Schedule and Budget. The City has prepared and submitted to the County a document outlining the City's proposed schedule and budget for the Project (the "Project Schedule and Budget").

(c) Final Plans and Specifications. The City has submitted to the County the final plans and specifications for the Project (the "Final Plans and Specifications").

(d) General Approval of the Project Schedule and Budget. Following receipt of the City's Funding Assurance, Project Schedule and Budget, and Final Plans and Specifications, County staff (or his/her designee) has determined that: (1) the City has



(b) Amount of Disbursement. Subject to compliance with the terms and conditions of this Agreement, the County shall disburse to the City the amount of Transportation Funds requested by the City in a Request for Disbursement for Reimbursable Project Costs, but in no event shall the County be required to disburse more than the Maximum Reimbursable Amount, in aggregate, over the Reimbursement Term. However, if the County determines that the City has not complied with all terms and conditions set forth in this Agreement or determines that the City's Request for Disbursement is deficient in any respect, the County may, in its sole discretion, decline to make a disbursement, or may make a partial disbursement based on the extent to which the City has complied with the terms and conditions set forth in this Agreement. Notwithstanding the foregoing, the County will not reimburse the City for Reimbursable Project Costs to the extent such costs have been funded with non-City funds (e.g., other federal, state, or local grant funds).

(c) Payment of Disbursements. The County shall, within ninety (90) days after receiving a Request for Disbursement from the City, either disburse to the City the amount requested by the City or provide a written notice to the City setting forth the reasons for non-disbursement or partial-disbursement. The County shall have no obligation to accept a Request for Disbursement or to make a disbursement of Transportation Funds to the City after expiration of the Reimbursement Term.

(d) Acquiescence Not a Waiver. To the extent that the County may have acquiesced in noncompliance with any conditions precedent to the disbursement of Transportation Funds, such acquiescence shall not constitute a waiver by the County and the County at any time after such acquiescence may require the City, as to future requests for disbursements, to comply with all such applicable conditions and requirements under this Agreement.

(e) Disclaimer of Liability.

(1) The County will not be responsible in any manner to the City or any third-party for the quality, design, construction, structural integrity, or health or safety features of any Project for which Transportation Funds are disbursed to the City to reimburse Reimbursable Project Costs, notwithstanding the County's review and approval of the Project Schedule and Budget and the City's Requests for Disbursement under this Agreement.

(2) Furthermore, the City acknowledges and agrees that the County's review and approval of the City's Project Schedule and Budget or any Request for Disbursement submitted to the County under this Agreement will not be deemed to be a review by the County as to whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is sought by and made to the City under this Agreement is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code or in accordance with other applicable federal, state and local laws, rules and regulations. As such, the City agrees to be liable for and to

the expiration of a sixty (60) day period (or, if the County approves in writing, which approval shall not be unreasonably withheld, conditioned or delayed, such longer period as may be reasonably required to cure a matter which, due to its nature, cannot reasonably be cured within 60 days) commencing upon the County's written notice to the City of the occurrence thereof.

6.2. County's Remedies in the Event of Default. Upon the occurrence of any Event of Default, the County may, in its sole discretion, and in addition to all other remedies conferred upon the County by law or equity or other provisions of this Agreement, pursue any one or more of the following remedies concurrently or successively, it being the intent hereof that none of such remedies shall be to the exclusion of any other:

- (a) Withhold further disbursement of Transportation Funds to the City; and/or
- (b) Reduce the amount of any future disbursement of Transportation Funds to the City by the amount incurred by the County to cure such default; and/or
- (c) Terminate this Agreement.

#### **ARTICLE 7 -- MISCELLANEOUS**

7.1. Interlocal Cooperation Act. In satisfaction of the requirements of the Interlocal Act in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party pursuant to Section 11-13-202.5 of the Interlocal Act.

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney in behalf of each Party pursuant to and in accordance with Section 11-13-202.5 of the Interlocal Act.

(c) A duly executed original counterpart of this Agreement shall be filed immediately with the keeper of records of each Party pursuant to Section 11-13-209 of the Interlocal Act.

(d) Except as otherwise specifically provided herein, each Party shall be responsible for its own costs of any action done pursuant to this Agreement, and for any financing of such costs.

(e) No separate legal entity is created by the terms of this Agreement. Pursuant to Section 11-13-207 of the Interlocal Act, to the extent this Agreement requires administration other than as set forth herein, the County Mayor and the City Mayor are hereby designated as the joint administrative board for all purposes of the Interlocal Act.

7.2. Term of Agreement. This Agreement shall take effect immediately upon the completion of the following: (a) the approval of the Agreement by the governing bodies of the County and the City, including the adoption of any necessary resolutions or ordinances by the

Agreement without liability or penalty, effective upon written notice to the City.

7.5. Notices. Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing, and shall be deemed to have been received (a) upon personal delivery or actual receipt thereof, or (b) within three days after such notice is deposited in the United States mail, postage pre-paid, and certified and addressed as follows:

If to Salt Lake County:        County Mayor  
   2001 South State, N2-100  
   Salt Lake City, Utah 84190

With a copy to:                 Salt Lake County District Attorney  
   2001 South State, S3-600  
   Salt Lake City, Utah 84190

If to the City:                   Murray City  
   5025 South State Street  
   Murray, Utah 84107

7.6. Ethical Standards. The City represents that it has not: (a) provided an illegal gift in connection with this Agreement to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards in connection with this Agreement set forth in State statute or Salt Lake County Code of Ordinances § 2.07, Salt Lake County Code of Ordinances; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, in connection with this Agreement, any County officer or employee or former County officer or employee to breach any of the ethical standards set forth in State statute or Salt Lake County ordinances.

7.7. Entire Agreement. This Agreement and the documents referenced herein, if any, constitute the entire Agreement between the Parties with respect to the subject matter hereof, and no statements, promises, or inducements made by either Party, or agents for either Party, that are not contained in this written Agreement shall be binding or valid; and this Agreement may not be enlarged, modified or altered, except in writing, signed by the Parties.

7.8. Amendment. This Agreement may be amended, changed, modified or altered only by an instrument in writing signed by both Parties.

7.9. Governing Law and Venue. The laws of the State of Utah govern all matters arising out of this Agreement. Venue for any and all legal actions arising hereunder will lie in the District Court in and for the County of Salt Lake, State of Utah.

7.10. No Obligations to Third Parties. The Parties agree that the City's obligations

INTERLOCAL AGREEMENT - SIGNATURE PAGE FOR THE COUNTY

SALT LAKE COUNTY

By \_\_\_\_\_  
Mayor Ben McAdams or Designee

Dated: \_\_\_\_\_, 20\_\_\_\_

*Approved by:*

DEPARTMENT OF REGIONAL  
TRANSPORTATION, HOUSING AND  
ECONOMIC DEVELOPMENT

By Carlton J. Christensen  
Carlton J. Christensen  
Department Director  
Dated: May 29, 2018

*Approved as to Form and Legality:* Digitally signed by  
Stephen Barnes Stephen Barnes  
Date: 2018.03.01  
By \_\_\_\_\_ 15:26:36 -07'00'  
Deputy District Attorney

## **EXHIBIT A**

Request for Disbursement Form

## **EXHIBIT A**

Request for Disbursement Form

federal, state and local laws, rules and regulations. As such, the City agrees to be liable for and to indemnify the County from any improper use of the Transportation Funds, as indicated in Section 5.1 of the Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**MURRAY CITY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved for Payment this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**SALT LAKE COUNTY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_, 2018

A RESOLUTION OF THE SALT LAKE COUNTY COUNCIL APPROVING EXECUTION OF AN INTERLOCAL COOPERATION AGREEMENT WITH EMIGRATION CANYON METRO TOWNSHIP REGARDING \$90,000 OF COUNTY TRANSPORTATION FUNDS TRANSFERRED TO THE METRO TOWNSHIP FOR HIGHWAY CONSTRUCTION, RECONSTRUCTION OR MAINTENANCE PROJECTS.

W I T N E S S E T H

WHEREAS, Salt Lake County (the "County") and Emigration Canyon Metro Township (the "Metro Township") are "public agencies" as defined by the Utah Interlocal Cooperation Act, Utah Code Ann. §§ 11-13-101 *et seq.* (the "Cooperation Act"), and, as such, are authorized by the Cooperation Act to enter into an interlocal cooperation agreement to act jointly and cooperatively on the basis of mutual advantage; and

WHEREAS, pursuant to Section 41-1a-1222, UTAH CODE ANN., the County has imposed a local option highway construction and transportation corridor preservation fee on each motor vehicle registration within the County; and

WHEREAS, fifty-percent of the revenue generated by said fee is deposited into the County of the First Class Highway Projects Fund pursuant to Section 72-2-121, UTAH CODE ANN., along with other moneys deposited therein, including certain sales and use taxes and voluntary contributions; and

WHEREAS, during the 2013 General Session, the State legislature amended Section 72-2-121 of the Utah Transportation Code, UTAH CODE ANN. §§ 72-1-101 *et seq.*, to provide a portion of the revenue in the County of the First Class Highway Projects Fund be transferred to the legislative body of Salt Lake County to be used for certain transportation purposes (hereinafter "County Transportation Funds"); and

WHEREAS, the County desires to use County Transportation Funds to further regional transportation by financing all or a portion of the costs of highway construction, reconstruction, or maintenance projects throughout the County in accordance with Section 72-2-121 of the Utah Transportation Code and all other applicable federal, state and local laws, rules and regulations; and

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the County Council:

1. That the Interlocal Agreement between County and Metro Township is approved, in substantially the form attached hereto as **ATTACHMENT A**, and that the Salt Lake County Mayor is authorized to execute the same.

**ATTACHMENT A**

Interlocal Cooperation Agreement between Salt Lake County and Emigration Canyon Metro  
Township



E. The County and the Metro Township now desire to enter into this Agreement providing for the transfer of up to Ninety Thousand Dollars and No Cents (\$90,000.00) of County Transportation Funds to the Metro Township to reimburse the Metro Township for certain costs incurred to install signage and strip, Emigration Canyon Road between Rotary Park and SR-65, so long as such costs are consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code.

### **AGREEMENT:**

NOW, THEREFORE, in consideration of the mutual representations, warranties, covenants and agreements contained herein, the sufficiency of which is hereby acknowledged, the Parties represent and agree as follows:

### **ARTICLE 1 - INCORPORATION AND DEFINITIONS**

1.1. Incorporation and Definitions. The foregoing recitals and all exhibits hereto are hereby made a part of this Agreement. Unless otherwise defined in this Agreement, terms shall have the meaning set forth in the Transportation Code. The following terms shall have the following meanings in this Agreement:

- (a) Metro Township's Funding Assurance: As defined in Section 4.1(a) below.
- (b) County Transportation Funds: As defined in Recital C above.
- (c) Event of Default: As defined in Section 6.1 below.
- (d) Event of Force Majeure: As defined in Section 7.4 below.
- (e) Final Plans and Specifications: As defined in Section 4.1(c) below
- (f) Maximum Reimbursable Amount: The amount specified in Section 2.1 below.
- (g) Project: As defined in the Recitals.
- (h) Project Schedule and Budget: As defined in Section 4.1(b) below.
- (i) Project Element. A discrete portion of the Project.
- (j) Reimbursable Project Costs: Costs incurred by the Metro Township during the Reimbursement Term for the Project, so long as such costs are contemplated by the Metro Township's Project Schedule and Budget and consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code.
- (k) Reimbursement Term: The period of time commencing with the effective date of this Agreement and expiring upon the earlier of (i) the date the Metro Township has been disbursed, in aggregate, the Maximum Reimbursable Amount, (ii) the date this

(d) Relationship of County and Metro Township. The County is not acting as a lender to the Metro Township. The County has no fiduciary or other special relationship with the Metro Township and therefore no fiduciary obligations are created by this Agreement or are owed to the Metro Township or any third parties.

(e) Effect of Request for Disbursement. Each Request for Disbursement shall constitute a representation and warranty that the information set forth in such Request for Disbursement is true and correct.

3.2. Metro Township's Additional Representations – Liability and Reliance. Notwithstanding anything to the contrary in this Agreement, the Metro Township further represents that the County has not opined on and will not at any point be deemed to have opined on whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is made to the Metro Township under this Agreement is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code or in accordance with other applicable federal, state and local laws, rules and regulations. As such, notwithstanding anything to the contrary in this Agreement, the Metro Township agrees to be liable for and indemnify the County from any improper use of the Transportation Funds, as indicated in Section 5.1 below. Furthermore, the Metro Township agrees that it will independently determine whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is sought by and made to the Metro Township under this Agreement is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code, and, as indicated in Section 4.3(e) below, the Metro Township agrees that it will not rely on the County's review or acceptance of the Metro Township's Project Schedule and Budget, Final Plans and Specifications, or any Request for Disbursement in making that determination.

#### **ARTICLE 4 - DISBURSEMENTS**

4.1. Conditions for Commencement of Disbursement of Transportation Funds. The County will not be obligated to commence disbursement of Transportation Funds for Reimbursable Project Costs, unless and until the following conditions have been satisfied:

(a) Metro Township Funding Requirement. The Metro Township has provided to the County evidence and assurances that it has funded or will cause to be funded all but Ninety Thousand Dollars and No Cents (\$90,000.00) of the total cost of the Projects (the "Metro Township's Funding Assurance").

(b) Project Schedule and Budget. The Metro Township has prepared and submitted to the County a document outlining the Metro Township's proposed schedule and budget for the Project (the "Project Schedule and Budget").

(c) Final Plans and Specifications. The Metro Township has submitted to the County the final plans and specifications for the Project (the "Final Plans and Specifications").

Disbursement. In the event that the County declines to make the full disbursement requested in any Request for Disbursement for failure to comply with the terms of this Agreement, the County shall notify the Metro Township promptly and shall provide a written explanation of the specific reasons for such decision. The Metro Township shall not submit a Request for Disbursement to the County until the Project has been completed.

(b) Amount of Disbursement. Subject to compliance with the terms and conditions of this Agreement, the County shall disburse to the Metro Township the amount of Transportation Funds requested by the Metro Township in a Request for Disbursement for Reimbursable Project Costs, but in no event shall the County be required to disburse more than the Maximum Reimbursable Amount, in aggregate, over the Reimbursement Term. However, if the County determines that the Metro Township has not complied with all terms and conditions set forth in this Agreement or determines that the Metro Township's Request for Disbursement is deficient in any respect, the County may, in its sole discretion, decline to make a disbursement, or may make a partial disbursement based on the extent to which the Metro Township has complied with the terms and conditions set forth in this Agreement. Notwithstanding the foregoing, the County will not reimburse the Metro Township for Reimbursable Project Costs to the extent such costs have been funded with non-Metro Township funds (e.g., other federal, state, or local grant funds).

(c) Payment of Disbursements. The County shall, within ninety (90) days after receiving a Request for Disbursement from the Metro Township, either disburse to the Metro Township the amount requested by the Metro Township or provide a written notice to the Metro Township setting forth the reasons for non-disbursement or partial-disbursement. The County shall have no obligation to accept a Request for Disbursement or to make a disbursement of Transportation Funds to the Metro Township after expiration of the Reimbursement Term.

(d) Acquiescence Not a Waiver. To the extent that the County may have acquiesced in noncompliance with any conditions precedent to the disbursement of Transportation Funds, such acquiescence shall not constitute a waiver by the County and the County at any time after such acquiescence may require the Metro Township, as to future requests for disbursements, to comply with all such applicable conditions and requirements under this Agreement.

(e) Disclaimer of Liability.

(1) The County will not be responsible in any manner to the Metro Township or any third-party for the quality, design, construction, structural integrity, or health or safety features of any Project for which Transportation Funds are disbursed to the Metro Township to reimburse Reimbursable Project Costs, notwithstanding the County's review and approval of the Project Schedule and Budget and the Metro Township's Requests for Disbursement under this Agreement.

under this Agreement without prior written consent from the County. The Metro Township shall use the Transportation Funds provided pursuant to this Agreement exclusively and solely for the purposes set forth in the Agreement.

## **ARTICLE 6 - DEFAULTS AND REMEDIES**

6.1. Metro Township Event of Default. The occurrence of any one or more of the following shall constitute an "Event of Default" as such term is used herein:

(a) Failure of the Metro Township to comply with any of the material terms, conditions, covenants, or provisions of this Agreement that is not fully cured by the Metro Township on or before the expiration of a sixty (60) day period (or, if the County approves in writing, which approval shall not be unreasonably withheld, conditioned or delayed, such longer period as may be reasonably required to cure a matter which, due to its nature, cannot reasonably be cured within 60 days) commencing upon the County's written notice to the Metro Township of the occurrence thereof.

6.2. County's Remedies in the Event of Default. Upon the occurrence of any Event of Default, the County may, in its sole discretion, and in addition to all other remedies conferred upon the County by law or equity or other provisions of this Agreement, pursue any one or more of the following remedies concurrently or successively, it being the intent hereof that none of such remedies shall be to the exclusion of any other:

(a) Withhold further disbursement of Transportation Funds to the Metro Township; and/or

(b) Reduce the amount of any future disbursement of Transportation Funds to the Metro Township by the amount incurred by the County to cure such default; and/or

(c) Terminate this Agreement.

## **ARTICLE 7 - MISCELLANEOUS**

7.1. Interlocal Cooperation Act. In satisfaction of the requirements of the Interlocal Act in connection with this Agreement, the Parties agree as follows:

(a) This Agreement shall be approved by each Party pursuant to Section 11-13-202.5 of the Interlocal Act.

(b) This Agreement shall be reviewed as to proper form and compliance with applicable law by a duly authorized attorney in behalf of each Party pursuant to and in accordance with Section 11-13-202.5 of the Interlocal Act.

(c) A duly executed original counterpart of this Agreement shall be filed immediately with the keeper of records of each Party pursuant to Section 11-13-209 of the Interlocal Act.

performance by the County under this Agreement, the County shall promptly notify the Metro Township of such non-funding and the termination of this Agreement. However, in no event, shall the County notify the Metro Township of such non-funding later than thirty (30) days following the expiration of the county fiscal year for which Transportation Funds were last appropriated for contribution to the Metro Township under this Agreement.

7.4. Force Majeure. Neither Party will be considered in breach of this Agreement to the extent that performance of their respective obligations is prevented by an Event of Force Majeure that arises after this Agreement becomes effective. “Event of Force Majeure” means an event beyond the control of the County or the Metro Township that prevents a Party from complying with any of its obligations under this Agreement, including but not limited to: (i) an act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods); (ii) war, acts or threats of terrorism, invasion, or embargo; or (iii) riots or strikes. If an Event of Force Majeure persists for a period in excess of sixty (60) days, the County may terminate this Agreement without liability or penalty, effective upon written notice to the Metro Township.

7.5. Notices. Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing, and shall be deemed to have been received (a) upon personal delivery or actual receipt thereof, or (b) within three days after such notice is deposited in the United States mail, postage pre-paid, and certified and addressed as follows:

If to Salt Lake County:      County Mayor  
2001 South State, N2-100  
Salt Lake City, Utah 84190

With a copy to:              Salt Lake County District Attorney  
2001 South State, S3-600  
Salt Lake City, Utah 84190

If to the Metro Township:      Emigration Canyon Metro Township  
c/o Bart Barker, General Manager  
2001 South State, N3-600  
Salt Lake City, Utah 84190

7.6. Ethical Standards. The Metro Township represents that it has not: (a) provided an illegal gift in connection with this Agreement to any County officer or employee, or former County officer or employee, or to any relative or business entity of a County officer or employee, or relative or business entity of a former County officer or employee; (b) retained any person to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than bona fide employees of bona fide commercial agencies established for the purpose of securing business; (c) breached any of the ethical standards in connection with this Agreement set forth in State statute or Salt Lake County Code of Ordinances § 2.07, Salt Lake County Code of Ordinances; or (d) knowingly influenced, and hereby promises that it will not knowingly influence, in connection with this Agreement, any

IN WITNESS WHEREOF, each Party hereby signs this Agreement on the date written by each Party on the signature pages attached hereto.

*[Intentionally Left Blank - Signature Page Follows]*

**INTERLOCAL AGREEMENT – SIGNATURE PAGE FOR METRO TOWNSHIP**

**Emigration Canyon Metro Township**

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

Attest:

\_\_\_\_\_  
\_\_\_\_\_, Metro Township Recorder

Date signed: \_\_\_\_\_

*Approved as to Form and Legality:*

METRO TOWNSHIP ATTORNEY

By \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

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9. The Metro Township acknowledges and agrees that the County's review and approval of this Request for Disbursement will not be deemed to be a review by the County as to whether any particular Reimbursable Project Cost for which a disbursement of Transportation Funds is sought hereunder is consistent with the allowable uses for County Transportation Funds described in Subsection 72-2-121(4)(g) of the Transportation Code or in accordance with other applicable federal, state and local laws, rules and regulations. As such, the Metro Township agrees to be liable for and to indemnify the County from any improper use of the Transportation Funds, as indicated in Section 5.1 of the Agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**EMIGRATION CANYON METRO TOWNSHIP**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Approved for Payment this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**SALT LAKE COUNTY**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_





## Contract Notification Form

Contract # (if existing)

Supplier/Customer Name

Supplier/Customer ID

Cottonwood Heights City

0000004303

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

*Hard Copy of Fully Executed Contract Returned to:*

Contact Name Ruedigar Matthes

Courier Address S2-100

Special Instructions:

*Notice of Approved Contract*

Attention to Helen Peters

Email HPeters@slco.org

Attention to Ruedigar Matthes

Email RMatthes@slco.org

Attention to \_\_\_\_\_

Email \_\_\_\_\_

*Contract Expiration*

Notice of Expiration email will be sent 90 days prior to contract expiration. This email will be sent to the person(s) who handles contracts for each Division to distribute within the Division.



## Contract Notification Form

Contract # (if existing) \_\_\_\_\_

Supplier/Customer Name \_\_\_\_\_

Supplier/Customer ID \_\_\_\_\_

Cottonwood Heights City

0000004303

Please complete and attach the following information to the contract and send to Contracts and Procurement for processing.

*Hard Copy of Fully Executed Contract Returned to:*

Contact Name Ruedigar Matthes

Courier Address S2-100

Special Instructions:

*Notice of Approved Contract*

Attention to Helen Peters

Email HPeters@slco.org

Attention to Ruedigar Matthes

Email RMatthes@slco.org

Attention to \_\_\_\_\_

Email \_\_\_\_\_

*Contract Expiration*

Notice of Expiration email will be sent 90 days prior to contract expiration. This email will be sent to the person(s) who handles contracts for each Division to distribute within the Division.